



भारतीय विमानपत्तन प्राधिकरण
विमानपत्तन निदेशक का कार्यालय
सिविल हवाईअड्डा, राजकोट, गुजरात - 360006

निविदा दस्तावेज
TENDER DOCUMENT

“General upkeep & assistance for maintaining IT Systems as job contract at Rajkot Airport”

निविदा संख्या : एएआई/राज/सीएनएस/विविध/2018-19

TENDER No. - AAI/RAJ/CNS/MISC/2018-19

Tender ID: 2018_AAI_12722_1

निविदा मूल्य रु 1120/- (रु 1000/- + रु 120/- जीएसटी)
TENDER COST Rs. 1000/- (Rs.1000/- + Rs.120/- GST)

महत्वपूर्ण गतिविधियों की अनुसूची
SCHEDULE OF IMPORTANT ACTIVITIES

Sl. No.	ACTIVITY	DATE	TIME IN IST
1.	Publishing Date	11-07-2018	18:00 Hrs.
2.	Bid Document Download/Sale Start Date	12-07-2018	09:30 Hrs.
3.	Clarifications Start Date	12-07-2018	09:30 Hrs.
4.	Clarification End Date	18-07-2018	18:00 Hrs.
5.	Bid Submission Start Date	12-07-2018	09:30 Hrs.
6.	Bid Submission End Date	23-07-2018	18:00 Hrs.
7.	Last Date and time for submission of original Demand Draft against EMD and Tender fee	25-07-2018	18:00 Hrs.
8.	Opening of envelope – I,II Eligibility bids on e-portal.	26-07-2018	11:00 Hrs.
9.	Opening of envelope – III, Technical Bids on e-portal.	26-07-2018	11:00 Hrs.
10.	Opening of envelope – IV, Financial Bids on e-tender portal of eligible bidders.	To be Informed Later through CPP Portal	-----



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भाग - क / SECTION - A

ई - निविदा आमंत्रण सूचना / NOTICE INVITING e-TENDER

E – Bid Invitation No. AAI/RAJ/CNS/MISC/2018-19 (Tender ID: 2018_AAI_12722_1)

1. Item rate tenders are invited through e-tendering portal <http://etenders.gov.in/eprocure/app> by Airport Director, Airports Authority of India, Civil Aerodrome, Rajkot, Gujarat – 360 006 on behalf of Chairman, Airports Authority of India from eligible bidders for the works as detailed below.

1.1 Name of work : **General upkeep & assistance for maintaining IT Systems as job contract at Rajkot Airport**

1.2 Estimated Cost : Rs. **3,82,881/- Only (Exclusive of GST)** .

(Rupees Three Lacs Eighty two Thousand Eight hundred Eighty One Only).

The job includes providing of **01 (one) SKILLED AND 01 (one) UNSKILLED** for six days a week (08 Hrs. daily). **GST, PF, ESI, BONUS shall be payable separately and shall be reimbursable as per the actuals with proper documentary proof submitted by the successful bidder.** Minimum wages for Skilled & unskilled which are applicable as per the **F.No.1/10(3)/2018-LS-II dated 03-04-2018 from Ministry of labour & Employment, Government of India** effective from 01-04-2018 are considered here. Revised rates applicable as and when any changes are notified.

- 1.3 Period of Completion : The completion period of the Contract is One year which may be extended for one more year (on same Terms and Conditions), if required by AAI, on the satisfaction of the work carried out and will be reckoned from the 15 days after the date of issue of Work Order.

- 1.4 Earnest Money Deposit : Rs. **7658/=Only**.
(Rupees Seven Thousand Six Hundred Fifty Eight Only).

2. **Eligibility criteria** – Any Proprietorship Firm/ Partnership Firm / Pvt. Ltd. Company or Ltd Company.

2.1 **Legal Status** –

As a proof, copy of Certificate of Registration under Shop & Establishment Act or Registrar of Firms or Companies Act / Partnership Deed, as the case may be.

2.2 **Experience** -

The bidder should have successfully executed orders / services for “**General upkeep & assistance for maintaining IT Systems as job contract**” meeting any one of the following three criteria to Government Departments/Public Sector Undertaking or reputed Private Sector Companies/firms (within India) during last 07 (seven) years ending on 31st December 2017, satisfying any one of the following three criteria.

- (i) One work/order of value more than or equal to **Rs 3,06,304.8/-only** and consisting of minimum 80% of the **amount** for hiring of services.



- (ii) Two work(s) /order(s) each of value more than or equal to **Rs 1,91,440.5/-** only and consisting of minimum 50% of the amount for hiring of services.
- (iii) Three work (s)/order(s) each of value more than or equal to **Rs 1,53,152.4/-** only and consisting of minimum 40% of the amount for hiring of services.

2.3 Annualized Average Financial Turnover -

Bidder should have annualized average financial turnover of at least **Rs. 1,14,864.3/-** during last three financial years, ending on 31st March 2017. As a proof of financial turnover, copy of abridged balance sheet of bidder for last three financial years ending on 31st March'2017 is to be uploaded.

2.4 Performance/Experience Certificate -

- (i) Bidder must submit performance/experience certificate in respect of work(s)/order(s) claimed against experience as mentioned under para 2.2 above.

These certificates should be issued by the end user agencies for which the work(s)/order(s) have been carried out and endorsed by the bidder. Such performance/experience certificates should clearly indicate the following.

- (a) Value of order or contract.
 - (b) Scope of order or contract.
 - (c) Order or contract no., Award date.
 - (d) That the works/orders have been completed satisfactorily.
- (ii) In case of end user agency being a Government Department/Public Sector Undertaking, certificate as per sub-para (i) above, shall be submitted by bidder.
 - (iii) In case bidder submitting performance/experience certificate from reputed private sector companies/firms (within India) copy of bank statement, where the payments from end user agency were credited, duly endorsed by bidder should be submitted in addition to performance/experience certificate as per sub-para (i) above.

2.5 Registration/Licences/ Permits –

Bidder should have the following registration/licences/permits with/from appropriate government authorities.

- (i) Permanent Account Number (PAN) issued by Income Tax Department.
- (ii) GSTIN
- (iii) Registration under Shop & Establishment Act or Companies Act or Registrar of Firms/partnership deed etc., as applicable.



3. Any party either a firm or an individual or a company falling under any of the following categories are not eligible to participate in tender.
 - (i) Debarred/black listed by CBI or AAI or any Public Sector Undertaking/Departments like Railways, Defence or any other department of Govt. of India or State Govt.
 - (ii) Bidder either a firm or its partner or its Directors have been black listed or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like World Bank/International Monetary Fund/World Health Organisation etc. or any Indian State/Central Government Departments or Public Sector undertaking.
4. If the entity participating in the tenders is a private or public limited company, Partnership firm or proprietary firm and any of the Directors /Partners 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 Authority, then said entity shall not be allowed to participate in AAI tenders.
5. Consortium/JV companies shall not be permitted to participate in tender process.
6. No single firm shall be permitted to submit two separate applications. The proprietor of more than one company or firm will be considered as single party and one legal entity.
7. AAI reserves the right to disallow issue of tender documents to working agencies whose performance at ongoing work (s) is below par and usually poor and has been issued letter of restrain/temporary/permanent debar by any department of AAI.
8. AAI reserves the right to verify the credentials submitted by the applicant agency at any stage (before or after the award of the work). If at any stage, any information / documents submitted by the applicant agency are found to be false or have some discrepancy which disqualifies the bidder than AAI shall take following actions.
 - 8.1 Forfeit the entire amount of EMD submitted by the bidder.
 - 8.2 The bidder shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual / legal action.
9. The tenders are to be submitted in **Four Envelope** System. Bidders are requested to refer to “General Information and Guidelines” for details regarding submission and evaluation of e – tender in three envelope system.
10. The tendering process is online at e-portal URL address www.etender.gov.in Aspiring bidders may go through the tender document by login the CPP portal.
11. Prospective tenderers are advised to get themselves acquainted for e-tendering participation requirements at “instruction for Online Bid Submission”, register themselves at CPP portal,



obtain 'User ID' & 'Password' and go through the 'self-help files' available in the home page after login to the CPP portal www.etenders.gov.in. 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 CPPP Portal/AAI Help Desk Support..

12. Tender fee of **Rs.1120.00** will required to be **paid offline** in the form of Demand Draft drawn in favour of Airports Authority of India payable at Rajkot from Nationalized or any scheduled bank (but not from co-operative or Gramin bank). The original Demand Draft against Tender fee should be posted/couriered/given in person to the concerned officials latest as specified in the Tender Document. The details of Demand Draft, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. **Last date and time of the sale of the tender document is 23-07-2018 up to 18:00 Hrs. Scanned copy of Tender fee DD should be uploaded in fee folder (Envelope-1).**
13. **EMD** of the Value of **Rs. 7658/- (Rupees Seven Thousand Six hundred Fifty Eight only)** shall be accepted **offline only** in the form of Demand Draft Drawn in favour of Airports Authority of India payable at Rajkot from a nationalized or any scheduled bank (but not from co-operative or Gramin bank). The original Demand Draft against EMD should be posted/couriered/given in person to the concerned officials latest as specified in the Tender Document. The details of Demand Draft, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. **Scanned copy of EMD DD should be uploaded in fee folder (Envelope-1).**

The bid of the bidder , who fails to submit the original DD towards Tender Fee & EMD before the stipulated time, shall be rejected out-rightly. Any postal delay will not be entertained.
14. 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. Bidder shall upload tender on E – Portal well in advance to avoid last minute hassles. AAI shall not entertain any queries on such subject after last date of downloading tender document.
15. AAI reserves the right to accept or reject any or all tender(s) without assigning any reasons. AAI reserves the right to call off tender process at any stage without assigning any reasons.
16. Tenderer(s) fulfilling eligibility criteria and having valid registration with National Small Industries Corporation (NSIC) are exempted from payment of tender fee and earnest money deposit (EMD). These bidder(s) has to follow the procedure stated in para 5.5 of Section – B (General Information and Guidelines) of tender document for availing the exemption benefit available to valid NSIC Registered firms / companies.



17. Bidders are advised to visit this website regularly to keep themselves updated as any change/ modification in the tender will be intimated through this website only.
18. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
19. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
20. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/ modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be debarred from doing business with AAI.
21. Intending tenderers are advised to visit AAI website www.aai.aero and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

22. Schedule of Important Activities :

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भाग - ख / SECTION - B
सामान्य जानकारी एवं दिशा - निर्देश
GENERAL INFORMATION AND GUIDELINES

1. **Purpose and Scope of Tender Document -**
 - 1.1. This tender sets out the terms and conditions, General conditions of contract and qualitative requirements to be met for General upkeep & assistance for maintaining IT Systems as job contract at Rajkot Airport as per scope of work given in the tender document.
 - 1.2. The tender must be valid for a minimum of 180 days from the date of opening of Envelope – II “Eligibility Criteria”.
2. **E- Tendering Participation Requirements :** Prospective bidders are required to carry out the following activities.
 - 2.1 **Registration :** The tendering process is online at e-portal URL address www.etender.gov.in Aspiring bidders may go through the tender document by login the CPP portal. Prospective Tenderer are advised to get themselves acquainted for e-tendering participation requirements at “instruction for Online Bid Submission”, register themselves at CPP portal, obtain ‘User ID’ & ‘Password’ and go through the ‘self-help files’ available in the home page after login to the CPP portal www.etenders.gov.in They should also obtain Digital Signature Certificate (DSC) in parallel which is essential for submission of their application. The process normally takes 03 days’ time. The Tenderer may also take guidance from CPPP Portal/AAI Help Desk Support..
 - 2.2 **Login ID :** Bidder shall click ‘Apply for Access Authentication’ and fill in details. On saving the details, a password for the registered bidder shall be generated by the system and the password shall be sent to the bidder’s e-mail ID which was filled in during registration. On receipt of e-mail, the login ID is ready with the bidder to proceed further.
 - 2.3 **General Guidelines for Bidders :** General guidelines for bidders to proceed further in the tender process are available in E-procurement portal under Self Help Files Tab. Bidders shall go through the guidelines before submitting their bids on-line.
 - 2.4 **Digital Certificates :** 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 of India (CCA). Please see www.cca.gov.in for licensed CA’s in India.
 - 2.6 **On-Line E – Tendering :** For all AAI tenders hosted on e-procurement site, all the documents excluding tender fee and EMD shall be submitted on line only. Tender fee and EMD fee DD is to be submitted offline; however scanned copy of EMD DD and Tender fee DD is to be uploaded in designated **fee folder**.



2.7 Bidder's Training Support System : On – Line Training and Technical assistance for interested bidders shall be available as follows.

2.7.1 Detailed information in this regard have been provided to the bidders at E-procurement portal under the Self Help Tab. Training support system for registered bidders is given inside the portal and visible to the registered bidders only. Bidders may also take the telephonic assistance from Help Desk.

3. Tender Document -

3.1 Tender document containing NIT, General Information and Guidelines, Terms and Conditions, General Conditions of Contract etc. may be downloaded from e-tender portal <http://etenders.gov.in/eprocure/app>. The tender fee of Rs.1120/= (Tender Fee of Rs.1,000/= + GST of Rs.120/=) is to be paid through Demand draft in favour of Airports Authority of India payable at Rajkot from Nationalized or any scheduled bank (but not from co-operative or Gramin bank). The original Demand Draft against Tender fee should be posted/couriered/given in person to the concerned officials latest as specified in the Tender Document. The details of Demand Draft, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. . Last date and time of sale of tender documents is **23-07-2018** up to 18:00 hrs. IST.

Bidder(s) having valid NSIC registration certificate are exempted from payment of Tender fee. Such bidder(s) are requested to follow the procedure explained in para 5.5 of Section – B (General Information and Guidelines) of tender document for claiming exemptions from payment of Tender fee and EMD. **Such bidder should upload NSIC/Udhyog Aadhar certificate in fee folder so that PQQ envelope can be process accordingly.**

3.2 The tender document consists of four sections. The bidder should go through all these sections (Section – A – Notice Inviting e - Tender, Section – B - General Information and Guidelines; Section – C - Terms and Conditions, Section - D – General Conditions of Contract) of the tender document and must comply with each clause of all these four sections.

3.3 The instructions given in the tender document are binding on the bidder and submission of the tender will imply unconditional acceptance of all the terms and conditions by the bidder.

4. Changes/Corrections/Withdrawal in ON – Line E – Tendering :

4.1 The bidder may correct, modify or withdraw his bid after submission but prior to scheduled last date and time of submission of Eligibility, Technical and Financial Bids.

4.2 Subject to Clause 3.1 above, no bid shall be modified subsequent to the schedule time of submission of bids.

5. Submission of Tender Documents -



- 5.1 Bidders shall submit their bids as per scheduled date and time through E-procurement portal at <http://etenders.gov.in/eprocure/app> only.
- 5.2 e-procurement system shall not allow bidders to submit their tender, after the scheduled date and time. Bidders shall submit tender before the schedule deadline specified in NIT of this tender document or the extended deadline notified by issue of corrigendum, as the case may be.
- 5.3 Envelope – II and Envelope – III shall contain the scanned copies of self attested documents uploaded by the bidder. Each and every page of submitted tender document should be digitally signed by the bidder.
- 5.4 Bidders are requested to note that the Price bid folder will contain .xls file to fill price of each types of Job. Bidder has to download .xls file and fill the .xls file as per the description asked in the .xls file. After filling of rates bidder has to check and confirm final amount in letters and words both. Filled .xls file is to be digitally signed by bidder and then uploaded in prescribed folder on CPPP portal. Prices should not to be indicated anywhere in Envelope – II and Envelope – III.
- 5.5 Bidder(s) having valid NSIC/ **Udhyog Aadhar** registration certificate are required to upload NSIC certificate in Envelope-I (Fee folder) to claim exemption from payment of tender fee and EMD, while submitting the online tender.

Note - During bid evaluation EMD exemption shall be granted to NSIC/ **Udhyog Aadhar** registered bidder firm. In case NSIC registration certificate is found invalid during evaluation, the bid of such bidder shall be rejected.

6. Opening of Tender Documents -

- 6.1 The fee envelope, PQQ bid envelope, Technical Bid envelope and Financial Bid envelope 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 verified for PQQ and Technical evaluation. Fee folder and PQQ folder will be opened on same day. First fee folder will be opened. It should contain scanned copy of tender fee DD and EMD DD. PQQ bid envelope will be opened only of those bidders, who have submitted scanned copy of EMD DD and Tender fee DD in fee folder as well as both DD should match with hard copy of EMD DD and Tender fee DD received in physical format.
- 6.2 PQQ/Technical bids of bidders shall be scrutinized by AAI, Rajkot to ensure that the same are in conformity with the requirements of tender documents and to short list the bidders qualified for opening of Financial Bid. It shall therefore be in the bidder's interest to give complete and comprehensive details while submitting the bids.
- 6.3 AAI may seek clarifications on PQQ/Technical details or any other information deemed necessary. The queries raised should be replied positively within the time specified, failing which the Technical evaluation will be done on the basis of the information available.



- 6.4 The clarification, if any, required from the bidders, will be obtained through query provision available in e-procurement portal.
- 6.5 Envelope - IV (Financial Bid), only for the bidders found technically qualified by AAI shall be opened at the date and time to be informed later to all technically qualified bidders.
- 6.6 No correspondence shall be entertained from the bidders after opening of PQQ/Technical bid, except for the clarifications sought by AAI.
- 6.7 Date of acceptance and opening of tender can be extended on sole discretion of Airport Director, AAI, Civil Aerodrome, Rajkot, Gujarat.

7. Comparison and Evaluation of Bids -

- 7.1 The tender received and accepted will be evaluated by AAI to ascertain the complete requirements contained in the tender document. The objective of the evaluation is to select bidder(s), who can provide the described supply meeting the scope of work.
- 7.2 Technical Bids of eligible bidders shall be scrutinized by AAI to ensure that the same are in conformity with the operational requirement and technical specifications. Bidder should provide complete information to substantiate compliance of the technical specifications listed in the tender. In case of incomplete compliance statement or inadequate information, tenders shall be finalized on the basis of the information available. It shall, therefore, be in the bidders' interest to give complete and comprehensive technical particulars, description and details while submitting the bid.
- AAI may seek clarifications on technical details or any other information deemed necessary. The queries raised should be replied positively within the time specified, failing which the evaluation will be done on the basis of the information available.
- 7.3 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 E-Tender/CPPP portal.
- 7.4 Bidders may submit their response to AAI queries through provision of CPPP Portal only.
- 7.5 No post bid clarification / confirmation of compliance at the initiative of the bidder shall be entertained.
- 7.6 Tender meeting technical bid criteria as specified shall only be informed and considered for opening and evaluation of financial bid. However tender(s) not meeting technical bid criteria shall be informed of the same.
- 7.7 The tender(s) found technically acceptable shall be compared on the basis of price quoted by the bidders for the entire scope of work. The amount indicated in the Financial Bid will only be taken for price comparison.



- 7.8 The result of Technical bid and Financial bid evaluations shall be displayed on CPPP Portal and shall be visible to suitably qualified bidders.
- 7.9 Tender(s) submitted by NSIC/ **Udhyog Aadhar** registered bidder firm shall only be evaluated for those bidder(s) who have submitted valid NSIC/ **Udhyog Aadhar** registration certificate(s).
- 8. Award of Contract -**
- 8.1 The acceptance of the tender will be intimated to the successful bidder by issuing letter of Intent.
- 8.2 On receipt of letter of intent, successful bidder shall send unconditional acceptance of letter of intent to Airport Director, AAI, Civil Aerodrome, Rajkot, Gujarat – 360006, within five working days of the issue of letter of intent through e-mail/ fax/courier/by authorized representative, failing which it should be construed that bidder is not interested in the offer and hence not accepted the letter of intent unconditionally.
- 8.3 AAI shall issue the work order to successful bidder on receipt of acceptance of letter of intent. Successful bidder shall return one copy of work order duly signed by him on each page, within five working days as a confirmation to acceptance of terms and conditions of work order.
- 8.4 Successful bidder has to enter into an agreement with AAI on all conditions mentioned in the tender, its corrigendum, queries and responses against which work order has been issued.
- 8.5 AAI shall be the sole judge in the matter of award of contract and the decision of AAI shall be final and binding.
- 8.6 AAI also reserves the right at its sole discretion not to award any order under the tender called.
- 9. Execution of work -**
The work shall be carried out under the supervision of Airport Director, AAI, Civil Aerodrome, Rajkot, Gujarat or any officer nominated by him, as the case may be, according to the terms and conditions of the contract.
- 10. Rejection of Tender -**
- 10.1 Airports Authority of India (hereinafter abbreviated as AAI) reserves the right to reject any or all tender(s) without assigning any reasons, whatsoever.
- 10.2 Tenders, in which any of the particulars and prescribed information is vague, missing or is incomplete, in any respect and /or prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected.
- 10.3 If the bidder gives wrong information in 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 (EMD), wholly and absolutely, AAI reserves the right to debar such bidders to participate in future



tenders.

- 10.4 The information contained in the tender should be comprehensive and to the point. The tender containing information other than sought, with a motive to confuse or delay the finalization of tender process are likely to be rejected.
- 10.5 Canvassing in any form in connection with the tender(s) is strictly prohibited and the tenders submitted by the bidder who resort to canvassing are liable for rejection.
- 10.6 Should a bidder have a relation or relations employed in the capacity of an officer in AAI, the authority inviting tenders shall be informed of the fact along with the offer, failing which AAI, at its sole discretion may reject the tender or cancel the contract and forfeit Earnest Money Deposit, wholly and absolutely.
- 10.7 In case NSIC/ **Udhyog Aadhar** registration certificate is found invalid during evaluation for the bidder claiming exemptions of tender fee and EMD available to NSIC/ **Udhyog Aadhar** registered firms / companies, the bid of such bidder shall be rejected .
11. **Declaration -**
The general information and guidelines given in the tender document are hereby accepted unconditionally and shall be complied with.

Signature of Bidder

Stamp _____

Name: _____
Telephone: _____
Fax _____
E-mail _____



भाग - ग / SECTION – C
नियम एवं शर्ते / Terms and Conditions

1. Scope of Work –

This document sets out the terms & conditions to be met in connection with the “General upkeep & assistance for maintaining IT Systems as job contract at Rajkot Airport.” for the work as per details given in the notice inviting e-tender with specifications as in Annexure-X. Bidders bidding for part job of the total requirements will be rejected.

- a. **Rates:** The rate to be paid to Skilled person and unskilled will be as per the existing rate laid down by per the F.No.1/10(3)/2018-LS-IIdated 03-04-2018 from Ministry of labour & Employment, Government of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C), New Delhi and revised rates applicable as and when any changes are notified.:

1.1. i.e. at present at Rs.612/ per day for Skilled and Rs.462/ per day for Unskilled.

1.2. ESI, EPF, Bonus and GST paid to statutory authorities by the contractor shall be reimbursed on actual basis on the submission of documentary evidence. The contractor is required to pay bonus once in a year as per applicable rules to their workman employed to execute this work. **(GST, PF, ESI, BONUS shall be payable separately and shall be reimbursable as per the actuals with proper documentary proof submitted by the successful bidder.)**

- b. The contractor shall provide a list of contracts workers engaged for this contract work along with their PF Account No. & ESI Registration Number.

2. Deployment of Manpower:

The bidder has to deploy qualified engineer to complete the work as per the scope of the tender document. The person deployed by bidder will work under the supervision of the AAI officer deployed by APD, Rajkot.

3. Earnest Money Deposit (EMD) -

3.1 Tender must accompany the Earnest Money for **7658/- (Rupees Seven Thousand Six hundred Fifty Eight only)** payable through offline mode in the form of DD. The original Demand Draft against EMD fee should be posted/couriered/given in person to the concerned officials latest as specified in the Tender Document. The details of Demand Draft, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. .

3.2 Bidder(s) having valid NSIC/ **Udhyog Aadhar** registration certificate are exempted from payment of EMD. Such bidder(s) are requested to follow the procedure explained in para 5.5 of Section – B (General Information and Guidelines) of tender document for claiming exemptions from payment of EMD. Such bidder should upload NSIC certificate in fee folder so that PQQ envelope can be processed accordingly.



- 3.3 Tender not accompanied by the requisite EMD shall be rejected, in case of non NSIC registered bidders and bidders having invalid NSIC registration certificates.
- 3.4 No interest or any other expenses, whatsoever, shall be payable by AAI on the EMD in any manner.

4 Eligibility Criteria

- 4.1 The eligibility criteria shall be as mentioned in para 2 of NIeT.
- 4.2 Bidders falling in any criteria as mentioned in para 3 to para 5 of NIeT are not eligible for participation in present tender.

5. Amendments / Corrigendum to Tender Document

- 5.1 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 the 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 CPPP portal at <http://etenders.gov.in/eprocure/app>

6. **Submission of Tender** - Following four envelopes shall be submitted through on-line e-portal by the bidder. Last date and time of submission of bids (Envelope I, II, III and IV) is **18-07-2018** up to 18:00 hrs. IST.

6.1 Envelope – I – Fee Envelope: Fee envelope should comprise of following documents:

- I. **Scanned copy of Tender fee Rs.1,120/=** paid off line in the form of DD, in case of non NSIC/ **Udhyog Aadhar** registered bidders.
- II. **Scanned copy of Earnest Money Deposit Rs.7658/=** only paid offline in the form of DD, in case of non NSIC/ **Udhyog Aadhar** registered bidders.
- III. **Copy of Valid NSIC/ Udhyog Aadhar Registration certificate in case of NSIC registered bidders claiming for exemption from payment of Tender fee and EMD .**

- 6.2 **Envelope-II: PQQ bid ;Pre Qualification criteria :** The bidder shall upload the digitally signed file of following documents in support of their meeting each criteria mentioned in para (2) of Notice Inviting e-tender (NIeT) in the in PQQ Envelope of E-Bid on CPPP portal. Uploading of documents in location other than specified above shall not be considered. Hard copy of documents shall not be entertained.

- (i) Letter indicating the capacity and authority of individual signing tender document and attesting supporting documents
- (ii) Legal status of bidder as per para 2.1 of NIeT .
- (iii) Experience Certificate as per para 2.2 and para 2.4 of NIeT.
- (iv) Annualized Average Financial Turnover as per para 2.3 of NIeT.



- (v) PANNo.
- (vi) GSTIN.
- (vii) Undertaking as per Annexure – I of tender document.
- (viii) Undertaking As per Annexure-II of Tender document
- (ix) Undertaking as per Annexure – III of tender document.
- (x) Undertaking as per Annexure – V of tender document.

6.2 Envelope – III - Technical Bid : Technical bid containing scanned copy of the following documents shall be submitted by the bidder in “Tech Bid Folder” in Technical Bid Attachment section of e – tendering portal.

- (i) Detailed List of deliverables – (Bill Of Quantity) with type of Jobs INDICATED IN Annexure VIII and accessories offered - fully meeting the operational and technical requirement as spelt out in Annexure X of tender document.
- (ii)
- (iii) **Tender** document digitally signed shall be uploaded on CPPP portal in Technical bid envelope. Tender document shall also be signed by hand and stamped on page number 14, 21 and 23 by the bidder. If bidder upload the tender document without signature and stamp on page numbers specified above, , it will be construed that bidder has signed and stamped on all pages of tender document, as the same is digitally signed.

6.3 Envelope – IV – Financial Bid Price bid folder of E-bid will contain .xls file to fill price of each types of job. Bidder has to download .xls file and fill the .xls file as per the description asked in the .xls file. After filling of rates bidder has to check and confirm final amount in letters and words both. Filled .xls file is to be digitally signed by bidder and then uploaded in prescribed folder on CPPP portal. Prices should not to be indicated anywhere in Envelope – II and Envelope – III.

7. Validity of Tender -

The tender must remain valid for a minimum of 180 days from the last date of submission of tender on CPPP portal.

8. Opening of Tender –

8.1 Envelope – I containing fee details will be opened first. It should consist of scanned copy of tender fee DD and EMD DD. PQQ bid envelope will be opened only of those bidders, who have submitted scanned copy of EMD DD and Tender fee DD in fee folder as well as both DD should matched with hard copy of EMD DD and Tender fee DD received in physical form. Fee envelope shall be opened on 24-07-2018 at 1100 hrs. IST. The intimation regarding acceptance / rejection of their bids will be intimated to the bidders through CPPP portal.

8.2 Envelope – II containing documents for PQQ bid (uploaded by bidder) shall be opened on same day depending on fee folder evaluation.

8.3 Envelope – III containing documents for technical bid (uploaded by bidder) shall also be opened on 30-01-2018 depending on pre – qualification.



8.4 If any clarification is needed from the bidder(s) about the deficiency in his uploaded documents in Envelope –II and Envelope – III, the same will be asked to provide it through “Short fall documents” in CPPP portal. The bidder(s) shall upload the requisite clarification / documents with in specified time by AAI, failing which the tender are liable to be rejected.

8.5 Envelope – IV containing financial bids of the bidders found meeting the qualifying requirements and technical criteria shall be opened on subsequent day depending on the Technical bid evaluation. The date of opening of Financial Bids shall be opened through CPP Portal.

9. Comparison and Evaluation of Tenders -

Tenders shall be compared and evaluated as per the process mentioned in para 7 of General Information and Guidelines (Section – B).

10. Award of Contract –

The contract shall be awarded as per the process mentioned in para 8 of General Information and Guidelines (Section – B).

11. Return of EMD -

11.1 The EMD of all unsuccessful bidders will be returned only after opening of financial bid.

11.2 The EMD of successful bidder will be returned only after the successful bidder submits the security deposit or performance bank guarantee in the prescribed Performa.

12. Security Deposit -

12.1 The bidder, whose tender is accepted, within 15 calendar days of the acceptance of work order, shall submit security deposit of 10% (Ten Percent) of the total price to AAI in the form of demand draft or an irrevocable and unconditional bank guarantee on a Nationalized/Schedule - A Bank.

12.2 The irrevocable and unconditional bank guarantee shall be as per Performa attached as Annexure IV to this tender document.

12.3 In case, the successful bidder fails to submit security deposit or PBG within stipulated period, interest @ 12% p.a. on security deposit amount would be levied (non-refundable) for delayed period of submission and shall be deducted from EMD/first bill ,as the case may be.

12.4 In case, successful bidder fails to submit security deposit/PBG within 60 days from the date of acceptance of work order, AAI reserves the right to forfeit EMD and cancel the work order.

12.5 The performance Bank Guarantee shall be valid for 3 (Three) month beyond the period of work. Period of the work means the contract period i.e when the contract period will complete successfully.



- 12.6 The PBG amount shall be payable to AAI without any condition, whatsoever and the PBG shall be irrevocable.
- The security deposit @ 10% of the total quoted value (Including the taxes) will be deducted from the bill payment or Bidder can submit a Bank guarantee (BG) (Annexure -IV) after award of the work within 15 days.
 - The security deposit/BG will be returned to the successful bidder at the end of the period of liability without interest.
13. **Agreement -**
- 13.1 The successful bidder has to enter into an agreement with AAI within 30 calendar days of acceptance of work order on non – judicial stamp paper of Rs.100/= only. The cost of non judicial stamp paper is to be borne by the bidder.
- 13.2 The draft agreement shall be as per Annexure V to tender document.
14. **Payment Terms**
- 14.1 The bill shall be raised by the bidder in triplicate along with the following documents and should be submitted in O/o the Airport Director, AAI, Civil Aerodrome, Rajkot, Gujarat after completion of work and payments shall be made by AAI (by electronic money transfer directly to the bank account) subject to submission of all necessary documents as follows.
- 14.1.1 Original Copy of Invoice
 - 14.1.2 Certificate from AAI, Rajkot that work has been completed successfully
- 14.2 In the event of any dispute, the decision of Airport Director, AAI, Civil Aerodrome, Rajkot, Gujarat shall be final and binding on contractor.
15. **Subletting of Contract –**
- The work shall not be sublet/ assigned directly or indirectly to other agencies without prior written consent of the tender accepting authority.
16. **Forfeiture of EMD / Security Deposit -** The EMD/Security deposit amount shall be forfeited in any of the following non – compliances by successful bidder.
- 16.1 Unconditional Acceptance of Letter of Intent (LOI) within 05 (Five) working days.
 - 16.2 Acceptance of work order within 05 (Five) working days.
 - 16.3 Payment of security deposit in the form of Demand Draft/Performance Bank Guarantee issued by a Nationalized/Scheduled Bank within 60 (Sixty) calendar days of acceptance of work order.
 - 16.4 Execution of the agreement within 30 (Thirty) calendar days of acceptance of work order.
 - 16.5 If at any stage it is found that the tender document, downloaded from CPPP Portal, has been tempered or any unauthorized changes have been made in the contents of the tender. The decision of Airport Director, AAI, Civil Aerodrome, Rajkot, Gujarat in this regard shall be final



- and binding on the Contractor.
- 16.6 Disclosing relation or relations employed in the capacity of an officer in AAI to the authority inviting tenders.
17. **Taxes / Permits / Licences -**
- 17.1 Bidder shall be liable to pay any and all Indian duties, levies and taxes lawfully assessed against contractor for both corporate and personal income and also all other taxes etc. relevant and applicable in respect of the present tender.
- 17.2 Any increase or decrease of statutory taxes will be on account of AAI.
- 17.3 Successful bidder is required to produce Government of India notification towards taxes prevailing at the time of opening Envelope - I versus submission of bills, while seeking claim towards increase in statutory taxes.
- 17.4 In case no payment is claimed by the contractor towards increase in statutory taxes, a certificate/undertaking is required to be given by contractor that statutory tax has not decreased during the period between date of opening Envelope - I and date of submission of bills. Any decrease in statutory taxes between above said period shall be passed to AAI while claiming payments.
18. **Right to Accept or Reject the Tenders -**
- 18.1 The right to accept the tender in full or in part/parts will rest with AAI. However, AAI does not bind itself to accept the lowest tender and reserve to itself the authority to reject any or all the tenders received without assigning any reasons, whatsoever.
- 18.2 Tenders in which any of the particulars and prescribed information is missing or is incomplete, in any respect and/or prescribed conditions are not fulfilled shall be considered non-responsive and are liable to be rejected.
19. **Termination of Contract -**
- 19.1 Without prejudice to the right of termination provided under the GCC or without prejudice to any other remedy available in the contract in this behalf, AAI may terminate the contract at any time by giving the contractor not less than 30 days notice in writing, if AAI finds the quality or efficiency of the work performed by the contractor, to be unsatisfactory or the contractor has not complied with any / several terms and conditions of tender document / contract, of which the decision of Airport Director, AAI, Civil Aerodrome, Rajkot shall be final and binding on the contractor.
- 19.2 Upon termination, under and with reference to this clause, the contractor shall be entitled to be paid for the work actually performed up to the date of termination in accordance with the provisions of the contract but shall not be entitled to any other claim or compensation for any expenditure incurred by the contractor in or for any equipment material or facilities or for any loss in the profit or anticipated profit of the contractor.



19.3 The contractor upon receipt of such notice shall discontinue the work on the date specified in the notice.

19.4 At any stage during the period of execution of contract, any case involving moral turpitude is instituted in a court of law against the bidder or his staff AAI reserve the exclusive and special right to the outright termination of contract and the bidder shall not be entitled for any compensation from AAI whatsoever.

20 PATENTS, SUCCESSFUL BIDDER'S LIABILITY & COMPLIANCE OF REGULATIONS

- a. Successful bidder shall protect and fully indemnify the AAI from any claims for infringement of patents, copyright, trademark, license violation or the like.
- b. Successful bidder shall also protect and fully indemnify the AAI from any claims from successful bidder's workmen/employees, their heirs, dependents, representatives etc or from any person(s) or bodies/ companies etc. for any act of commission or omission while executing the order.
- c. Successful bidder shall be responsible for compliance with all requirements under the laws and shall protect and indemnify completely the AAI from any claims/penalties arising out of any infringements and indemnify completely the AAI from any claims/penalties arising out of any infringements

21. Arbitration and Laws -

21.10 All disputes or differences whatsoever arising between the parties out of or relating to the operation or effect of this contract or breach thereof may be settled through mutual discussions.

20.2 If the disputes or differences whatsoever arising between the parties out of or relating to the operation or effect of this contract or breach thereof could not be settled through mutual discussion than the same shall be settled through arbitration for which Arbitrator will be appointed by AAI.

20.3 Except where otherwise provided for in the contract, all questions and disputes relating to the meeting of the terms and conditions of the contract shall be settled within thirty (30) days (or such longer period as may be mutually agreed upon) from the date that either party notifies in writing that such dispute or disagreement exists.

Provided be settled under the rules of Indian Arbitration and Conciliation Act'1996. The venue of Arbitration shall be New Delhi, India. The arbitration award shall be final and binding upon the parties and judgement may be entered there on, upon the application of either party, by any court having jurisdiction.

20.4 Indian laws shall govern this contract.



SETTLEMENT OF DISPUTES

If a dispute of any kind whatsoever arises between the AAI and the Contractor in connection with, or arising out of the Contract or the execution of the works, whether during the execution of the Works or after their completion and whether before or after repudiation or after termination of the contract, including any disagreement by either party with any action, inaction, opinion, instruction, determination, certificate or valuation of the Project Leader or his nominee, the matter in dispute shall, in first place be referred to the Airport Director, AAI, Rajkot who shall act as the conciliator on the matter. The disputes will firstly be settled by the Conciliator, failing which any party may invoke arbitration clause.

Unless the Contract has already been repudiated or terminated or frustrated the Contractor shall in every case, continue to proceed with the works with all due diligence and the Contractor and AAI shall give effect forthwith to every decision of the Project Leader or his nominee unless and until the same shall be revised, as hereinafter provided, by the Conciliator or in an Arbitral Award.

22. **Refund of Security Deposit** – After successful completion of contract, the security deposit / performance bank guarantee held by AAI will be released to the contractor without interest, subject to realization of dues, if any to be recovered from the contractor.
23. The contractor shall arrange character and antecedent verification and pay the fees required for Airport Entry Pass issued by BCAS in respect of manpower to be deployed inside operational areas of Airport for the work.
24. The contractor shall carry out the jobs as per specifications of AAI and to its entire satisfaction. In case of any complaints either as regard to the nature of service or as regard to the manpower, the AAI shall intimate the contractor, who shall attend to the complaint promptly.
25. The contractor shall be responsible for the acts/and accidents committed by person employed by him either inside or outside of Airport.
26. The English version shall hold good, for the purpose of interpretation of any clause of this tender document.
27. Taxes as applicable and in force will be paid by as per prevailing rules.
28. **Purchase Preference under Public Procurement Policy** - Purchase Preference as per Government of India's Public Procurement Policy as admissible on the date of opening of tender will be provided to NSIC registered bidder.
29. **Liquidated Damages** -In case of delay in completion of the contract, liquidated damages (L.D.) shall be levied @ 1% of the full value of uncompleted portion of work per week (part of week to be treated as one week) subject to a maximum of 10% of total contract value. If the uncompleted



work, restricts the operation of complete system then LD shall be applicable to total value of contract with approval of Competent Authority. Successful bidder shall replace unserviceable batteries during the warranty period within turnaround time of 7 days. Turnaround period is defined as the time period between the unserviceable item and time when serviceable item is dispatched from the factory. Any delay in replacing unserviceable batteries shall attract LD which shall be deducted from the performance Bank Guarantee.

30. FORCE MAJEURE

a. AAI may grant an extension of time limit set for the completion of the work in case the timely completion of the work is delayed by force majeure beyond the contractors control, subject to what is stated in the following sub paragraphs and to the procedures detailed there in being followed. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, flood, storms etc), acts of states, the direct and indirect consequences of wars (declared or un-declared), hostilities, national emergencies, civil commotion and strikes (only those which exceed a duration of ten continuous days) at successful Bidder's factory. The successful bidder's right to an extension of the time limit for completion of the work in above mentioned cases is subject to the following procedures.

b. That within 10 days after the occurrence of a case of force majeure but before the expiry of the stipulated date of completion, the bidder informs the AAI in writing about the occurrence of Force Majeure Condition and that the Bidder considers himself entitled to an extension of the time limit.

c. That the contractor produces evidence of the date of occurrence and the duration of the force majeure in an adequate manner by means of documents drawn up by responsible authorities.

d. That the contractor proves that the said conditions have actually interfered with the carrying out of the contract.

e. That the contractor proves that the delay occurred is not due to his own action or lack of action.

f. Apart from the extension of the time limit, force majeure does not entitle the successful bidder to any relaxation or to any compensation of damage or loss suffered.

31. The contractor shall provide a list of contracts workers engaged for this contract work along with their PF Account No. & ESI Registration Number.

32. Completion Period: The completion period of the Contract is One year which may be extended for one more year (on same Terms and Conditions), if required by AAI, on the satisfaction of the work carried out and will be reckoned from the 15 days after the date of issue of Work Order.



33. Airport Entry Passes:

33.1. Issuance of AEP for the personnel deployed will be done as per BCAS norms. The same will depend upon the Back-Ground Verification Certificate produced by the Contractor for the personnel deployed. However, a Temporary Pass will be issued to facilitate entry to the work spot to begin with.

33.2. Character and antecedent's verification for the firm/directors/partner/proprietor by the competent authority is a must for issue of AEP to personnel deployed. The contractor should submit relevant forms/details as required within 15 days of commencement of contract for the same.

33.3. The charges for issuing the passes should be borne by the contractor. The Contractor shall be responsible for the above process and also responsible of the misuse, if any, of the Passes issued.

34. Compliance of the provisions of statutory requirements: The Contractor shall comply with all necessary Central / State Government / labour related Rules and Regulations of the Contract and the Contractor shall be responsible to maintain all requisite Documents for reference to Statutory Authorities and AAI as and when asked for. Any expenditure in compliance with the statutory requirements related to the Contract shall be borne by the Contractor.

35. Penalty: If any worker engaged is found to be not suitable for the position, the contractor has to remove the person from the site immediately and has to depute his substitute. In case a labor is absent, a substitute shall be arranged by the contractor immediately. A fine of Rs. 650/- per day in case of the person deployed under this contract is absent and no replacement is provided in lieu of that.

36. Precedence of Conditions of Contract: These conditions of the Contract shall be read in conjunction with the "General Terms and Conditions of Contract" issued together with the amendments, corrections, enclosures, etc., along with the Tender Document and the provision of these conditions shall take precedence over the general conditions.

37. Safety Measures and Responsibilities: It shall be the responsibility of the Contractor that all necessary safety measures and precautions are invariably ensured while performing the Contract Work. The Firm/Contractor/Agency shall be solely responsible for any accident/medical/health related liability/compensation/insurance for the personnel deployed by the Firm/Contractor/Agency at AAI. AAI shall have no liability in this regard.

38. Income Tax/Work Contract/Cess Deduction: The Taxes will be recovered from each running Bill of the Contractor as per the prevailing Government Rules at the time of payment.

39. Payments Terms: The payment will be made by 7th of each month to the Contractor. The Contractor has to submit his bill immediately on completion of the month, citing the Work Award Number and the split details of the Salary Claimed. Payment of GST will be subject to producing



required GST B2B screen shot as a proof for having uploaded in GST portal the claimed GST amount. All the payments to the workers shall be made by A/C payee cheque /RTGS only.

40. COMMERCIAL SPECIFICATION: The Contractor shall be responsible for the following points during the period of Contract

- 40.1. The works awarded by these specifications shall be treated as Works Contract.
- 40.2. The price quoted shall be firm for the contract periods. However, the difference in minimum wages based on the actual payment made to the labour will be paid to the Contractor. The contractor has to submit the proof for the payment of wages to the labour, for reimbursement of difference of wages. However, no additional amount such as contractor's premium will be paid on reimbursement.
- 40.3. No advance payment shall be made to the Contractor. However, monthly payment shall be made by AAI, against deducting the Security Deposit, Income Tax as per General Conditions of the Contract.
- 40.4. The Contractor will be bound by the Labour Laws, Industrial Rules and the Contract Labour (Regulations and Abolition) Act 1970 with up to date amendments. Contractor should obtain labour license of this contract within a period of three months. However, it should be ensured no payment will be released till the labour license obtained for this contract.
- 40.5. The contractor will be bound by the minimum wage act 1948 with time to time amendment. Also refer clause 1 of the special conditions of the contract.
- 40.6. The contractor will be bound by ESI Act 1948 and time to time amendments.
- 40.7. Maintaining of all the Records of the Workers deployed for the works as per Contract Labour (Regulation and Abolition) Act 1970.
- 40.8. The contractor has to maintain wage register which shall be counter-signed by AAI representative with the remarks that "Certified that the amount shown in the column no.-----has been paid to the workman concerned". This register has to be produced for verification of the principal employer (AAI) as and when required.

41. Declaration by the Bidder -

- 41.1** I/We declare that no Director/Employee of Airports Authority of India is/are a Director/Partner of my/our firm/Company/Partnership/Proprietor.



41.2 The terms and conditions as above are hereby agreed.

Signature of Bidder: _____
Name: _____
Telephone: _____
Fax: _____
E-mail: _____
Stamp: _____



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भाग - घ / SECTION – D

संविदा की सामान्य शर्तें / **General Conditions of Contract**

1. Tender documents are not transferable.
2. One bidder shall submit only one tender.
3. Only one tender document shall be sold to a single party, either a firm or individual. The proprietor of more than one company or firm will be considered as single party and one legal entity.
4. A sole proprietor having concerns under different names will be considered as a single legal entity. PAN card will determine the single entity criteria, hence will be the basis for decision.
5. In case of partnership firms, as it does not have any legal entity on its own, hence if two or more firms are having common partners then all these firms will be considered as single entity. The principle of implied agency of partner as per the Partnership Act of India has been taken as guiding principle. Since the provisions are different in Tax laws, hence different PAN card will not entitle the firms having common partners to be treated as separate entity for the purpose of present tender.
6. In case of companies, if the holding company and its subsidiary are participating in the same tender then a disclosure to this effect is to be made at the time of application for tender form. Also it will be mandatory for them to submit the basis and proof of the relationship during the technical bid stage.
7. It may be noted that the Earnest Money Deposit / Security Deposit of the successful bidder shall be forfeited on account of non-compliance of any of the following.
 - (i) Unconditional Acceptance of Letter of Intent (LOI) within 05 (Five) working days.
 - (ii) Acceptance of work order within 05 (Five) working days.
 - (iii) Furnishing of Security deposit in the form of Demand Draft/Performance Bank Guarantee issued by a Nationalized/Scheduled Bank within 60 (Sixty) calendar days of acceptance of work order.
 - (iv) Execution of the agreement within 30 (Thirty) calendar days of acceptance of work order.
8. Earnest Money Deposit / Security Deposit of the successful bidder shall be forfeited and the bidder may be debarred for further participation in AAI's tender (s) for a period of three years, on account of non-compliance of any of the following.
 - (i) If at any stage it is found that the tender document, downloaded from CPPP Portal, has been tempered or any unauthorized changes have been made in the contents of the tender. The decision of Airport Director in this regard shall be final and binding on the Contractor.
 - (ii) Disclosing relation or relations employed in the capacity of an officer in AAI to the authority inviting tenders.
9. Tender(s) will remain valid for a period of 180 days from the date of opening of Envelope-II. If any tenderer withdraw during the validity period, his Earnest Money Deposit will be forfeited. However, the tenderer (s) can withdraw their tender after the



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validity is over or may extend the validity of their tender (s) with the consent of AAI.

10. The bidder(s) shall give the list of his near relatives employed in AAI.
11. The successful bidder shall intimate the names of the persons employed by him or going to be employed, who are near relatives of AAI employees.

Note: - By the term “Near relative” is meant wife, husband and dependent parents, grandparents, children, grand children, brothers, sisters, uncle, aunt, cousins and their corresponding in laws.

12. No officer/Gazetted officer employed in Airport Authority of India service or the Government of India is allowed to work as a contractor for a period of two years of his retirement without the previous permission of the Airports Authority of India/Government of India. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Airports Authority of India/Government of India as aforesaid, before submission of the tender or engagement in the contractor’s service.
13. The tender for the work shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may and has/have tendered for the same work. Failure to observe this condition would render tenders of the contractors tendering as well as that of witnessing the tender liable to be summarily rejected.
14. The tender shall be in the prescribed form. Tender are invited on the basis of four envelope system as detailed in General Information and Guidelines (Section-B).
15. AAI shall not be responsible for any injury sustained by manpower of the Contractor due to any dispute between him and his workers.
16. AAI shall not pay any cost incurred in the preparation and submission of any tender or any cost incidental thereto.
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. **Declaration -**
The General Conditions of Contract given in the tender document are hereby accepted unconditionally and shall be complied with.

Signature of Bidder

Stamp _____

Name: _____
Telephone: _____
Fax _____
E-mail _____



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Section E

With the implementation of GST w.e.f. 01.07.2017 following special terms and conditions are included in tender:

GST and other taxes :

1. The bidders/Service providers shall quote the rate excluding of GST. The lowest tender shall be decided on the basis of net cost to AAI which is excluding GST. The quantum of GST of item(s) shall be decided as per the prevailing GST act. The agency shall submit the invoice incorporating the full GST component at the time of submission of bill, this supersedes any other conditions about GST mentioned in any other part of the tender document.
2. In case of discrepancy in percentage and amount of GST quoted by the agency, the final calculation shall be corrected as per notified provisions of GST.
3. The payment for the GST component shall be made to the bidder on the receipt of proper tax invoice.
4. The bidder is required to provide Tax type and Tax Percentage. In case of composite works having component of SITC items, such as Electrical & mechanical Installation etc. should be identified separately with value of goods and services, Tax rate, amount of Tax so as to enable AAI to claim input Tax credit on such items.
5. The agency is required to submit an undertaking in the format attached as Annexure V regarding GST compliance.



ANNEXURE - I

Unconditional Acceptance letter
(Tender ID: 2018_AAI_12722_1)

[To be submitted in Envelope – II , without which the tender shall be summarily rejected].

To,
Airport Director,
Airports Authority of India,
Civil Aerodrome, Rajkot,
GUJARAT - 360006.

Subject: Submission of Tender for General upkeep & assistance for maintaining IT Systems as job contract at Rajkot Airport.

Sir,

1. Having examined the conditions of tender and specifications including addenda, I/We, the undersigned offer to undertake **General upkeep & assistance for maintaining IT Systems as job contract** at Airports Authority of India, Civil Aerodrome, Rajkot, Gujarat – 360006, in conformity with NIT, General Information and Guidelines, Terms and conditions, General Conditions of Contract etc. of tender document no. **AAI/RAJ/CNS/MISC/2018-19**.
2. I/We agree to abide by the terms and provisions of the said conditions of the tender and provisions contained in the Notice Inviting e –Tender: Ref No: **AAI/RAJ/CNS/MISC/2018-19**.
3. I/We hereby unconditionally accept (s) all conditions of AAI's tender document in its entirety for the above work. It is certified that I/We have not stipulated any condition (s) in our tender offer, in case any condition(s) are found in our tender violated after opening of tender, I/We agree that the tender be rejected and AAI shall without prejudice to any other right or remedy be at liberty to forfeit the EMD absolutely.
4. I/We have submitted the earnest money of Rs.7658/= (Rupees Seven Thousand Six Hundred Fifty Eight only) for the tender for the above mentioned work by the means of DD.
5. I/We declare that I/We have not paid and shall 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 shall immediately report it to the Appropriate Authority in AAI.
6. I/We undertake that AAI's tender document shall form part of contract agreement. I/We understand that AAI is not bound to accept the lowest or any bid received for present tender.

Thanking you,

Yours faithfully,

Date -

Witness : _____

Signature : _____

Signature of Bidder

Name: _____

Telephone: _____

Address : _____

Fax: _____

Enclosures : _____

E-mail: _____

Stamp:



ANNEXURE – II

To,
Airport Director,
Airports Authority of India,
Civil Aerodrome, Rajkot,
GUJARAT - 360577.

**General upkeep & assistance for maintaining IT Systems as job contract at Rajkot Airport.
(Tender ID: 2018_AAI_12722_1)**

1. It is certified that I/We have not been Debarred/black listed by CBI or AAI or any Public Sector Undertaking/Departments like Railways, Defence or any other department of Govt. of India or State Govt.
2. It is also certified that neither I/ We nor our firm or its partner or its Directors have been black listed or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like World Bank/International Monetary Fund/World Health Organisation etc. or any Indian State/Central Government Departments or Public Sector undertaking.

Signature of Bidder

Name: _____

Telephone: _____

Fax: _____

E-mail: _____

Stamp: _____



ANNEXURE – III

To,
Airport Director,
Airports Authority of India,
Civil Aerodrome, Rajkot,
GUJARAT - 360006.

UNDERTAKING FOR General upkeep & assistance for maintaining IT Systems as job contract at Rajkot Airport. (Tender ID: 2018_AAI_12722_1)

It is certified that I/We have submitted only **ONE** tender for **General upkeep & assistance for maintaining IT Systems as job contract at Rajkot Airport published** vide Tender No. **AAI/RAJ/CNS/MISC/2018-19**

Signature of Bidder

Name: _____

Telephone: _____

Fax: _____

E-mail: _____

Stamp:



ANNXURE - IV

Proforma for Performance Bank Guarantee

In consideration of the Chairman, Airports Authority of India [hereinafter called “AAI”] having offered to accept the terms and conditions of the proposed agreement between..... and..... [here-in-after called “the said Contractor(s)”] for the works..... [here-in-after called “the said agreement”] vide Order no.Dated..... having agreed to production of irrevocable Bank Guarantee for Rs..... (Rupees only) as a security / guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

We..... (indicate the name of the Bank) [here-in- after referred to as “the bank”] hereby undertake to pay to the Chairman, AAI, an amount not exceeding Rs..... (Rupees only) on demand by AAI.

2. We..... (indicated the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from AAI stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).
3. We, the said bank further undertake to pay to the Chairman, AAI any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal.
4. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment. We(indicate the name of the bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all dues of AAI under or by virtue of the said agreement have been fully paid and its claims satisfied or discharge or till contract-in-charge on behalf of AAI certified that terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.
5. We.....(indicate the name of the bank) further agree with AAI that AAI shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of terms and conditions of said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by AAI against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relived from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of AAI or any indulgence by the AAI to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have



effect so relieving us.

This guarantee shall not be discharged due to the change in the constitution of the bank or the contractor(s).

6. We..... (indicated the name of the bank) lastly undertake not to revoke this guarantee except with the previous consent of AAI in writing.
7. This guarantee shall be valid up to unless extended on demand by AAI. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupeesonly) and unless a claim in writing is lodged with six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the..... (Day) of..... (Month),..... (Year)

For..... (indicate the name of bank).



Annexure V
Undertaking for GST Registration & Complying its Provisions
(To be Submitted on Official Letter Head)

To
Airport Director
AAI, CA Rajkot
Rajkot 360 006

Name of Work :
Tender ID : (Tender ID: 2018_AAI_12722_1)

With reference to above said tender ID of the said work, I/We _____
_____ (Name of company/Firm) hereby undertake
that :

- 1) I/we are registered under GST and complying the GST provision.
- 2) In case of non-compliance of GST provisions and blockage of any input credit, I/We shall be held responsible to indemnify AAI.
- 3) All input credits have been passed on to AAI by me/us.

Name & Signature of Director / Proprietor of the Company / Firm
(with official rubber stamp)

Date: _____



ANNXURE - VI
Draft Agreement with Successful Bidder

AGREEMENT (on Rs.100/- Non Judicial Stamp Paper) for General upkeep & assistance for maintaining IT Systems as job contract at Rajkot Airport .

Between
Airports Authority of India, Civil Aerodrome, Rajkot, Gujarat
And
(Name of the Contractor along with address)

THIS AGREEMENT, entered into this _____(Date) day of _____(Month & Year) by and between _____(Name of Contractor), having its office at _____(Contractor's Office Address) (hereinafter called the "Contractor") and the Airports Authority of India having its office at Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi India (hereinafter called the "AAI"), the expressions "Contractor" and "AAI" shall mean their successors, legal representatives or assigns, for the **General upkeep & assistance for maintaining IT Systems as job contract at Rajkot Airport, Rajkot, Gujarat.**

WITNESSETH

WHEREAS, AAI invited offers for **General upkeep & assistance for maintaining IT Systems as job contract** at Airports Authority of India, Civil Aerodrome, Rajkot, Gujarat.

WHEREAS, the Contractor has offered to undertake **General upkeep & assistance for maintaining IT Systems as job contract at Rajkot Airport , Rajkot , Gujarat** in accordance with their Price Bid dated (Date)_____and AAI has accepted its offer.

NOW, therefore, in consideration and mutual covenants contained herein, the Contractor and the AAI (hereinafter referred to as the "parties") agree that the following document shall be part of this agreement:-

AAI E - Tender Documents for the **General upkeep & assistance for maintaining IT Systems as job contract** at Airports Authority of India, Civil Aerodrome, Rajkot, Gujarat supplied by AAI.

1. Tender corrigendum no. 1, 2,...., if any.
2. Bid Documents submitted by the Contractor dated (Date) in fulfilling the contract requirements that includes the signed compliance.
3. Unconditional acceptance of AAI Tender conditions as given by the Contractor.
4. Queries raised by AAI during technical evaluation and technical clarification submitted by contractor in response thereof.
5. The price bid of the Contractor which was opened on (Date) and accepted by AAI.
6. Reference of LOI/Work order issued/acceptance of bidder.



For and on behalf of Contractor

For and on behalf of Chairman, AAI.

Signature
Name
Designation

Signature
Name
Designation

1. Witness : (Signature, Date, Name, Designation on behalf of AAI)
2. Witness : (Signature, Date, Name, Designation on behalf of Contractor)



ANNEXURE - VII
LIST OF DOCUMENTS TO BE SUBMITTED IN VARIOUS ENVELOPES

Name of Work – General upkeep & assistance for maintaining IT Systems as job contract
at Rajkot Airport

E - Tender No. : AAI/RAJ/CNS/MISC/2018-19 (Tender ID: 2018_AAI_12722_1)

ENVELOPE-I

Sl. No.	Eligibility Criteria	Documents Uploaded
1	Scanned Copy of Tender fee DD	Yes / No.
2	Scanned copy of EMD DD	Yes / No.
3	NSIC / Udhyog Aadhar Certificate in case of NSIC/ Udhyog Aadhar bidder	Yes / No

ENVELOPE-II

Sl. No.	Eligibility Criteria	Documents Uploaded
1.	Letter Indicating the capacity and authority of individual digitally signing tender documents.	Yes/No
2.	Legal Status of Bidder as per para (2.1) of NIT.	Yes / No.
3.	Experience Certificate as per para (2.2) of NIT.	Yes / No.
4.	Annualized Average Financial Turnover As per para (2.3) of NIT. Copies of abridged balance sheets to be enclosed.	F.Y. 2014 – 2015 F.Y. 2015 – 2016 F.Y. 2016 – 2017
5.	ESI & EPF Registration Details	Yes / No
6.	PAN No.	Yes / No
7.	GSTIN	Yes / No
8.	Undertaking as per Annexure - I	Yes / No
9.	Undertaking as per Annexure - II	Yes / No
10.	Undertaking as per Annexure - III	Yes / No
11.	Undertaking as per Annexure - V	Yes / No
12.	Registration under Shop & Establishment Act or Companies Act or Registrar of Firms/partnership deed etc., as applicable	Yes / No

NOTE: - Self attested and digitally signed copies of all certificates / documents in support of above should be uploaded in “Envelope -II”.



ANNEXURE - VIII
CHECK LIST FOR TECHNICAL BID
(TO BE SUBMITTED IN ENVELOPE - III)

Name of Work : General upkeep & assistance for maintaining IT Systems as job contract at Rajkot Airport.

E - Tender No. – AAI/RAJ/CNS/MISC/2018-19 (Tender ID: 2018_AAI_12722_1)

ENVELOPE-III

Sl. No.	Eligibility Criteria	Documents Uploaded
1.	Tender document digitally signed on all pages including physically signed and stamped on page number 13,25 and 27.	Yes / No.
2	Technical Compliance Statement Annexure : X	Yes / No

NOTE: - Self attested, scanned and digitally signed copies of above documents should be uploaded in “Envelope - III”.



ENVELOPE-IV

ANNEXURE – IX (SCHEDULE OF FINANCIAL BID)

Note –

1. Rate Quoted should be exclusive of GST.
2. Price / Rates are not to be quoted on this page. Prices / Rates are to be punched on .xls file provided in Envelope –IV of E-bid.

This is a sample of financial quote. Actuals to be entered in BOQ of CPPP portal only. The bidder has to download the Excel sheet BOQ from CPPP site and fill only the light blue colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder).

Tender Inviting Authority: Airport Director, Airports Authority of India, Rajkot

Name of Work: General upkeep & assistance for maintaining IT Systems as job contract at Rajkot Airport

Contract No: AAI/RAJ/CNS/MISC/2018-19

Tender Inviting Authority: Airport Director, Airports Authority of India, Rajkot									
Name of Work: General upkeep & assistance for maintaining IT Systems as job contract at Rajkot Airport									
Contract No: AAI/RAJ/CNS/MISC/2018-19									
Name of the Bidder/ Bidding Firm / Company :									
PRICE SCHEDULE									
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)									
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	TEXT #	NUMBER	NUMBER #	TEXT #	TEXT #
Sl. No.	Item Description	Quantity	Units	MINIMUM WAGES PER JOB Estimated Rate in Rs. P	Quoted Currency in INR	TOTAL MINIMUM WAGES PER YEAR (IN INR)	RATE In Figures To be entered by the Bidder (IN INR) Rs. P	Total Amount without Tax (in INR)	TOTAL AMOUNT In Words
1	Engaging One skilled and One unskilled jobs as job contract						CONSOLIDATED PROFIT (ANNUAL) IN FIGURES TO BE ENTERED BY BIDDER		
1.01	SKILLED JOB (PF, ESI, Bonus, GST shall be payable separately and shall be reimbursable as per the actuals with proper documentary proof submitted by the successful bidder)	310	Jobs	612.00	INR	189720.00		0.00	INR Zero Only
1.02	UN-SKILLED JOB (PF, ESI, Bonus, GST shall be payable separately and shall be reimbursable as per the actuals with proper documentary proof submitted by the successful bidder)	310	Jobs	462.00	INR	143220.00		0.00	INR Zero Only
Total in Figures								0.00	INR Zero Only
Quoted Rate in Words						INR Zero Only			



ANNEXURE: X
**OPERATIONAL & TECHNICAL REQUIREMENTS COMPLIANCE
STATEMENT**

(To be submitted in Technical Bid)

NAME OF WORK: General upkeep & assistance for maintaining IT Systems as job contract at Rajkot airport.

Tender No.: AAI/RAJ/CNS/MISC/2018-19

Details of General upkeep & assistance for maintaining IT Systems as job contract at Rajkot airport is shown in below:-

Technical Requirement / Specification

Name of work: General upkeep & assistance for maintaining IT Systems as job contract at Rajkot airport.

Scope of work= 310 jobs-for skilled and 310 jobs for unskilled.

(365 days - 52 days off - 3 National Holidays = 310 jobs for skilled job & 310 jobs for unskilled job).

1. DETAILED SCOPE OF WORK:

- 1.1. To meet the requirement of IT systems like carrying out day to day upkeep of UPS & batteries of IT facilities, general cleaning of computers, printers, scanners etc.
- 1.2. Laying of new cables, replacing of damaged cables wherever required.
- 1.3. To assist CNS personnel on duty while carrying out IT Maintenance.
- 1.4. To assist in replacement of modules.
- 1.5 To attend faults like checking cables connectivity, checking monitors, replacing keyboard etc.
- 1.6. To deliver IT messages to various units/places as directed by CNS In-Charge.
- 1.7. To maintain PCs, printers and scanners etc.
- 1.8. To attend faults like checking LAN connectivity, Modem cables connectivity, soldering of Connectors, Line connectivity, checking monitors, replacing keyboard/monitors etc.,
- 1.9. To assist CNS personnel while replacing the existing PC, connecting computer peripherals and accessories etc.
- 1.10. To assist CNS personnel while connecting new PC, ensuring proper connectivity, assisting in testing of printers etc.
- 1.11. To Monitor the functionality of overall IT set up on regular basis. (Health of each PCs, switches, cables, sockets etc.)
- 1.12. The Job shall be carried out normally during 09.30 Hrs to 18.00 Hrs. or as per operational requirement.
- 1.13 Co-ordinate with OEM or vendor for rectifying hardware / software faults (the system which are under warranty of OEM or vendor).



Maintenance Procedures & Schedules:

2. Classification of Maintenance Problems

The problems observed on day-to-day basis are categorized as follows.

2.1 Minor Repairs & Maintenance of Standalone Systems

General Equipment Cleaning.

Minor Software faults.

- 2.1.1 Minor Virus Problem & cleaning (Affecting individual Systems not resulting in Loss of Data).
- 2.1.2 Hardware faults (Repairable) on Monitor, Keyboard, Mouse – which does not require opening of the system.
- 2.1.3 Hardware faults (Repairable) – floppy drive, CD ROM, Internal Modem, Add on Cards – by replacement of Cards.
- 2.1.4 HDD Fault – Requiring Hard Disk Media de-fragmentation & Cleaning.
- 2.1.5 Minor faults on printers – paper stuck etc involving no expenditure.

2.2 Major Repairs & Maintenance of Standalone systems

Major Software faults – Virus problems (Affecting wide spectrum of Computers over the Network – May require recovery of Data).

- 2.2.1 Major Software Corruption – Requiring reloading.
- 2.2.2 Hardware faults (Non Repairable) on Monitor, Keyboard, Mouse – which does not require opening of the system.
- 2.2.3 Hardware faults (Non Repairable) – Floppy Drive, CD ROM, Internal Modem, Add on Cards.
- 2.2.4 HDD fault – Requiring Hard Disk Formatting.
- 2.2.5 HDD fault – Requiring HDD Replacement (Even HDD burnt or Media damage cases shall be in the purview of the contract).
- 2.2.6 Mother Board related – requiring replacement of RAM, CPU chip or complete Mother Board etc.
- 2.2.7 Printer Faults – requiring part replacement including Printer Head in case of DOT Matrix printers.

3. Maintenance Matrix /Schedule

The **periodical maintenance activities** are categorized as follows:

- 3.1 General Cleaning – this will include cleaning of equipment externally using the following tools:-



Soft cloth, Cleaning liquid and LCD monitor cleaning liquid.

- 3.2 Precaution: Equipment should not be isolated without proper authorization. Each cleaning has to be recorded
- 3.3 **Preventive maintenance** includes the following activities.
- 3.3.1 Periodic internal cleaning of the equipment (using vacuum cleaners).
- 3.3.2 Verification and Updating of the Virus Protection Packages.
- 3.3.3 Regular Hard Disk de-fragmentation (at least once in two months).
- 3.3.4 Extensive cleaning of keyboards & printers as per maintenance schedule.
- 3.3.5 Regular checking of earth connections of the power supply (once in three months).
- 3.3.6 Each preventive maintenance has to be recorded in the register.
- 3.3.7 Updating of the OS patches released by OS manufacturers.
- 3.4 **Predictive maintenance** includes the following scope:
- 3.4.1 Observe pre-failure warning on the system and take necessary steps.
- 3.4.2 Observe Error codes from time to time & take action as per error messages. Also make a history of error messages & the corrective action taken.
- 3.4.3 Observe frequent software failures / system crashes and take necessary restoration measures to recover from such faults.
- 3.5 **Scope of Repairs & Maintenance**
- 3.5.1 The scope of each maintenance shall depend on the nature / category of faults.
- 3.5.2 The table below indicates the various maintenance activities & their periodicity.

SR. NO.	TYPE OF MAINTENANCE	EQUIPMENT	PERIODICITY (IN DAYS)
3.5.2.1	General Cleaning	Computers / Workstations	30
3.5.2.2	General Cleaning	Printers / Keyboard / Mouse / MM Kit	30
3.5.2.3	Preventive	Printers / Keyboard / Mouse / MM Kit	90
3.5.2.4	Preventive / General	Virus Scanning & Cleaning (Servers / Clients)	Infection Based
3.5.2.5	Preventive	Checking of Supply & System Earth	90
3.5.2.6	Predictive	Based on Pre-failure Warning	As & When required
3.5.2.7	Predictive	System Batteries	As per Life
3.5.2.8	Predictive	Virus Protection Virus Update (Servers / Clients)	Based on Threat
3.5.2.9	Repairs & Service	All Equipment	Fault Based



4. General

- 4.1. Working hours: 8 Hours per day, Six days in a week
- 4.2. The general nature of job involves skilled & un-skilled assistance.
- 4.3. Must be a citizen of India having Age 18-45 years, with good health & fitness for semi-skilled & unskilled.
- 4.4. Minimum Qualifications
- (a) Skilled: Diploma in Computer Science or IT or equivalent or above with necessary experience in IT (Hardware , Software and networking field) field with basic knowledge in English.
- (b) Unskilled: Should be 8th standard & above
- 4.5. Should meet the criteria of ESI/PF/Bonus/S. Tax/GST etc. criteria as per the prevailing provisions.

Note: It may be noted that the Qualification given above are the minimum requirement. Manpower with higher / better qualification shall be technically acceptable; however, no cost benefit shall be given to such tenders on this account.

We have read and understood the requirements as stated above. We will comply with above specifications and requirements. I/We hereby agree to carry out above mentioned preventive / corrective actions during the course of Contract.

Signature of Bidder

Name: _____

Telephone: _____

Fax: _____

E-mail: _____

Stamp: