



**AIRPORTS AUTHORITY OF INDIA  
SWAMI VIVEKANANDA AIRPORT  
RAIPUR**

**NOTICE INVITING TENDER**

(Tender id:.2018\_AAI\_9322)

**Name of work:**

**“JOB WORK FOR REPAIR & MAINTENANCE OF PASSENGER BAGGAGE  
TROLLEY.”**

**Airport Director.  
Airports Authority of India,  
Swami Vivekananda Airport,  
Raipur**

**AIRPORTS AUTHORITY OF INDIA****TENDER SUMMARY**

1.	<b>NIT No.</b>	2018_AAI_TM_2
2.	<b>Total NIQ Pages</b>	26 (Twenty Six )
3.	<b>Name of Work</b>	<b>“JOB WORK FOR REPAIR &amp; MAINTENANCE OF PASSENGER BAGGAGE TROLLEY.”</b>
4.	<b>Publishing Date</b>	21/03/2018
5.	<b>Bid Document Download / Sale Start Date</b>	21/03/2018 from 1100 hrs
6.	<b>Seek Clarification Start Date</b>	21/03/2018 from 1100 hrs
7.	<b>Seek Clarification End Date</b>	25/03/2018 up to 1700 hrs
8.	<b>Bid Submission Start Date</b>	21/03/2018 from 1100 hrs
9.	<b>Bid Submission End Date</b>	04/04/2018 up to 1500 hrs
10.	<b>Last Date of submission of Demand Draft against EMD and Tender Fee, Signed Hardcopy of AAI Unconditional Acceptance Letter (Annexure-I)</b>	06/02/2018 up to 1730 hrs
11.	<b>Bid Opening Date (Envelope-I)</b>	09/04/2018 at 1500 hrs
12.	<b>Bid Opening Date (Envelope-II)</b>	To be intimated through CPP Portal
13.	<b>Tender Fee</b>	Rs, 1180/- (inclusive of GST @ 18%)  (Non-Refundable)
14.	<b>EMD</b>	Rs. 3530/-

**“JOB WORK FOR REPAIR & MAINTENANCE OF PASSENGER BAGGAGE  
TROLLEY.”**

TABLE OF CONTENTS

<b>S.NO.</b>	<b>DESCRIPTION</b>	<b>PAGE NO.</b>
1.	Notice Inviting Quotation (website)	04 to 06
2.	Check List	07 to 08
3.	Section-A : General Information and Guidelines (GIG)	09 to 20
4.	<u>Section – B: Conditions</u> of Contract	21 to 22
5.	<u>Section – C: Special</u> Conditions	23
6.	Unconditional Letter of Acceptance- <u>ANNEXURE-I</u>	24 to 25
7.	Schedule of Quantity ‘Financial Bid’ <u>ANNEXURE-II</u>	26

Ref: AAI/RPR/TM/PBT Maintenance/2018/02,

DATE: 21.03.2018

**E-TENDER NOTICE**  
**(E-Bid No. 2018\_AAI\_TM\_2)**

Item rate tenders are invited through the e-tendering portal <https://etenders.gov.in/eprocure/app> by **Airport Director, Airports Authority of India, Swami Vivekananda Airport, Raipur** on behalf of Chairman, AAI, for the work “**JOB WORK FOR REPAIR & MAINTENANCE OF PASSENGER BAGGAGE TROLLEY.**” at an estimated cost of **Rs.1,76,400/-**.

The tendering process is on line at e-portal URL address <https://etenders.gov.in/eprocure/app>

**Following sealed envelopes shall be submitted through online at e-portal by the bidder.**

**Last date for the online submission of e-bid (Envelope-I,&II) is on 04-04-2018 up to 1500 hours.**

**Envelope-I:-Eligibility criteria and processing fee for on line e-Quotation.**

The parties having experience in the business of Trolley Manufacturing/Supplying/Operation/ Maintenance at transportation centre like Airport/ Sea-Ports/ Railways/ Metro Rail Stations/ Hotels/ Airlines including Foreign Airlines/Business and Industrial Houses/Courier Agencies/ Shopping Malls are eligible to participate in the tender.

The cost of tender document shall be Rs.1180 (inclusive of GST @18%) and will be non-refundable to be paid offline in the form of Demand Draft from Nationalised or any scheduled bank (but not from co-operative or Gramin bank) by the tenderer. The original Demand Draft or **exemption certificate if any** against tender fee should reach by post/courier/given in person to the Airport Director within 3 days of the last date of bid submission or as specified in the tender document. .

**The following documents shall be submitted on-line for Pre Qualification cum Technical bid evaluation:**

- i. Copy of Permanent Account Number (PAN) of the tenderer.
- ii. Letter indicating the capacity and authority of individual signing the Tender.
- iii. Photocopy of registration of firm for GST issued by appropriate government authority.
- iv. Unconditional Acceptance of AAI's Terms & Conditions, as per enclosed Performa at Annexure- I (i.e. declaration by the Tenderer).
- v. Declaration by the Contractor/ Tenderer:

The following Declaration will be submitted by the Contractor/ Tenderer along with his Pre Qualification cum Technical Bid and on his letter head: (Please refer Clause 20 of Section – C: Special Conditions)

“I/We hereby declare that none of the members of my family or my/our relatives is related to any employee of AAI and I/We also further declare that no Employee of Airports Authority of India is/are a Director/Partner of my/Our firm/Company/Partnership/) Proprietor.

- vi. Scan copy of the The Earnest Money Deposit (EMD)

The original Demand Draft against EMD or **exemption certificate if any** should reach by post/courier/given in person to the Airport Director within 3 days of the last date of bid submission or as specified in the tender document.

The tender of the bidders who fail to submit the EMD before the stipulated time shall be rejected outrightly.

**Note-** EMD in the form of Cash or any other form shall not be accepted.

**Refund of EMD:**

EMD of unsuccessful bidders shall be refunded through the same mode within 7 days after opening of financial bid.

**Envelope-II: - The Financial e- Bid through e-portal.**

The financial bids of the vendors, who are meeting the eligibility and technical criteria, shall be opened. The date of opening will be intimated to the shortlisted Technically Qualified bidders. Clarifications, if any, may be sent through e -tendering portal only. AAI reserves the right to accept or reject any or all applications without assigning any reason. AAI also reserves the right to call off the process of tendering at any stage without assigning any reason.

AAI reserves the right to disqualify the working agencies whose performance at ongoing project(s) is below par or unusually poor. If at any stage, any information/documents submitted by the applicant is found to be false, the agency shall be liable for debarment from tendering in AAI, apart from any other appropriate/legal action.

Consortium/Joint Ventures companies shall not be permitted. No single firm shall be permitted to submit two separate bid.

Purchase preference to Central Public Sector Undertaking shall be applicable as per the directives of Govt. of India prevalent on the date of acceptance.

Tenderers are requested to get themselves acquainted for e-tendering process from “Guidelines for bidders” and register themselves at AAI e-procurement portal

**<https://etenders.gov.in/eprocure/app>** and obtain digital signature certificate as specified in the guidelines for bidders at the e-tendering portal.

Tenderers are advised to go through the “Guidelines for bidders” given on the e-tendering portal **<https://etenders.gov.in/eprocure/app>** for online guidance, before online registration and submission of their applications/bids and submit their applications.

**Airport Director,  
Airports Authority of India,  
Swami Vivekananda Airport,  
Raipur.**

**Check List**

Name of work: “JOB WORK FOR REPAIR & MAINTENANCE OF PASSENGER BAGGAGE TROLLEY.”

SI.No.	PQQ – cum- Tech. Bid Qualifying Criteria	Particulars	Enclosures	
1.	Name & address of the Firm/Agency/ Contractor/ Bidder			
2.	Authorized Signatory Name and Designation			
3.	Earnest Money Deposit (EMD) Deposited through Demand Draft	Deposited	Not deposited	Deposited Amount (Rs.)
4.	Letter indicating the capacity and authority of individual signing the Tender.	Attached	Not Attached	Attached at T/Bid page No.
5.	Photocopy of registration of firm for GST issued by appropriate government authority (Refer Clause 2.3.1 of Section-A: (GIG)	Attached	Not Attached	Attached at T/Bid page No.
6.	Photocopy of Permanent Account Number (PAN) (Refer Clause 2.3.2. of Section-A: (GIG)	Attached	Not Attached	Attached at T/Bid page No.
7.	Unconditional Acceptance of AAI's Terms & Conditions,	Attached	Not Attached	Attached at T/Bid page No.

	as per enclosed Performa at Annexure- I (i.e. declaration by the Tenderer).			
8.	<p>Declaration by the Contractor/ Tenderer:</p> <p>The following Declaration will be submitted by the Contractor/ Tenderer along with his Pre Qualification cum Technical Bid and on his letter head: (PI refer Clause 20 of Section – C: Special Conditions) “I/We hereby declare that none of the members of my family or my/our relatives is related to any employee of AAI and I/We also further declare that no Employee of Airports Authority of India is/are a Director/Partner of my/Our firm/Company/Partnership/Proprietor.”</p>	Attached	Not Attached	Attached at T/Bid page No.

## SECTION - A: GENERAL INFORMATION AND GUIDELINES (GIG)

### 1. Purpose and Scope of Tender Document:

Airports Authority of India (AAI) manages a total of 125 Airports which includes 11 International Airports, 08 Customs Airports, 81 Domestic Airports and 25 Civil Enclaves at Defense Airfields. On behalf of Chairman, Airports Authority of India, the Airport Director, Airports Authority of India, Swami Vivekananda Airport, Raipur, invites item rate E-Tenders in two Bids system, i.e. Pre-qualification cum Technical & Financial, “**JOB WORK FOR REPAIR & MAINTENANCE OF PASSENGER BAGGAGE TROLLEY.**” As under

Sl. No.	Item Description	No. of Trolleys
01	<b>Repair by replacement of wheel with new sets</b>	40
02	<b>Repair by replacement of Handle Brake linkages with Spring with new parts</b>	40
03	<b>Repair by replacement of Handle Rod_ with new Parts</b>	40
04	<b>Servicing (Oiling Greasing, minor welding etc.) of Trolley:</b>	100

2. The Firms fulfilling the following Pre-Qualifying conditions criteria are eligible to participate in the tender:

#### 2.1 Experience:

The parties having experience in the business of Trolley Manufacturing/Supplying/Operation/ Maintenance at transportation centre like Airport/ Sea-Ports/ Railways/ Metro Rail Stations/ Hotels/ Airlines including Foreign Airlines/Business and Industrial Houses/Courier Agencies/ Shopping Malls are eligible to participate in the tender.

#### 2.3 Registrations:

Firm must have given below registrations with appropriate government authorities:

##### 2.3.1 GST

##### 2.3.2 Permanent Account Number (PAN)

3. The cost of tender document shall be Rs.1180 ( inclusive of GST @18%) and will be non-refundable to be paid offline in the form of Demand Draft from Nationalised or any scheduled bank (but not from co-operative or Gramin bank) by the tenderer. The original Demand Draft or **exemption certificate if any** against tender fee should reach by post/courier/given in person to the Airport Director within

3 days of the last date of bid submission or as specified in the tender document.

4. Following department of AAI will be carrying out the tender processing through **e-tendering**.

Department	Tender Details	Earnest Money Deposit (EMD)
Department of Operations, Airports Authority of India, Swami Vivekananda Airport, Raipur	REPAIR & MAINTENANCE OF PASSENGER BAGGAGE TROLLEY.	Rs. 3530.00

5. **E- Tendering.**

5.1 **PC / Laptop setting:**

5.1.1 **Java:** To view some of the components, you need to install Java Internet component from [https://cds.sun.com/is-bin/INTERSHOP.enfinity/WFS/CDS-CDS\\_Developer-Site/en\\_US/-/USD/ViewProductDetail-Start?ProductRef=jre-6u23-oth-JPR@CDS-CDS\\_Developer](https://cds.sun.com/is-bin/INTERSHOP.enfinity/WFS/CDS-CDS_Developer-Site/en_US/-/USD/ViewProductDetail-Start?ProductRef=jre-6u23-oth-JPR@CDS-CDS_Developer).

5.1.2 **Proxy:**

If you are unable to access AAI e -tender site or Bid Documents, check if you are using proxy to connect to internet or if your PC is behind any firewall. Contact your system administrator to enable connectivity. Please note that standard Port for HTTPS (443) connectivity should be enabled on your proxy/firewall. Dial-up internet connectivity without Proxy settings is another option.

5.1.3 **Pop-ups:** Pop-ups should be enabled on AAI e-procurement URL and Bid Documents URLs. This is required to view tender documents.

5.1.4 **Active-x controls:** Maintain the settings as described in Internet Explorer settings document to enable digital signature signing and verification.

Parameter	Value
Allow Scrip lets	Enable
Automatic prompting for ActiveX controls	Enable
Binary and script behaviors	Enable
Download signed ActiveX controls	Enable
Download unsigned ActiveX controls	Enable
Initialize and script ActiveX controls not marked as safe	Enable
Run ActiveX controls and plug-ins	Enable
Script ActiveX controls marked safe for scripting	Enable
Use Pop-up Blocker	Disable

#### 5.1.5 **Digital signature client SW/component:**

To use Digital Signature, a client level Software is required. This is third party software from (n) code. This is installed automatically, once you start working on OIL's e-tender. A popup will come before it starts installation. You need to ensure you have administrative rights on the PC or the laptop. This installation is one time activity for a PC or Laptop.

#### 5.2 **E-Tendering Participation Requirements:**

Vendors are required to carry out the following activities:

##### 5.2.1 **Registration:**

Registration shall be on AAI's e-Procurement Portal free of cost, at <https://etenders.gov.in/eprocure/app>

##### 5.2.2 **Login id:**

Bidder shall click 'Apply for Access Authentication' and fill in the required details as reflected on screen. After saving the details, a password for the registered bidder shall be generated by the system and the password shall be sent to the e-mail id provided by the bidder during registration. On receipt of email, the login id is ready with the bidder to proceed further.

##### 5.2.3 **General guidelines for bidders:**

Guidelines to proceed further in the tender process are available in the AAI's e-procurement portal under Self Help Files Tab. Bidders are advised to go through these guidelines before submitting their bids, on-line.

**5.2.4 Digital Certificate:**

Bidder shall have a legally valid class III digital certificate as per Indian IT Act, 2000, from the licensed Certifying Authorities, operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (Please see www.cca.gov.in). Licensed CA's in India are:

a) Safescrypt	b) NIC	c). IDRBT	d) TCS
e) MtnlTrustline	f) GNFC	g). e-MudhraCA	

**5.3. Online Tendering: For all AAI tenders hosted on AAI e- tender site, the PQ, Technical and Financial Bids shall be submitted on-line only.**

Upload the tender in multiple files (by breaking the same into multiples files), each file should not be of more than 10MB. However, documents which have to be submitted in originals like EMD or any other such documents mentioned in the tender documents will have to be physically submitted as advised in this tender document.

5.3.1 On-line training & technical assistance for interested bidders shall be available as follows:

**5.3.2 Bidder's training support system:**

Detailed information in this regard have been provided to the bidders at AAI's e-procurement Portal i.e. <https://etender.gov.in/eprocare/app> under the Self Help Tab. However, training support system is given inside the portal and are **visible to the registered bidders only**.

**5.4 Help Desk Services:**

5.4.1 In order to facilitate the Vendors/Bidders as well as internal users from AAI, Help Desk services have been launched between 0800-2000 hours for the e-procurement portal <https://etender.gov.in/eprocare/app> The Help desk services shall be available on all working days (except Sunday) between 0800-1900 hours and shall assist users on technical issues related to the use of the e-tender portal.

5.4.2 For any technical related queries please call the Helpdesk. The

24x7 Help Desk details are as below:-

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

E-mail: [support-eproc@nic.in](mailto: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

5.4.3

08.00 hrs to 20.00 hrs (Mon-Sat)-

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

[sanjeevkumar@aai.aero](mailto:sanjeevkumar@aai.aero) and [snita@aai.aero](mailto:snita@aai.aero)

09.30 hrs to 18.00 hrs (Mon-Fri)-

011-24657900, E-Mail:- [gmitchq@aai.aero](mailto:gmitchq@aai.aero)

5.5. The above mentioned help desk numbers are intended only for queries related to the issues on e-procurement portal and help needed on the operation of the portal. For queries related to the tenders published on the portal, bidders are advised to contact Airport Director, Airports Authority of India, Swami Vivekananda Airport, Raipur.

6. **Tender document:**

6.1 The tender document consists of three sections. The bidder shall go through all these sections;

**Section A:** General Information and Guidelines (GIG)

**Section B:** General Conditions of Contract and (GCC)

**Section C:** Special Conditions of Contract (SCC)

Bidders shall comply with each clause of all the three sections.

6.2 Bidders willing to participate may download the digitally signed tender document on-line from AAI's e- procurement portal at <https://etender.gov.in/eprocure/app> and submit digitally counter signed tender document on-line at the same portal.

6.3 The instructions in the tender document are binding on the bidder and submission of the tender shall imply unconditional acceptance of all the terms and conditions by

the bidder.

**7. Schedule of Important Activities:**

Activity	Date
Bid Document Download / Sale Start Date	21/03/2018 from 1100 hrs
Seek Clarification Start Date	21/03/2018 from 1100 hrs
Seek Clarification End Date	23/03/2018 up to 1700 hrs
Bid Submission Start Date	21/03/2018 from 1100 hrs
Bid Submission End Date	04/04/2018 up to 1500 hrs
Last Date of submission of Demand Draft against EMD and Tender Fee, Signed Hardcopy of AAI Unconditional Acceptance Letter (Annexure-I)	06/04/2018 up to 1730 hrs
Bid Opening Date (Envelope-I)	09/04/2018 at 1500 hrs
Bid Opening Date (Envelope-II)	To be intimated through CPP Portal

**8 Transfer of Tender document:** Tender documents are not transferable.

**9 Amendment to Tender document:**

At any time, prior to scheduled date of submission of bids, AAI, 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 AAI's e- procurement portal at

<https://etenders.gov.in/eprocure/app>

**10 Clarifications of Bid Documents:**

Bidder, requiring any clarification of the tender Document, may submit their queries, if any, through provision of AAI's e- procurement Portal at <https://etenders.gov.in/eprocure/app> in the format given below in

**Microsoft  
Excel**

Name of Bidder:					
S. No.	Section No.	Clause No.	Page Number in Section	Existing Provision in Clause	Clarification Sought

- 10.1 Request for clarifications received from bidders shall be responded by AAI till the schedule indicated in para.9 above or as extended thereto by AAI.
- 10.2 Replies to Clarifications by AAI will be uploaded through AAI's e-procurement Portal. The bidders are advised to visit AAI's e-tender portal at <https://etenders.gov.in/eprocure/app> regularly.
- 10.3 Clarifications and other documents, if and when issued by AAI, shall be in relation to the tender and hence shall be treated as their extension
- 10.4 AAI makes no representation or guarantee as to the completeness or accuracy of any response, nor does AAI undertake to answer all the queries that have been posted by the Bidders.
- 10.5 In order to provide reasonable time to bidders to take the amendments made by AAI into account for preparing their bids, AAI may, at its discretion, extend the deadline for the submission of bids suitably.

## **11 Period of Validity of Bids:**

The Bids shall remain valid for **180 days** from the scheduled date of submission of bids. AAI shall summarily reject a bid as non-responsive if found valid for a shorter period. Only in exceptional circumstances, AAI may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing.

## **12 Post Tender Qualification for Technical Evaluation:**

Apart from the eligibility conditions as specified in the tender, the following shall also be considered for the evaluation:

- 12.1 If any document submitted in '**Pre - Qualification cum Technical Bid**' is found to be false or fabricated, the EMD shall be forfeited, besides black listing of the bidder for a duration at the sole discretion of AAI.
- 12.2 Airports Authority of India reserves the right to reject any or all tenders, without assigning any reasons thereof, and to call for any other details or information from any of the bidder. The Airports Authority of India also reserve the right to cancel / recall / re- invite the tenders without assigning any reason thereof.

## **13 Tender Cost:**

The cost of tender document shall be Rs.1180/- (inclusive of GST @18% ) and will be non-refundable.

**14 Composition of Bids and General Guidelines for bid process:**

- 14.1 Bidders shall submit their bids as per scheduled date & time through AAI's e-tender portal at <https://etenders.gov.in/eprocure/app> only.
- 14.2 Bidders shall submit the tender before the deadline specified in para.7 (GIG) of this tender document. AAI's e- procurement system shall not allow bidders to submit their tender, after the scheduled date & time.
- 14.3 The Pre qualification cum Technical bids and the Financial bids will be opened online by AAI at the time and date as scheduled for the same. All the Statements, documents, certificates etc., uploaded by the bidders shall be downloaded and verified for Pre qualification cum Technical evaluation.
- 14.4 The clarifications, particulars, if any, required from the bidders, will be obtained through query provision available in AAI's e- procurement portal.
- 14.5 The result of Pre Qualification cum Technical bid evaluations shall be displayed on AAI's e- procurement portal and shall be visible to all the bidders who have participated in this Tender.

**15 On-line E-Tendering General Guidelines:**

- 15.1. System shall not permit upload of bids after the scheduled time of submission.
- 15.2. The bidder may correct, modify or withdraw his bid after submission but prior to scheduled last date & time of submission of PQ cum Technical and Financial bids.
- 15.3 Subject to Clause 15.2 above, system shall not allow any bid to be modified subsequent to the scheduled time of submission of bids.
- 15.4 To assist in the examination, evaluation and comparison of bids AAI may, at its discretion ask the bidder for the clarification / confirmation of compliance of its bid. The request for clarification / confirmation of compliance and the response shall be through query provision available in AAI NIC CPP E-procurement portal.

15.5 Bidders may submit their response to AAI queries through provision of AAI NIC CPP E-procurement Portal Only

15.6 No post bid clarification / confirmation of compliance at the initiative of the bidder, shall be entertained.

**16** Preparation of Bids: Bids shall be prepared and submitted in two parts: the first part shall comprise the 'Pre Qualification cum Technical Bid' and the second part shall be the "Financial bid" specifying the price offer.

**17 Pre Qualification cum Technical Bid submission:**

The following documents shall be submitted on-line for Pre Qualification cum Technical bid evaluation;

- (i) Copy of Permanent Account Number (PAN) of the tenderer.
- (ii) Copy of The Earnest Money Deposit (EMD)
- (iii) Letter indicating the capacity and authority of individual signing the Tender.
- (iv) Photocopy of registration of firm for GST issued by appropriate government authority.
- (v) Unconditional Acceptance of AAI's Terms & Conditions, as per enclosed Performa at Annexure- I (i.e. declaration by the Tenderer).
- (vi) **Declaration by the Contractor/ Tenderer:**

The following Declaration will be submitted by the Contractor/ Tenderer along with his Pre Qualification cum Technical Bid and on his letter head: (Pl refer Clause 20 of Section – C: Special Conditions)

**"I/We hereby declare that none of the members of my family or my/our relatives is related to any employee of AAI and I/We also further declare that no Employee of Airports Authority of India is/are a Director/Partner of my/Our firm/Company/Partnership/) Proprietor."**

Deviations, if any, from the laid down requirements of this tender shall be prepared indicating the para number and page number of the tender document in which the bidder prefers to have deviation shall be uploaded on-line during PQ and Technical bid submission, to verify the compliance. Without such reference, tender may not be considered for evaluation and is liable to be rejected.

Original documents submitted on-line at AAI's NIC CPP E-procurement portal during Pre qualification cum Technical Bid submission shall only be

accepted for verification as per para.14.1 (GIG). No separate documents shall be acceptable or considered by AAI.

Original document of Financial Bid **shall not be submitted** as hard copy to AAI in any case.

## **18 Financial Bid submission:**

The following shall be the guide lines for on-line submission of financial bid;

- 18.1 The Financial bid shall be submitted on-line at AAI's NIC CPP E-procurement portal.
- 18.2 The submission of price schedule will be submitted as per the ANNEXURE-II.
- 18.3 Currency of quote shall be Indian Rupees.
- 18.4 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.
- 18.5 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.
- 18.6 Tenders, in which any of the particulars and prescribed information are 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. 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/ Security deposit.
- 18.7 Airports Authority of India reserves the right to reject any or all tenders, without assigning any reasons thereof, and to call for any other details or information from any of the bidder. The Airports Authority of India also reserve the right to cancel / recall / re- invite the tenders without assigning any reason thereof.

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.

## **19 Bid Opening and Evaluation:**

**Opening of Pre-Qualification cum Technical Bids:** AAI shall open Pre -Qualification cum Technical Bids as per scheduled Tender Opening Date and Time specified in Para 9 of Section A: General Information & Guidelines.

## **20 Evaluation of Pre- Qualification cum Technical Bids:**

- 20.1 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 **Para 20 (I to xiii) of GIG Section-A**. For this purpose the documents submitted by the bidder as required in clause 20 shall be scrutinized to ascertain whether these documents are in order and meet the requirement of AAI.
- 20.2 However AAI may seek clarification on technical details or any other information deemed necessary. Such queries raised on-line on AAI's NIC CPP E-procurement 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.
- 20.3 At no cost to AAI, as a part of Pre- Qualification cum Technical Evaluation, bidders participating in this tender may be required to demonstrate operational and technical requirements or specifications, at a location considered fit by bidder in consultation with AAI.
- 20.4 AAI shall evaluate the bids to determine whether they are complete, the documents have been properly signed and the bids are in order.
- 20.5 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 conforms, 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.
- 20.6 The tenders received and accepted shall be evaluated by AAI to ascertain the complete scope contained in the tender document.

## **21 Opening of the Financial Bids :**

- 21.1 Financial Bids of only those bidders who qualify in Pre- Qualification

cum Technical bid evaluation shall be opened by AAI. Venue, Date and Time of opening of Financial Bid shall be notified to successful bidders through AAI's NIC CPP E-procurement Portal. Bidders may present at the venue during opening of Financial Bid.

21.2 No correspondences / representations shall be entertained from the bidders after opening of Financial Bid of the Tender on tendering process.

21.3 Date of submission and opening of tender can be extended on sole discretion of the Competent Authority.

## **22 Evaluation of Financial Bids :**

22.1 The tenders shall be compared on the basis of prices quoted by the bidders for Hiring of various types of vehicles for the use of Airports Authority of India, Swami Vivekananda Airport, Raipur. The amount indicated in the pricing schedule shall be taken for price comparison as per the given format.

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

## **23 Award of Contract:**

23.1 The acceptance of the tender shall be intimated to the successful bidder(s) by AAI through Fax /letter/ telephone / e-mail etc.

23.2 AAI shall be the sole judge in the matter of award of contract and the decision of AAI shall be final and binding.

**Airport Director,  
Airports Authority of India,  
Swami Vivekananda Airport,  
Raipur.**

## Section – B: Conditions of Contract

1. E- Tenders are invited on behalf of Chairman, Airports Authority of India, , by The Airport Director, Swami Vivekananda Airport, Raipuri for “ E-Tender for JOB-WORK FOR REPAIR & MAINTENANCE OF PASSENGER BAGGAGE TROLLEY. “.
2. The tender shall be in the prescribed form.
3. Tenders are invited on the basis of two bid system as detailed in NIT
4. A contractor shall submit no more than one tender.
5. No two or more concerns/firms in which an individual is interested as Proprietor and/or Partner shall tender for the execution of the same works, if they do so, all such tenders shall be liable to be rejected.
6. The **Airport Director, Airports Authority of India, Swami Vivekananda Airport** shall be the Accepting officer herein after referred to as such for the purpose of this contract on behalf of Chairman, Airports Authority of India, New Delhi.
7. Submission of a tender by a tenderer 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.
8. All rates shall be quoted in Financial Bid only.
10. In this item rate tenders, only rates quoted shall be considered. Any tender containing percentage below/above the rate quoted is liable to be rejected.
11. Notification of Award of contract will be made in writing to the successful Bidder by the Accepting Authority. The contract will normally be awarded to the Technically qualified and responsive Bidder offering lowest evaluated bid conforming with the requirements of the specifications and contract documents. The Accepting Authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or any tender or to give any reason for his decision.
12. A responsive bidder is one who submits price bid and accepts all terms and conditions of the specifications and contract documents without any major modifications.
13. A major modification is one which affects in any way, the quality, quantity and period of completion of the work or which limits in any way the responsibilities or liabilities of the Bidder or any right of AAI as required in the specifications and contract documents. Any modification in the terms

and conditions of the tender, which are not acceptable to AAI, shall also be treated as a major modification.

- 13.1 A tenderer shall submit a responsive bid, failing which his tender will be liable to be rejected.
- 14 On acceptance of tender earnest money will be treated as part of the Security Deposit.
- 15 Airports Authority of India will return the earnest money, where applicable, to every unsuccessful tenderer.
- 16 On acceptance of the tender, the name of the accredited representative (s) of the contractor who would be responsible for taking instruction from Airport Director, Airports Authority of India, Swami Vivekananda Airport, Raipur or his successor into the office.
- 17 Taxes as applicable in respect of this contract shall be payable by the contractor and may be deducted at source. Airports Authority of India will not entertain any claim whatsoever in this respect.
- 18 This tender document shall form part of the contract document/agreement.
- 19 All the tenderers must indicate the capacity & authority of the individual signing tender.
- 20 Airports Authority of India does not take responsibility for submission of tender send by post. Delayed tender shall not be considered.

**Airport Director,  
Airports Authority of India,  
Swami Vivekananda Airport,  
Raipur**

### **Section – C: Special Conditions**

1. The contractor shall be responsible for repair & maintenance of all the trolleys. The trolley shall remain the property of Airports Authority of India.
2. For the purpose of repair / maintenance of Trolleys, AAI may issue entry passes to the personnel engaged subject to the verification of their character and antecedents by the police and AAI shall have the sole discretion to withdraw such passes if considered necessary by the AAI.
3. AAI reserved rights to increase/decrease the number of trolleys as per the requirements.
4. The contractor shall employ the employees who are on regular roll of his Firm/Company. The contractor will solely be responsible for service condition of workmen employed by him for the contract.
5. The employees employed for repair/maintenance purpose shall not charge or take any remuneration or any other consideration for the use of trolleys from the passengers. In case any person of the licensee is found indulging in any such acts, his PIC shall be forfeited and no PIC shall be issued in lieu thereof.
6. In case of replacement of any parts of the Passenger Baggage Trolleys, the parts should be of same Technical Specification, Color and Make as of existing one.
7. The works shall be carried out at AAI premises. The agency shall have to follow all the Airport rules and regulations stipulated time to time.
8. AAI shall provide necessary electricity, if required, at its own cost.
9. Work has to be completed within 60 days from the date of award of work.

**Airport Director,  
Airports Authority of India,  
Swami Vivekananda Airport,  
Raipur**

(To be submitted with the Technical Bid Documents)

**Annexure-I**

**To,**

**AIRPORTS AUTHORITY OF INDIA**

O/o-----  
-----  
-----  
-----

**Sir,**

I/We have read and examined the following documents relating to the work of Hiring of vehicles (Model ----- onward with Commercial Registration).

- a) Notice inviting tender
- b) Section –A, - General information and Guidelines.
- c) Section –B, - Conditions of Contract.
- d) Section-C, - Special conditions.

I/We hereby tender for execution of the work referred to in the aforesaid documents upon the terms & conditions contained or referred to therein and in accordance in all respects with the specifications and other relevant details for the period (S) of completion as stipulated at Sl. No. 1 in Section “A”. In consideration of I/We being invited to tender and promise by AAI to consider the award of work if I/We are found to be the lowest responsive bidder as stipulated in the condition of the contract, I./We agree to keep tender open for acceptance for one hundred twenty (180) days from the due date of submission thereof and not to make any modifications in its terms & conditions which are not acceptable to AAI, I/We agree that AAI shall, without prejudice to any other right or remedy, be at liberty to forfeit the fully said earnest money absolutely and I/We shall not be considered as unsuccessful tendered for the purpose of return of earnest money as provided in the notice inviting tender. Should this tender be accepted, I/We hereby agree to abide by and fulfil all terms, conditions & provisions of aforesaid documents. If after the tender is accepted, I/We fail to commence the execution of the works as provided in the conditions I/we agree that AAI shall without prejudice to any other right or remedy, be at liberty the forfeit to fully said earnest money absolutely and take suitable action against me/us as deemed fit under the terms & conditions of the contract.

I/We agree that should AAI decide to forfeit earnest money as aforesaid, unless a sum equal to the earnest money mentioned above is paid by me/us forthwith, AAI may at its option recover it out of the deposit and in the event of deficiency, out of any other

moneys due to me/us of otherwise. If the tender is accepted, I/We agree that the earnest money deposited at the time of tender shall be treated as part of security deposit and the balance security deposit shall be paid by me/us in terms of terms & condition of Contract.

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 in AAI.

Whereas I/We have carefully read the terms incorporated in the general conditions of the contract as well as terms & condition of work and whereas I/We do agree to abide by rules and regulations and obligations to be fulfilled under this tender documents. I/We hereby quote the following rates for the performance of, the contract taking into consideration charges and other overhead charges i.e. salary and wages of person(s) provided by me including payment of all taxes, ESI, EPF etc.

I/We hereby further ; unconditionally accept all the terms and conditions of the AAI as are mentioned in the various sections of the tender document.

**(Signature of the Tenderer)**

Contractor Name-----

Agency /Firm /Party Name-----

Seal-----

Address-----

e-mail-----

Contact Phone Nos-----

Date-----

**FINANCIAL BID****SCHEDULE OF QUANTITY**

Name of work: "JOB WORK FOR REPAIR & MAINTENANCE OF PASSENGER BAGGAGE TROLLEY.."

Sl. No.	Item Description	Quantity	Unit	Rate (to be entered by the Bidder) Rs.	TOTAL AMOUNT Without Taxes in Rs.
1	2	3	4	5	6=3 x 5
01	Repair by replacement of wheel with new sets	40	Each		
02	Repair by replacement of Handle Brake linkages with Spring with new parts	40	Each		
03	Repair by replacement of Handle Rod_ with new Parts	40	Each		
04	Servicing (Oiling Greasing, minor welding etc.) of Trolley:	100	Each		
<b>Total In Figures</b>					
<b>Quoted Rate in Words</b>					

**VALIDITY OF OFFER: 180 DAYS.**

**Note:**

- (i) Quoted Rates are exclusive of GST which will be extra and on actuals.

**(AUTHORISED SIGNATORY)**