

NOTICE INVITING TENDER

(3 ENVELOPE OPEN TENDER)

Bid No: 2018_AAI-7813_1

Tenders are invited by Airports Authority of India, Civil Airport, JAMMU-180003 on behalf of Chairman through E-Tendering portal, from the eligible bidders for the works as detailed below.

- 1. Details of works :** Providing & Operating on hire basis for one year - One No. Tata Indica/Maruti Swift or equivalent non- AC vehicle at Civil Airport, Jammu-180003.
- 2. Estimated Cost (Inclusive of Taxes) :-** Rs 3,51,600/-
- 3. EMD of the value Rs. 7032/- (Rupees Seven Thousand Thirty Two Only)** shall be accepted offline only in the form of Demand Draft / FDR from a Nationalized or any schedule bank (but not from co-operative or Gramin Bank) in favor of “Airports Authority of India” payable at Jammu.
- 4. Estimated cost of the work & the EMD are as given below:**

S. No	Name of the Work	Estimated Cost (Rs.) (Inclusive of Taxes)	EMD (Rs.)	Tender Submission Closing Date	Cost of tender fee (Rs.)
01	Providing & Operating on hire basis for one year - One No. Tata Indica/Maruti Swift or equivalent non- AC vehicle. at Civil Airport, Jammu-180003.	3,51,600/-	7032/-	02/03/2018, 1800 Hrs	

- 5. The Tender fee is non-refundable. Tender fee shall be paid to AAI, in the form of Demand Draft / FDR from a Nationalized or any schedule bank (but not from co-operative or Gramin Bank) in favour of “Airports Authority of India payable at Jammu.”**

6. The critical dates for this tender are as given below :

Schedule of Important Activities.	Date & Time
Publishing Date	16/02/2018, 1200 Hrs
Bid Document Download/Sale Start Date	16/02/2018, 1300 Hrs
Clarification start date	16/02/2018, 1300 Hrs
Clarification end date	01/03/2018, 1400 Hrs
Bid submission start date	16/02/2018, 1300 Hrs
Bid submission end date/Sale end date	02/03/2018, 1800 Hrs
Bid opening date(Cover No.1)	12/03/2018, 1500 Hrs
Last date and time of submission of original Demand Draft against EMD and Tender Fee, Signed hard copy of AAI Unconditional Acceptance Letter	12/03/2018, 1200 Hrs

7. Eligibility Criteria:

7.1 Annualized average financial turnover:

Bidder should have annualized average financial turnover of at least 30% of Estimated cost in INR or equivalent financial currency in any of the last 3 years ending 31st March -2017.

As a proof of financial turnover, copy of abridged Balance Sheet along with Profit & Loss account of the bidder for last three years should be submitted.

Firms showing continuous losses during last three years in the balance sheet shall be summarily rejected.

7.2 Experience: The bidder should have successfully executed work order for similar work of Providing & operating vehicle on hire basis meeting any one of the following values during last seven years ending on last date (extended date if any) of submission of bid for Government Departments or Public Sector Undertakings or Private sectors (with in India). Certification of satisfactory completion with complete detail of work carried out shall be submitted. Firms having work experience certificate from Non-Govt./Non-PSU organization should submit copy of tax deduction at source certificate in support of their claim for having experience of stipulated value of work.

S. No.	Details	Amount (in Rs)
01	One similar work of not less than	80% of Estimated Cost
02	Two similar works, each of not less than	50% of Estimated Cost
03	Three similar works each of not less than	40% of Estimated Cost

7.21 The scope of works in respect of works claimed against Para 7.2 above, should be substantiated by submission of appropriate documentation.

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

7.3 The bidder should have valid GST /PAN - registration.

7.4 Fleet of Vehicles & their Valid Documents (Model 2015 onwards with commercial registrations): Firm Shall have minimum 02 (Two) Nos. Tata Indica, Maruti Swift or Equivalent Vehicle, as per check list (Annexure-II). These vehicles should be either in the name of tenderer or attached to them by Power of Attorney (POA). Fleet of vehicles shall be with valid Commercial Registration Certificates, Insurances, fitness, Pollution under control certificate and Taxes paid.

8. Last date for the online submission of e-bid is **02/03/2018, 1800 Hrs**). Following e-envelopes shall be submitted through online submission at e-portal by the bidder.

Cover-I (PQQ) - Tender fee and EMD for on line e-Tendering & Eligibility Bid

Cover-II (Technical Bid) -The Technical e-Bid through e-portal

Cover –III (Price Bid) - The Financial/Price e-Bid through e-portal

- 8.1 **Cover-I (PQQ)** - The tenderer shall submit their application by downloading the “PQ Performa” from the e – tendering portal, fill-up the required information and upload the digitally signed file of scanned documents and firm’s bio-data in support of their meeting each criteria mentioned below in the “PQQ Folder” in Technical Bid / Attachments Section in the portal. Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

S No. (1)	Eligibility Bid e-Documents (PDF) (2)	e-File :Named As (3)	Reference to documents attached as mentioned in column (2) & (3) (4)
A	Firm/Company Details ,GST/PAN	Firm/Company Details	Attached/ Not Attached
B	Proof of Experience of Works claimed.	Expr-01,Expr-02, Expr-03	Attached/ Not Attached
C	Proof of completion (Completion Certificate issued by at least any one of the customers) with details of works claimed	CC	Attached/ Not Attached
D	TDS certificate from clients to be enclosed in case of experience from Non-Govt., Non-PSU organization.	TDS	Attached/ Not Attached
E	A letter of bidder having details of customer of works claimed for experience including postal address, official Phone Number, Email Address and URL (if any).	PO-Customer –Details	Attached/ Not Attached
F	EMD Paid	Scanned copy of EMD	Attached/

		bank draft	Not Attached
G	Audited Balance Sheet during last three years ending 31 st March 2017.	ABS-2017; ABS-2016 & ABS-2015	Attached/ Not Attached
H	Letter for Un-conditional Acceptance of terms & conditions of tender as per as Annexure-I	Acceptance Letter	Attached/ Not Attached
I	Power of Attorney (In case of Signatory is other than Director of a Company or Proprietor / Partner of the Firm)	PoA	Attached/ Not Attached
J	Details of the Vendor Firm/ Company: Format enclosed as Annexure-III of the tender document	Vendor Details	Attached/ Not Attached
K	Declaration-1, Declaration-2, Declaration-3,	Declaration-1, 2,3	Attached/ Not Attached
L	Check List as per Annexure-II and any other eligibility related documents as per tender document.	Chk list	Attached/ Not Attached

8.2 Cover-II (Technical Bid) -The Technical e-Bid through e-portal

S No.	Technical Bid e-Documents (PDF)	e-File :Named As
A	Signed Tender Document including Corrigendum (If any).	Tender Doc
B	Unconditional Acceptance letter Annexure -I.	Unconditional Acceptance letter

8.3 Cover –III (Price Bid) - As per item rate BoQ sheet

8.4 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 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.

8.5 The Rate offered by the bidder shall be inclusive of all taxes. However percentage of applicable taxes should be reflected separately.

8.6 The quoted amount for each item should be worked out and requisite totals given. For extra run kms beyond 1500kms monthly and extra hours beyond 10 hrs daily, the reference of rates may be taken from clause 5.1 (Payments) of Section-III (General Terms & Conditions of the contract).

8.7 AAI reserves the right to accept or reject any or all application without assigning any reasons. AAI also reserves the right to call off process or short-listing of contractors at any stage without assigning any reasons.

8.8 The prices quoted by the bidder shall remain firm and shall not be subject to variation on any account.

- 9** Bidders shall be allowed to register, login to Central Public Procurement Portal (CPPP) and download tender document, free of cost. However bidders shall be allowed to submit their tender, both Technical & Financial bids only after paying Tender Fee (non-refundable).
- 10 Tenders not accompanied by the requisite EMD and Tender Fee shall be summarily rejected.**
- 11** The bidder shall upload the requisite clarification / documents within time specified by AAI, failing which tender will be liable of rejection.
- 12** AAI shall not be responsible for delay/loss/non-receipt of application/tender document sent by post or if bidder fails to upload tender in time.
- 13** In case of change in rate of Tax or any provision relating to levy of Tax resulting in increase in the burden of Tax on the contractor, the contractor shall be entitled to receive any compensation for any such increase in quantum of Tax payable by contractor. Similarly recovery shall be made from the contractor on account of decrease of rate of Tax or any provision relating to levy of Tax.
- 14** Photo copy of annual Reports/Balance Sheets/Profit Loss accounts should be duly audited by chartered Accountant for Financial Year as mentioned as above.
- 15 Refund of Earnest Money Deposit(EMD) :**The refund of EMD to bidders who fail to qualify the eligibility/technical stage shall be initiated automatically within 7 days of their rejection. For all bidders who qualify and their financial bids are opened the processing for refund of EMD of all vendors except L-1 shall be initiated within 7 days of opening of the financial bid.
- 16 Security Deposit:** As per clause 16 of Terms and condition.
- 17 AAI Worksites:**The vehicle will be used by AAI in the jurisdiction of Jammu including Civil Airport and its operational area.
- 18** Clarification needed if any may be sent through e-tendering portal only.
- 19** The acceptance of a tender will rest with the Airport Director, Airports Authority of India, Civil Airport, Jammu who does not bind himself to accept the lowest tender and reserves to himself the Authority to reject any or all the tenders received without assignment of any reason. All the tenders in which, any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- 20** 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 in full amount
- 21** Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing are liable to be rejected.
- 22 Validity of Tender (Bid) :** (a) The tender (Bid) shall remain valid for a minimum of 120 days from the date of opening of the tender. The bidder shall not be entitled, to revoke or cancel the offer or to vary any term thereof, during the said period of validity without the consent in writing of AAI. In case of the bidder revoking or canceling the offer or varying any term in regard thereof, the bidder's earnest money deposit shall be forfeited.
- (b) If there is any delay in finalization due to unforeseen factors, all the bidders shall be asked to extend the validity for an appropriate period, specifying a date by which tender is expected to be finalized. However, the tender process shall not be vitiated if any tenderer declines to extend the offer as requested for.

- 23** The Contractor shall not be permitted to tender for works in AAI, (responsible for award and execution of contracts) in which his near relative is posted as officer in any capacity between the grades of Executive director to Asst. Manager (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. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of the Authority.
- 24** It will be obligatory on the part of the tenderer to tender and sign the tender documents for all the component parts and that, after the work is awarded, he will have to enter into an agreement for each component with the Head of the Equipment Department, in the O/O Airport Director, Airports Authority of India , Civil Airport, Jammu-180003 or his representative, within 30 days from date of issue of work order. The cost of stamp paper of Rs 100/- or whatsoever, shall be borne by successful bidder.
- 25** Acceptance of the Works order/Purchase Order will be deemed as effective from the date of issue of Works Order/Purchase Order. All formalities of submission of the Contract Performance Bank Guarantee in pursuant to clause 16 of Section-I of NIT and signing of the contract shall be completed within 30 days of the Work Order.
- 26** This tender is not transferable.
- 27** Any correspondence after the opening of the bid, from the bidder, unless specifically sought by AAI shall not be considered and may be liable for action under the appropriate provisions.
- 28** Failure of the successful bidder to comply with the requirement of Clause of tender shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which event the Buyer may make the award to any other bidder at his discretion or call for new bids.