

Tender Fees: INR 1150/=

Airports Authority of India
J.P.N.I Airport, Patna – 800014



NOTICE INVITING TENDER

FOR

**Job Contract for providing one Data Entry Operator and one IT Supervisor
at A.A.I, J.P.N.I Airport, Patna.**

Tender ID No: 2018_AAI_11473_1

File No.: AAI/PAT/IT-04/2018-19

Name and Address of Bidder :

Date of upload to CPP Portal :

NOTICE INVITING TENDER



AIRPORTS AUTHORITY OF INDIA
Notice Inviting Tender
e-Procurement

E-Bids responses are invited by CNS In-charge, A.A.I, J.P.N.I Airport, Patna on behalf of, Airports Authority of India (AAI) from the eligible bidders for the works listed below:

S.N	E-TENDER	NAME OF WORK	LAST DATE OF SUBMISSION	Estimated Cost
1.0	Tender ID No.: 2018_AAI_11473_1	Job Contract for providing one Data Entry Operator and one IT Supervisor at A.A.I, J.P.N.I Airport, Patna	02.07.2018 1600 Hrs	INR 6,25,476/-

For further details like tender, corrigendum/addendum and registration please visit NIC's CPP portal <http://etenders.gov.in>

CNS IN-CHARGE ,
A.A.I, J.P.N.I Airport,
Patna

Tender ID No.: 2018_AAI_11473_1 / Tender document for Job Contract for providing one Data Entry Operator and one IT supervisor at AAI, J.P.N.I Airport, Patna

E-Tender Responses are invited by **CNS IN-CHARGE, J.P.N.I Airport, Patna** on behalf of **Chairman, Airports Authority of India (AAI)** for the works as detailed below.

- 1.0 Estimated Cost** : **INR 6,25,476/-** (Rupees Six Lakh Twenty Five Thousand Four Hundred Seventy Six only)
- 2.0 Earnest Money Deposit (EMD)** : **INR 12,510/-** (Rupees Twelve Thousand Five Hundred ten only)
- 3.0 Details of Tendered Works:** : **Job Contract for providing one Data Entry Operator and One IT Supervisor at CNS IN-CHARGE, J.P.N.I Airport, Patna.**

Schedule of Important Activities.	Date & Time
Published Date	18.06.2018
Bid Document Downloads / Sale Start Date	18.06.2018 1600 Hrs.
Clarification Start Date	19.06.2018 1600 Hrs.
Clarification End Date	25.06.2018 1100 hrs.
Bid Submission Start Date	18.06.2018 1700 Hrs.
Bid Submission End Date	02.07.2018 1600 hrs.
Technical Bid Opening Date	03.07.2018 1600 hrs.
Opening of Financial Bid	Will be intimated later to the bidders qualified in pre-qualification qualifier & Technical Bid.
Note: AAI may its discretion, extend/change the schedule of any activity by issuing an addendum/corrigendum on the e-Procurement Portal at http://etenders.gov.in/eprocure/app In such cases all right and obligations of AAI and the bidders previously subject to the original schedule in such cases, all right and obligations of AAI and the bidders previously subject to the schedule as extended.	

4.0 Qualifying Requirements of Contractors / Firms:

4.1 Agencies shall have experience in this field and having sound knowledge of engaging the manpower for different offices (supporting document shall be provided). Should have valid Registration on the date of submission of bid through e-portal in appropriate class of CPWD / MES / P&T / Railways / State PWD / PSU / Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai and Kolkata / Agencies specialized in similar nature of work.

- i) The applicant agency should have EPF, ESI, PAN, GSTIN Registration no. in the name of the firm participating in E-Tender.
- ii) The bidder shall have a permanent office at PATNA (Copy of address shall be enclosed)
- iii) A party or individual falling under the following categories is not eligible:
- iv) Having outstanding dues in respect of any contract with Airports Authority of India at any airport under its administrative control.
- v) Debarred/black-listed by Central Vigilance Commission, Central Bureau of Investigation or by Airports Authority of India (International or National Airports division).
- vi) Parties facing action under PPE act, with AAI.
- vii) His/her near relative is posted as officer in any capacity between the grades of Executives and Non Executives (both inclusive). 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.

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Bidder firm shall submit an undertaking regarding Eligibility criteria.

Note: By the term near relative is meant wife, husband and parents, grandparents, children and grandchildren, brothers and sisters, uncle, aunt and cousin and their corresponding in laws.

- 4.2 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) any one of a1 to a3 listed below, in last 07 financial years.
- a1. Single order of value more than or equivalent to **80%** of the estimated cost.
(Rs. 5,00,381/-).
- Or
- a2. Two orders each of value more than or equivalent to **50%** of the estimated cost
(Rs. 3,12,738/-).
- Or
- a3. Three orders each of value more than or equivalent to **40%** of the estimated cost
(Rs. 2,50,190/-)
- 4.3 Credentials (financial turnover & experience) of bidder firm only shall be considered for evaluating eligibility criteria's.
- 4.4 Bidder firm(s) shall submit an undertaking stating its firm or its partners or its directors have not been black listed or any case is pending against the firm or any complaint regarding irregularities is pending against the firm, in India or abroad, by any global international body like World Bank/International Monetary Fund/ World health Organisation etc., or any Indian State/Central Governments Departments or Public Sector Undertaking of India. Bidder firm(s) not meeting this criterion may not apply. At any stage of evaluation if it is found that a bidder firm has given wrong or misleading information then bid of such bidder firm(s) shall be summarily rejected.
- 4.5 No bidder firm or its subsidiary firm or its parent firm shall be allowed to submit alternate bids. If such bids are found then the same and related bids shall be summarily rejected. Bidder firm shall submit an undertaking stating the same.
- 4.6 Certified English translation must be submitted along with documents which are not in English and Hindi language.
- 4.7 Date of publishing of NIT in CPPP shall be taken as reference for assessing all the eligibility criteria.
- 4.8 The bidder firm (in case of foreign registered firms having permanent establishment (PE) and Indian registered bidder firms only) shall have valid EPF & ESI / PAN / GSTIN Registration number/certificates in respect of firm and shall submit same with the bid response.
- 4.9 **ANNUALIZED AVERAGE FINANCIAL TURNOVER:** Firm (bidder) shall have annualized average financial turnover of at least **Rs. 4,00,000/-** or equivalent during last three financial years, ending **31st** March or **31st** December of previous year, as per practice prevailing in the country of the firm. As a proof of financial turnover, copy of abridged Balance Sheet along with Profit & Loss account of the firm (bidder) for last three years shall be submitted.

GENERAL INFORMATION AND GUIDELINES

1.0 Purpose and Scope of Tender Document

- 1.1 Open Tenders are invited by the CNS In-charge , A.A.I, J.P.N.I Airport, Patna on behalf of Chairman, Airports Authority of India from the eligible contractors for the work of "**Job Contract for providing One Data Entry Operators and One IT Supervisor at CNS IN-CHARGE , J.P.N.I Airport, Patna**" at an estimated cost of Rs. **6,25,476/-** (Inclusive of all applicable taxes including G.S.T.) for a period 12 months initially and extendable by one more year on mutual agreement and on the same

terms & conditions mentioned herein in the tender document subject to satisfactory performance of the contract.

- 1.2 CNS IN-CHARGE, A.A.I, J.P.N.I Airport, Patna shall be the Executing Authority towards establishing this Contract for the subject work.
- 1.3 All Submissions/clarifications responses of bidder firm and AAI against this e-Tender shall also form part of bidding firm's bid response and shall also be considered to by AAI in this tender for evaluation/award.
- 1.4 Non English/Hindi Documents shall be submitted by bidder firm along with legally verified / certified English Translations issued from valid authorities in India or country of origin of bidder firm and with an affidavit by authorized signatory only stating if its translation is interpreted otherwise by some other firm/source then he shall INDEMINIFY AAI from interpreting the same in the best interest of AAI.
- 1.5 Positively submitted Technical/Price Bids of bidders available to AAI before 'Time of Opening of Technical Bid' shall be opened on NIC's CPP portal and examined by AAI.
- 1.6 Communication shall be sent by AAI to technically qualified or not qualified bidders evaluated by AAI. Price Bid of only technically qualified bidders evaluated by AAI shall be opened on the NIC's CPP portal.

2.0 Tender document

- 2.1 The tender document consists of **three** Sections. The bidder should go through all these sections (Section A: General Information and Guidelines; Section B: Pre-qualification Criteria; and Section C: Terms & Conditions of the tender document.
- 2.2 Each and every page of submitted tender document should be serially numbered & indexed.
- 2.3 Bidders willing to participate may download the digitally signed tender document on-line from Central Public Procurement Portal (CPPP) at <https://etenders.gov.in> and submit digitally counter signed tender document on-line at the same portal.
- 2.4 The instructions in the tender document are binding on all the bidders and submission of the tender shall imply unconditional acceptance of all the terms and conditions by the bidder.

3.0 Amendment to Tender document

- 3.1 At any time, prior to scheduled date of submission of bids, CNS IN-CHARGE, A.A.I, J.P.N.I AIRPORT, PATNA if it deems appropriate to revise any part of this tender or to issue additional data to clarify and interpretation of provisions of this tender, it may issue addendum / corrigendum to this tender. Any such addendum / corrigendum shall be deemed to be incorporated by this reference into this tender and binding on the bidders. Addendum / corrigendum will be notified through Central Public Procurement Portal to all bidders at <http://etenders.gov.in> only.

4.0 Composition of Bids and General Guidelines for bid process

- 4.1 Bidders shall submit their bids as per scheduled date & time through Central Public Procurement portal at <http://etenders.gov.in> only. Central Public Procurement Portal (CPPP) system shall not allow bidders to submit their tender, after the scheduled date & time. Bidders shall submit tender before the deadline specified in Para 2.4 of this tender document. The Technical bids and the Financial bids will be opened online by CNS IN-CHARGE, A.A.I, J.P.N.I AIRPORT, PATNA at the time and date as

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scheduled in Para 2.4.

All the Statements, documents, certificates etc., uploaded by the bidders shall be downloaded and verified by CNS IN-CHARGE, A.A.I, J.P.N.I AIRPORT, PATNA for technical evaluation. The clarifications, particulars, if any, required from the bidders, will be obtained through query provision available in CPPP. The status of opening of Technical & Financial bid shall be displayed on CPPP and shall be visible to all the bidders who participated in this Tender.

5.0 Tendering Procedure

5.1 Tender once uploaded shall be final and no amendment thereto shall be permitted after the submission date as prescribed in Section-A, Para 2.4. One bidder shall submit only one tender.

5.2 Tender shall consist of two stages – PQQ/**Technical Bid & Financial Bid**. The documents required for, Technical bid and Financial Bid evaluation is listed hereunder.

5.2.1 Following documents, duly signed & stamped are required to be uploaded to evaluate PQQ/**Technical Bid**:

- i. Scanned Copy of Non-Refundable Tender Fee amounting to Rs. 1,150/- including GST in the form of Demand Draft/Pay Order/Banker's Cheque from a Scheduled Bank but not from any Co-operative or Gramin Bank drawn in favour of Airport Director, Airports Authority of India, J.P.N.I Airport, Patna payable at Patna.
- ii. Scanned Copy of EMD of the value of **Rs. 12,510/-** (Rupees Twelve Thousand Five Hundred Ten only) in the form of Demand Draft/Pay Order/Banker's Cheque from a Scheduled Bank but not from any Co-operative or Gramin Bank drawn in favour Airport Director, Airports Authority of India, J.P.N.I Airport, Patna payable at Patna.
- iii. Scanned copy of Registration Certificate from a competent Government Authority for running the Agency.
- iv. Scanned copy of duly filled Performa for unconditional acceptance of tender
- v. Scanned copy of duly filled Performa for bidder's bank details
- vi. Valid GSTIN Registration certificate/Number and details
- vii. Scanned copy of contractor's Provident Fund Account Code No. with Regional Provident Fund Commissioner (RPFC) and scanned copy of registration with ESI Authorities.
- viii. Certificate of authorized Signatory of the tender containing details of the signatory.
- ix. Bidders shall provide the scanned copy of Permanent Account Number (PAN).
- x. Certified copies of **turnover or abridged balance sheets** of the firm (bidder) in support of Annualized average financial turnover during last three financial years, ending 31st March or 31st December of previous year, as per practice prevailing in the country of the bidder firm) as per Section-B, para 4.11
- xi. Certified Testimonials / Work Orders / Work Completion Certificates / Work Performance Certificate in support of experience claimed as in Section-B, Para 4.0.
- xii. Certificate / undertaking in support of para 4.1, 4.4 & 4.5 of Section-B of this tender document.

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- xiii. Bidders shall endorse (sign) each page of the scanned copy of the entire Tender Document and upload the same at CPP Portal as a token of having read and understood each & every page and agreeing to all the provisions of the tender document.
 - xiv. An undertaking mentioning the rate of GST in percentage and rate of GST applicable to this contract with supporting Govt. documents.
 - xii. Non submission of any of the aforesaid documents or, submission of any of the aforesaid documents in a manner which is not in conformance with the relevant clause of the tender document may result in rejection of tender.
 - xiii Documents submitted online as above at Central Public Procurement Portal during technical bid submission shall only be accepted for verification/evaluation.
 - xiv. It shall be clearly understood that Technical Bid is only for technical evaluation of Solution offered by bidder firm to AAI as per scope of this tender. No conditional offers in bid responses to different sections of this tender may be accepted by AAI & are liable to be rejected.
 - xv. Technical Bid response shall not contain Price quote / information; otherwise the technical bid response of such participating firm shall be summarily technically disqualified by AAI.
- 5.2.2 **"Financial Bid"** shall be filled as per the guidelines given in the CPP Portal:
The tenderer shall upload the digitally signed Schedule of price bid in the form of BOQ.xls
- (i) **Bidders are requested to note that they should necessarily submit their financial bids 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 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.
 - (ii) 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 other than notified by Government /tax authorities.
 - (iii) Tender, in which any of the particulars and prescribed information is missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non responsive and are liable to be rejected.
- 5.3 Original EMD and Tender Fee in the form of Demand Draft/Pay order/Banker's Cheque along with the hard copy of the signed Unconditional Acceptance of this Tender Conditions to be sent to the CNS IN-CHARGE, A.A.I, J.P.N.I Airport, Patna and should reach well before schedule date & time of opening of Technical bid. **Tender of the bidder whose Original EMD and Tender Fee in the form of Demand Draft Cheque are not received before schedule date & time of opening of Technical Bid, their tenders shall be summarily rejected. Any postal delay will not be entertained. The original copy of unconditional acceptance of this tender conditions shall also to be submitted along with the submission of original EMD and tender fee.**
- 5.4 The Bidders who neither submitted the original demand drafts against tender fee & EMD by due date & time nor found eligible for exemption from submission of tender fee & EMD, their tender application shall be summarily rejected.

6.0 Address for Correspondence

- 6.1 All completed tender documents for verification and enquiries regarding clarification/interpretation in connection with this tender, **other than e-tendering procedures & Technical support**, shall be addressed to:

O/o The Airport Director

Airports Authority of India

JPNI, Airport

PATNA-800014

Fax: 0612-2226940/2225227. Tel. Phone: 0612-2222340/2220682/2220681.

7.0 Preparation and Submission of Tender

Bank Draft issued by scheduled bank in favour of **"Airports Authority of India" payable at Patna** and enter details of the instrument on the portal.

- 7.1 The "Original" of this Demand Draft is to be submitted in an envelope in the office of CNS IN-CHARGE, J.P.N.I Airport, AAI, Patna at the address given in above well before schedule date & time of opening of Technical Bids. If tender fee / EMD is not submitted by a bidder(s) as mentioned above, then bid(s) of such bidder(s) shall be rejected considering it as non- responsive and their Technical bid shall not be opened and if opened then it will NOT be evaluated.

- 7.2 EMD and Tender Fee in the form of cash or any other form shall not be accepted.

7.5 Submission of Bids

- 7.6 The Applicant shall provide all the information in terms of this tender Document. Only those documents shall be evaluated that are received in the required format and complete in all respects through central Public Procurement Portal of Govt. of India (CPPP)

- 7.7 The bidder shall submit their tender on-line on e-tendering website <http://etenders.gov.in> Bidder (authorised signatory) shall submit their offer on-line in Electronic formats both for technical and financial bid. The technical bid should also contain scanned copy of DD/Banker's Cheque/Pay Order for tender Cost (Non-Refundable) and scanned copy of DD/Banker's Cheque/Pay Order for EMD.

Contact Person:

- 1) **Sh. M.K.Prasad, Sr. Manager (Com-Elex.)**

e-mail: itd_patna@aai.aero

Phone(O): 0612-2220682

Mobile: 9431427336

- 2) **CNS In-Charge**

e-mail: cnsic_vept@aai.aero

Phone no.: 0612-2223440/ 2220958

Fax no. 0612-2226940