



AIRPORTS AUTHORITY OF INDIA

DEPARTMENT OF OPERATIONS

TERMINAL MANAGEMENT

TENDER DOCUMENT

FOR

**“JOB WORK FOR PASSENGER BAGGAGE TROLLEY (PBT)
RETRIEVAL SERVICES AT CALICUT INTERNATIONAL
AIRPORT, MALAPPURAM”**

E TENDER ID : 2020_AAI_52284_1

CALICUT INTERNATIONAL AIRPORT, MALAPPURAM - 673647

INDEX

Name of Work: “JOB WORK FOR PASSENGER BAGGAGE TROLLEY (PBT) RETRIEVAL SERVICES AT CALICUT INTERNATIONAL AIRPORT, MALAPPURAM ”

S. No.	Description	Page No.	
		From	To
1.	E-Tender Notices	1	1
2.	Notice Inviting e-tender	2	11
3.	PQ Performa/ Check list to be submitted by applicants	12	17
4.	Affidavit regarding declaration towards No dues / Non-Blacklisting	18	18
5.	Critical Date Sheet	19	19
6.	Tender	20	23
7.	General Conditions of Contract	24	77
8.	Schedule-‘A’	70	71
9.	Work Diary (Performa)	72	73
10.	Agreement Form	74	75
11.	Guidance to the tenderers	76	76
12.	Unconditional Acceptance Letter of AAI's Tender Conditions	77	77
13.	Special Condition of Contract	78	95
14.	Bank Mandate of CALICUT INTERNATIONAL AIRPORT, MALAPPURAM (Annexure -1)	96	96
15.	Beneficiary Details of Bidders/Tenderers (Annexure – 2)	97	97

This Notice Inviting e-Tender Document Contains Pages serially numbered from 1 to 97 excluding index & cover page.

Sd/-
AGM(Ops)

For Notice Board

AIRPORTS AUTHORITY OF INDIA

e - TENDER NOTICE

E TENDER ID : 2020_AAI_52284_1

Airports Authority of India invites item rate e-Tender for the work of “**JOB WORK FOR PASSENGER BAGGAGE TROLLEY (PBT) RETRIEVAL SERVICES AT CALICUT INTERNATIONAL AIRPORT, MALAPPURAM, KERALA**” for Rs 1672353/- (Rupees Sixteen Lakhs Seventy Two Thousand Three Hundred and Fifty Three Only) excluding GST,PF,ESI & Bonus with completion period of 06 Months which can be further extended by 03 months, subject to satisfactory performance and on requirement of AAI.

Tender Fees shall be paid up to 15:00 hrs of 16.07.2020.

Last date of submission of e-bid through portal is up to 17:00 hrs on 16.07.2020.

For details information log on to web site www.aai.aero or <https://etenders.gov.in/eprocure/app>
Further clarification / corrigendum in this regard, if any, will be put up on **CPP portal/AAI website**.

Sd/-
AGM(Ops)



AIRPORTS AUTHORITY OF INDIA

CALICUT INTERNATIONAL AIRPORT, MALAPPURAM, KERALA

Date: 01.07.2020

NOTICE INVITING E-TENDER (Tender ID : **E TENDER ID : 2020_AAI_52284_1**)

1. Digitally signed & Sealed (Encrypted) item rate(s) online short e-tenders are invited through the NIC CPP e-tendering portal by **AGM(OPS), Airports Authority of India, CALICUT INTERNATIONAL AIRPORT** on behalf of Chairman, A.A.I. from eligible contractors for the work of **“JOB WORK FOR PASSENGER BAGGAGE TROLLEY (PBT) RETRIEVAL SERVICES AT CALICUT INTERNATIONAL AIRPORT”** at an estimated cost of Rs. 16,72,353/- **plus GST** with period of completion of 06 Months. It is further extendable up to 03 Months on requirement of AAI.

The tendering process is online at NIC CPP e-portal having URL address <https://etenders.gov.in/eprocure/app> Aspiring bidders may download and go through the tender document.

Prospective Tenderers are advised to get themselves register at NIC CPP portal, obtain “Login ID” & “Password” and go through the instructions available in the Home Page after log in to the CPP-Portal <https://etenders.gov.in/eprocure/app>. 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 www.aai.aero>>tender>>e-tender>>help desk 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, 0120-4001005

E-mail: -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.

- (ii) For any technical assistance with regard to functioning of CPP Portal the bidder may contact to following AAI help desk number between 08:00hrs to 20:00(Mon-Sat) on 011-24632950, Ext-3512 (Six Lines), E-mail:- eprochelp@aai.aero.

2. **Tender Processing fees of Rs 560/- (Non- refundable)**, will be required to be paid to ‘Airports Authority of India, CALICUT INTERNATIONAL AIRPORT by way of Online in the form of NEFT / RTGS. The Bank Mandate form with details of CALICUT INTERNATIONAL AIRPORT is attached on Page 96 of NIT. The Authority shall not be responsible or liable for any delay in the credit of such payment made by the Bidder. The scanned copy of NEFT/RTGS with respective transaction IDs certified by the bank must be enclosed along with the Bid. This Tender fee will be non-refundable. Bid without Tender fee will not be accepted.

3. **EMD of the value Rs. 33,447/-** will be required to be paid to Airports Authority of India, CALICUT INTERNATIONAL AIRPORT, MALAPPURAM, by way of Online in the form of NEFT / RTGS. The Bank Mandate form with details of CALICUT INTERNATIONAL AIRPORT, MALAPPURAM is attached on Page 96 of NIT. The Authority shall not be responsible or liable for any delay in the credit of such payment made by the Bidder. The scanned copy of NEFT/RTGS with respective transaction IDs certified by the bank must be enclosed along with the Bid. Bid without EMD will not be accepted.

Note: Tender Processing Fee & EMD in the form of Cash/Demand Draft or any other form shall not be accepted. Vendors shall also note that they are not required to contact any AAI employee during the process of the tender. In no scenario the vendors are required to submit /contact any AAI employee before opening of the Bids.

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

CRITICAL DATE SHEET

Published Date	06.07.2020
Bid Document Download/Sale Start Date	06.07.2020
Bidder's Query Start Date	06.07.2020
Bidder's Query End Date	11.07.2020
Bid Document Download / Sale End Date	15.07.2020
Bid Submission Start Date	06.07.2020
Bid Submission End Date	16.07.2020
Bid Opening Date (Envelope-1)	17.07.2020
Opening of Tech Bid (Envelope-II)	18.07.2020
Opening of Financial Bid (Envelope-III)	21.07.2020

5. BID SUBMISSION:

Envelope-I:

Bid containing scanned copy of

- i) Tender processing fee in the form of NEFT/RTGS of value **Rs. 560/-**
- ii) Earnest Money Deposit (EMD) in the form of NEFT/RTGS of value **Rs 33447/-**
- iii) Unconditional Acceptance of AAI's Tender Conditions (Performa given in **page no. 77** of the Tender Document).

The tenderer shall submit their application only at CPP portal <https://etender.gov.in/eprocure/app>. Tenderers are advised to follow the instruction provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents along with the scanned copy of NEFT/RTGS with respective transaction IDs certified by the bank for Tender Processing Fee and EMD. 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.

Note : a) In case of MSMEs/MSE's, agency should submit scanned copy of application claiming fee exemption along with scanned copy of their relevant registration certificates in appropriate class in support of their claim for exemption from tender processing fee and EMD in Envelope-I.

b) The benefit as above to MSEs shall be available only for goods / services produced and provided by MSEs for which they are registered.

c) MSEs seeking exemption and benefits shall enclose an attested/ self-certified copy of valid registration certificate, giving details of such validity, stores/ services etc. in Envelope -I, failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.

Envelope-II (Qualification Criteria & Technical bid):-It shall contain qualifying requirements of Contractor/ Firms.

Qualifying requirement of Contractors / Firms

- i) Agency specialized in the similar nature of work having valid registration in appropriate class of CPWD/ MES/P&T/RAILWAYS/STATE PWD/PSUs/Municipal corporations/DGR registered firm **OR** Valid Certificate from Agency specialized in similar nature of work Registered with Registrar of companies/Firms/ Central Govt./ State Govt. under companies act as the case may be
(Self-attested copies of Memorandum and Articles of Association in case of Companies and Partnership deed in case of firms and approved by- laws in case of co-operative societies.)
- ii) 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)

a) Three works, each of Rs. 6.7 Lakhs/-

OR

b) Two works, each of Rs. 8.37 Lakhs/-

OR

c) One work of Rs. 13.4 Lakhs/-

in single contract of similar nature of work during last seven years ending on last date of submission of tender in India. Work experience will be evaluated on annual basis.

Similar work means minimum 02 Years experience for **Providing manpower for Airports/Airlines/GHA/ facility management services/ Sales/ Maintenance/ Office Support/Housekeeping/Passenger Baggage Trolley Retrieval Service/ facilitation**

services (i.e. Swagat Seva, Meet & Greet services etc.) at Hotels/Government Organizations/Airports/Malls/Corporate offices/MNCs etc.

Experience Certificate 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. In addition to the above, the agency may submit detailed BOQ along with work order.

In case, work experience certificate is received from different applicants for same works executed as contractor & subcontractor, then experience certificate of original contractor will be accepted. Experience certificate of subcontractor/sub agency etc. will not be considered for eligibility & they will be rejected.

Firms showing work experience certificate from non-government / non-PSU organizations should submit copy of tax deduction at sources certificate (Form 16A) in support of their claim for having experience of stipulated value of work.

- iii) Should have annualized average financial turnover of **Rs. 5.02 Lakhs** against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the firm (or) a Certificate from Registered Chartered Accountant should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- iv) Agency should have Permanent Account Number(PAN).
- v) Should have valid GST Registration no. (15 digitGSTIN).
- vi) Should possess EPF registration certificate. The bidder shall submit copy of EPF registration.
- vii) Should possess ESIC registration certificate. The bidder shall submit copy of ESIC registration.
- viii) Scanned copy of duly self certified proforma regarding blacklisting/debarring of firm and declaration of no outstanding dues to AAI (Annexure-A) in the format as given at **page No. 18** of tender document.
- ix) Digitally Signed tender document.
- x) Bank account details of bidders as per “Annexure – 2” on Page no. 97 for Refund of EMD.

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

All rates shall be quoted in the format provided and no other format is acceptable. The price bid has been given as a **Standard BOQ Format** with the tender document, the same is to be downloaded and to be filled by the bidders. Bidders are required to download the BOQ file, open it and complete the **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, then his bid will be **rejected**.

6. SUBMISSION OF ORIGINAL TENDER PROCESSING FEE/EMD/ DOCUMENT:

Tender Processing fees of Rs 560/- (Non- refundable), will be required to be paid to 'Airports Authority of India, CALICUT INTERNATIONAL AIRPORT, MALAPPURAM, by way of Online in the form of NEFT / RTGS. The Bank Mandate form with details of CALICUT INTERNATIONAL AIRPORT, MALAPPURAM is attached as Annexure – 1 on Page 96 of NIT. The Authority shall not be responsible or liable for any delay in the credit of such payment made by the Bidder. The scanned copy of NEFT/RTGS with respective transaction IDs certified by the bank must be enclosed along with the Bid. This Tender fee will be non-refundable. Bid without Tender fee will not be accepted.

EMD of the value Rs 33,447/- will be required to be paid to Airports Authority of India, CALICUT INTERNATIONAL AIRPORT, MALAPPURAM, by way of Online in the form of NEFT / RTGS. The Bank Mandate form with details of CALICUT INTERNATIONAL AIRPORT, MALAPPURAM is attached as Annexure -1 on Page 96 of NIT. The Authority shall not be responsible or liable for any delay in the credit of such payment made by the Bidder. The scanned copy of NEFT/RTGS with respective transaction IDs certified by the bank must be enclosed along with the Bid. Bid without EMD will not be accepted.

7. Bids Opening Process is as below:-

Envelope-I: -Containing Documents for pre-qualification bid (uploaded by the Contractors / firms) shall be opened as per CRITICAL DATE SHEET. The intimation regarding acceptance / rejection of their bids will be intimated to the contractors/ firms through CPP portal.

Envelope- II: -Technical bid opening date is mentioned in CRITICAL DATE 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 uploaded documents in Envelope –I & II, he will be asked to provide it through “Short Fall Documents” folder on 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 opened as per CRITICAL DATE SHEET. (Depending on the Technical bid evaluation the date shall be intimated through CPP portal).

8. 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.

9. 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.

10. **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.
11. AAI is not responsible for any delay due to link failure /internet problem etc. in respect of submission/receipt of any documents or in submission of e-Bid. Bidders who are intending to submit responsive e-Bids are requested to submit the same well in advance before the due date & time. It is the responsibility of the Bidder to make sure that the required documents /e- Bid is submitted in time.
12. 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 the said entity shall not be allowed to participate in AAI tenders.
13. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their Tenders as to the nature of the work (so far as is practicable), the form and nature of the site, the means of access to the site etc. and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their Tender. A Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
14. In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so. Such power of attorney to be uploaded with the tender and it must disclose that the firm is duly registered under the Indian Partnership Act, 1952.
15. 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 works to be done and of conditions, local conditions, local material rates and other factors bearing on the execution of the works.
16. A **responsive bidder** is one who submits priced Tender and accepts all terms and conditions of the specifications and contract documents. A tenderer shall submit the tender which satisfies each and every condition laid down in this notice failing which the Tender will be liable to be rejected.
17. As this tender is an Item rate Tender, rates for all items quoted shall only be considered. Any tender containing percentage below / above the total estimated cost is liable to be rejected. Tenderers which propose any alteration in the works specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort including conditional rebates will be summarily rejected.
18. **Refund of EMD-** EMD of unsuccessful bidders received through bank transfer mode (RTGS/NEFT) shall be refunded online through the same mode only and it shall be refunded in the bank account whose detail is required as per “Annexure – 2” on Page

- no. 97 to be submitted as part of technical bid. The refund of EMD to bidders who fail to qualify the eligibility /technical stage shall be initiated automatically within 15 days of opening of financial bid.
19. On acceptance of Tender, earnest money will be treated as part of the security deposit.
 20. Notification of Award of contract will be made in writing to the successful Bidder by the Accepting Authority or his representative. The contract will normally be awarded to the qualified and responsive Bidder offering lowest evaluated bid in conformity with the requirements of the specifications and contract documents and 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.
 21. The Accepting Authority reserves to himself the right of accepting the whole or any part of the Tender and Tenderer shall be bound to perform the same at his quoted rates.
 22. Canvassing in connection with Tenders is strictly prohibited and the Tenders submitted by the Tenderers who resort to canvassing will be liable to rejection.
 23. The Tenderer shall not be permitted to tender for works in Airports Authority of India responsible for award and execution of contracts, in which his near relative is posted as Manager or Sr. Officer in any capacity. 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 Airports Authority of India. Any breach of this condition by the contractor would render him liable to be debarred from Tendering for next 2 years.
 24. The Tender for works shall remain open for acceptance for a period of ninety days from the date of opening of Tenders. If any Tenderer withdraws his Tender before the said period or makes any modifications in the terms and conditions of the Tender which are not acceptable to the Department, then Airports Authority of India shall without prejudice to any other right or remedy, be at liberty to forfeit the full said earnest money absolutely.
 25. On acceptance of the Tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Airport Director or his authorised representative shall be communicated to the Airport Director or his authorised representative.
 26. All tendered rates shall be inclusive of all taxes and levies excluding GST payable under respective statutes. However, pursuant to the Constitution (46th Amendment Act. 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extensions if any and the contractor there upon necessarily and properly pays such taxes / levies, the contractor shall be reimbursed the amount so paid, provided such payments, if any, is not, in the opinion of the Airport Director or his authorised representative (whose decision shall be final and binding on the contractor) attributable to delay in execution of work within the control of the contractor

- The contractor shall keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorized representative of Airports Authority of India and / or Airport Director or his authorised representative and further shall furnish such other information/document as the Airport Director or his authorised representative may require from time to time.
27. The contractor shall, within a period of 30 days of the imposition of any such further tax or levy, pursuant to the Constitution (46th amendment) Act 1982, give a written notice thereof to the Airport Director or his authorised representative that the same is given pursuant to this condition, together with all necessary information relating thereto.
 28. The site for the work is available.
 29. Any party either a firm or an individual falling under the following categories is not eligible:
 - a) De-barred/black listed by CBI or AAI or Undertakings/ Departments like; Railway, Defence, or any other Department of Govt. of India, State Govt. Dept. etc.
 - b) Parties facing action under PPE Act, with AAI.
 - c) Parties either an individual or a business establishment, who has been ordered by a Court of Law to pay the outstanding dues of AAI at any of the airports as a whole and has not paid such dues to AAI shall also not be eligible for the tender.
 30. This notice of Tender shall form part of the contract documents. The successful Tenderer / contractor, on acceptance of his Tender by the Accepting Authority, shall within 15 days from the date of award of work sign the contract consisting of Notice inviting Tenders, General conditions of contract, special / additional condition, General and particular specifications, Tender conditions as issued at the time of invitation of Tender and acceptance thereof with any correspondence leading there to.
 31. Consortium /JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
 32. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
 33. Concessions to Indian Micro & Small Enterprises (MSEs) units will be given as per the provisions (para-10) of public procurement policy for MSEs order 2012, MSEs (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and handloom etc.
 34. The tender rates quoted by the contractor shall be Exclusive of GST.

Sd/-
AGM(OPS)
Airports Authority of India
CALICUT INTERNATIONAL
AIRPORT, MALAPPURAM