



AAI/ID/SM(E-E)/NIT-01/GLF SPARE /2018-19/

DATE : 13.06.2018

NOTICE INVITING E-TENDER (3 BOT – 3 Envelope Open Tender)
(Tender I.D No. 2018_AAI_11760_1)

1. Item rate tenders are invited through the e-tendering portal by Sr. Manager Engg.(Elect.)-I, Airports Authority of India, Devi Ahilya Bai Holkar Airport, Indore – 452005(MP) Ph No. 0731-2629452 on behalf of Chairman, A.A.I. from the eligible contractors for the work of “Supply of G.L.F Spares for day to day maintenance of G.L.F system at D.A.B.H. Airport Indore for year (2018-19)” at an estimated cost of **Rs. 14.60 Lacs** with period of completion **60 Days**.

The tendering process is online at e-portal URL address <https://etender.gov.in/eprocure/app> or www.aai.aero. Aspiring bidders may download and go through the tender document.

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://etender.gov.in/eprocure/app> or www.aai.aero. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days time The tenderer may also take guidance from AAI Help Desk Support through path aai.aero/tender/e-tender/helpdesk/support.

(i) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as below:—

Tel: 0120-4200462, 0120-4001002, Mobile: 91 8826246593

Email: support : eproc@nic.in

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 further technical assistance with regard to functioning of CPP portal the bidder may contact to the following AAI help desk numbers on all working days only between

(ii) 08:00 hrs to 20:00 hrs [Mon-Sat]

011- 24632950, Ext-3512(Six Lines), E– Mail: – eprochelp@aai.aero

(iii) 09:30 hrs to 18:00 hrs [Mon– Fri] -

011-24632950 Ext-3523, E-Mail:- etendersupport@aai.aero

sanjeevkumar@aai.aero and snita@aai.aero

(iv) 09:30 hrs to 18:00 hrs[Mon Fri] -

011- 24657900, E-Mail:- gmitichq@aai.aero

Tender fee of **Rs.1180/- (i/c GST) Non- refundable** will be required to be paid **offline** in the form of **Demand Draft** from Nationalized or any scheduled bank (but not from co-operative or Gramin Bank). The **Original Demand Drafts** against **Tender fee, EMD or MSME certificate,**

if any, for fee exemptions & duly signed copy of AAI Unconditional acceptance letter should reach by post/courier/given in person to **Sr. Manager Engg.(Elect.)-I, Airports Authority of India, Devi Ahilya Bai Holkar Airport, Indore – 452005 (MP)**, within 3 days of the last date of bid submission or as specified in the Tender Document. The details of Demand Draft/any other accepted instruments, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

2. Following 3 envelopes shall be submitted through online at CPP-portal by the bidder as per the following schedule: -

CRITICAL DATA SHEET

Publishing Date	14.06.2018 From 09:30 hrs
Bid Document Sale Start Date	14.06.2018 From 09:30 hrs
Clarification Start Date	14.06.2018 From 09:30 hrs
Clarification End Date	18.06.2018 up to 18:00 hrs
Bid Submission Start Date	14.06.2018 From 09:30 hrs
Bid Submission End Date	25.06.2018 up to 15:00 hrs
Last date and time for Offline submission of Original Demand Drafts against Tender Fee and EMD and duly Signed hard copy of AAI Unconditional Acceptance Letter	28.06.2018 up to 15:00 hrs
Bid Opening Date: (Envelope-I) Scanned Copies of unconditional acceptance of AAI's tender conditions , Tender Fee and EMD	28.06.2018 at 15:30 hrs
Bid Opening Date: Envelope-II (Prequalification Criteria)	29.06.2018 at 11:30 hrs
Bid opening Date : Envelope-III (Price Bid)	To be intimated later on through CPP Portal
Tender Fee	Rs.1180/- (i/c GST) Non-refundable in favour of Airports Authority of India payable at Indore.
EMD	Rs. 29,200/- in the form of Demand Draft / FDR in favour of Airports Authority of India payable at Indore.

Envelope-I: - Containing Scanned Copies of unconditional acceptance of AAI's tender conditions , Tender Fee and EMD of Contractor / Firm: -.

Scanned copy of Tender Fee (**Rs 1180**), Earnest Money Deposit (EMD) of value **Rs. 29,200/-** in the form of Demand Draft / FDR as stipulated in the notice inviting tender may be submitted in "**Envelope-I**" in Fee Bid/ Attachments section of e-tendering portal along with Unconditional Acceptance of AAI's Tender Conditions (Performa given in **page no. 32**

of Tender Document). Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document

Envelope-II (Prequalification Criteria):The tenderer shall submit their application only at CPP portal <https://etender.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instruction provided in the tender document for online submission of bids. Tenders are required to upload the digitally signed file of scanned documents in support of their meeting each criteria mentioned below. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

Qualifying requirements of contractors / firms:-

- (i) Agency should have valid Permanent Account Number (PAN).
- (ii) Should possess valid GST registration Certificate.
- (iii) Agency should have valid registration on the date of issue of tender in appropriate class of CPWD / MES / P&T / RAILWAYS / STATE PWD / PSUs / Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai and Kolkata.

(or)

Should have satisfactorily completed (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) three works, each of **Rs 5.84 Lakh** or two works, each of **Rs 7.30 Lakh** or one work of **Rs 11.68 Lakh** in single contract of similar nature i.e. **“Supply of GLF Spares”** during last seven years ending on last date or extended date of submission of bid in India.

“ The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of submission of bid.”

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. The agency should submit detailed BOQ along with work order. Firm showing work experience certificate from non-government/ non-PSU organizations should submit copy of tax deduction at sources certificate in support of their claim for having experience of stipulated value of work.

- (iv) Should have annualized average financial turnover of **Rs. 4.38 Lakh** against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet, Profit and Loss Account Statement of the firm should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- (v) An affidavit executed on Rs. 100/- non judicial stamp paper in the format as given at **page no. 28** of tender document for minimum wages.
- (vi) Undertaking for Registration & Experience Certificate in the format as given at **page No. 29** of tender document.

- (vii) Undertaking for GST Registration in the format as given at **page No. 30** of tender document.
- (viii) An affidavit executed on Rs. 100/- non judicial stamp paper in the format as given at **page no. 31** of tender document, regarding Debarring / Black listing.

Envelope –III: - The Financial e-Bid through CPP portal

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (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.

In event no rate has been quoted for any items, leaving space both in figures words and amount blank, it will be presumed that the contractor has included the cost of this/these items in other items and rate for such items will be considered as zero and work will be required to be executed accordingly.

Further, it may be noted that tenders which are duly submitted on e-tender portal (CPPP) shall only be final and tenders just saved without submission will not be available to the evaluation purpose. Bidders are requested to go through FAQ and help files available in the portal (CPPP). In case of any difficulty, bidders may contact the help desk numbers and emails ID provided in the CPP portal.

Tenderer who has downloaded the tender from central public procurement portal (CPPP) website <http://etenders.gov.in> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAI.

3. **Original Demand Draft** against Tender Fee, DD / FDR against EMD or MSME certificate, if any, for fee exemptions and duly Signed hard copy of Unconditional Acceptance of AAI's Tender Conditions, etc. to be sent to the **Sr. Manager Engg.(Elect.)-I, Airports Authority of India, Devi Ahilya Bai Holkar Airport, Indore – 452005(MP)** and should reach to Bid Manager before the date & time mentioned in **CRITICAL DATA SHEET**. Tender of the tenderer whose EMD and unconditional acceptance of AAI'S tender conditions are not received by the time of the opening of pre-qualification of tender then their tenders will be summarily rejected. Any postal delay will not be entertained.
4. **Bids Opening Process is as below: -**
Envelope-I(FEE BID) containing Documents (uploaded by the contractors / firms) shall be opened as per **CRITICAL DATA SHEET**. The intimation regarding acceptance/rejection of their bids will be intimated to the contractors/firms through e-tendering portal.

Envelope-II(Prequalification Criteria): Prequalification Criteria cum Technical bid opening date shall be as mentioned in **CRITICAL DATA SHEET**. (Depending on pre-qualification, any changes in the date shall be intimated through CPP portal).

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope - I and Envelope - II, he will be asked to provide it through CPP portal. The bidder shall upload the requisite clarification/documents within time specified by AAI, failing which tender will be liable for rejection.

Envelope-III: The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall be as per **CRITICAL DATA SHEET**. **(Depending on Technical Bid evaluation the date shall be intimated through CPP Portal)**.

5. 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.
6. AAI reserve the right to disallow issue of tender document 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 reserve the right to verify the credential 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:**
 - (a) **Forfeit the entire amount of EMD submitted by the firm.**
 - (b) **The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual/legal action.**
7. Consortium /JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
8. Purchase preference to central Public sector undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

9.1 Exemption from paying Tender Fees & EMD:-

The following procedure is to be adopted for the MSEs bidders registered with **NSIC/DIC/KVIC/KVIB/Coir Board/Directorate of Handicrafts and Handloom or any other body specified by the Ministry of MSME for goods produced and services rendered by MSEs for which they are registered :-**

- A. MSEs Bidders shall be issued tender documents free of cost and shall be exempted from paying EMD.
- B. Price preference to MSEs shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
- C. MSEs Bidders seeking exemption and benefits should upload digitally signed self-attested scanned copy of valid Registration Certificate, giving details of such validity, stores / services etc. in **Envelope-I (Fee Bid)**, failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.

- D. The benefits to MSEs shall be available only for the goods/Services produced and provided by MSEs for which they are registered.

In case MSEs registration certificate is found invalid during evaluation, the bid of such bidder shall be rejected and action shall be taken as per rules & regulation of AAI.

-S/d-

Sr. Manager (Engg.-Elect)-I
AAI, DABH Airport, Indore

CHECK LIST(Envelope-I)

(To be uploaded by applicants along with tender application in Envelope-I (FEE Bid)

Name of work : “Supply of G.L.F Spares for day to day maintenance of G.L.F system at D.A.B.H. Airport Indore for year (2018-19)”.

Ref No.	Qualifying Criterion	Particulars	Enclosure check list
1	Bidder Name, Address, Contact No. E-mail		Enclosed / Not Enclosed
2	Details of DD against Tender Fee		Enclosed / Not Enclosed
3	Details of DD/FDR against EMD		Enclosed / Not Enclosed
4	MSME registration certificate, if any , for Tender Fee and EMD exemptions		Enclosed / Not Enclosed
5	Scanned copy of duly signed and stamped Unconditional Acceptance Letter of AAI’s Tender Conditions. (Performa given on page No. 32 of tender document)		Enclosed / Not Enclosed
6	Authorization letter/ power of attorney (As applicable)		Enclosed / Not Enclosed
	Any other information		

Place:

Date:

Signature
Authorized Signatory of the contractor/ Firm

DECLARATION

I (_____) hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, my EMD may be forfeited & action as deemed fit by AAI can be taken against me.

Place:

Date:

CHECK LIST for Envelope-II(Pre Qualifying)

(Pre Qualifying Requirements Proforma to be uploaded by applicants along with tender application in Envelope-II)

Name of work : “Supply of G.L.F Spares for day to day maintenance of G.L.F system at D.A.B.H. Airport Indore for year (2018-19)”.

S.No.	Qualifying Criterion	Particulars	Enclosure check list
1	Name and address of the Agency i/c e-mail & Contact No. etc		
2	Valid Permanent Account Number (PAN) from Income Tax.		Copy of PAN Enclosed / Not Enclosed
3	Valid GST registration Certificate		Enclosed / Not Enclosed
4	Details of valid registration on the date of issue of tender in appropriate class of CPWD / MES / P&T / RAILWAYS / STATE PWD / PSUs / Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai and Kolkata (OR) 05 Below.		Copy of Registration Certificate Enclosed / Not Enclosed
5	Certificate from clients of having satisfactorily completed similar works. (Copy of Completion Certificate issued by Clients, Work Order, BOQ etc. to be uploaded)	Details of the Three/Two/One works as applicable	Copy of the certificates Enclosed / Not Enclosed
	a) Three works of 40 % OR b) Two works of 50% OR c) One work of 80% of estimated amount in single contract of similar nature during last 7 years ending on last date or extended date for submission of bid, in India	1.Client : Name of Work : Order No. & Dt.: Cost: Date of completion: 2.Client : Name of Work : Order No. & Dt.: Cost: Date of completion: 3. Client : Name of Work : Order No. & Dt.: Cost: Date of completion:	
6	Whether experience from Private clients?	Experience of Non- Govt. Organization or private client, should submit copy of tax deduction at sources certificate in support of their claim for having experience of stipulated value of work	Certificate enclosed : Yes/ No
7	Turnover	Year INR (in Lacs)	

	Annualized average financial turnover equivalent to Indian 30% of Estimate Amount during last three financial years.	2014-15 Rs. 2015-16 Rs. 2016-17 Rs.	Proof of Turnover (Abridged Balance Sheet and Profit & Loss Account certified by Chartered Accountant) Enclosed / Not Enclosed
		Average Rs.	
8	An affidavit executed on Rs. 100/- non judicial stamp paper in the format as given at page no. 28 of tender document for minimum wages.		Enclosed / Not Enclosed
9	Undertaking for Registration & Experience Certificate in the format as given at page No. 29 of tender document		Enclosed / Not Enclosed
10	Undertaking for GST Registration in the format as given at page No. 30 of tender document		Enclosed / Not Enclosed
11	An affidavit executed on Rs. 100/- non judicial stamp paper in the format as given at page no. 31 of tender document ,regarding Debarring / Black listing.		Enclosed / Not Enclosed
12	Details of any other information, if any		Enclosed / Not Enclosed

DECLARATION

I (_____) hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, my EMD may be forfeited & action as deemed fit by AAI can be taken against me.

Date:

Signature
Authorized Signatory of the contractor/ Firm
(Signature with stamp)