



## ई-निविदा दस्तावेज़ e-TENDER DOCUMENT

कार्य: दे.अ.बा.हो. विमानतल पर रिमोट कंट्रोल एवं टेलीफ़ोन लाइन, पारंपरिक अर्थिङ्ग के सहित बाहरी लाइटनिंग प्रोटेक्शन एवं सीएनएस एवं सुरक्षा उपस्कर हेतु एनवायरनमेंटल सपोर्ट सर्विस के दो वर्ष के लिए व्यापक अनुरक्षण अनुबंध

WORK: CAMC OF REMOTE CONTROL & TELEPHONE LINES, EXTERNAL LIGHTNING PROTECTION ALONGWITH EARTHING (CONVENTIONAL) & ALLIED ENVIRONMENTAL SUPPORT SERVICE (ESS) FOR ATSEP & SECURITY EQUIPMENTS INCLUDING SUPPORT HAND AT DABH AIRPORT, INDORE FOR 2 YEARS

**TENDER FEE: Rs. 1180.00 (Non-refundable) including GST**

**TENDER NO.: AAI/ID/ATSEP/2019-20/01**

**E-Tender ID: 2019\_AAI\_26509**

E-Tender portal: <https://etenders.gov.in/eprocure/app>  
(Government of India, Central Public Procurement Portal)

### महत्वपूर्ण गतिविधियों की सूची/SCHEDULE OF IMPORTANT ACTIVITIES

#	ACTIVITY	DATE	UP TO TIME (IST)
1	निविदा दस्तावेज़ पब्लिश होने का दिनांक Publishing of Tender	24-05-19	Actual
2	निविदा दस्तावेज़ डाउन लोड / विक्री प्रारम्भ दिनांक Tender Document download/Sale start date	25-05-19	10-00
3	स्पष्टीकरण हेतु आवेदन भेजना प्रारम्भ दिनांक Seek Clarification start date for bidders	25-05-19	10-00
4	स्पष्टीकरण हेतु आवेदन भेजना अंतिम दिनांक Seek Clarification end date for bidders	31-05-19	17-00
5	ऑनलाइन बोली जमा करने का प्रारम्भ दिनांक Start date for on-line submission of bids	25-05-19	10-00
6	ऑनलाइन बोली जमा करने का अंतिम दिनांक Last date for on-line submission of bids	07-06-19	17-00
7	तकनीकी बोली खोलने का दिनांक Bid opening date (Technical bids)	10-06-19	16-00
8	वित्तीय बोली खोलने का दिनांक Bid opening date (Financial bids)	20-06-19	16-00

CAMC of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied ESS for ATSEP & AS Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

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CAMC of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied ESS for ATSEP & AS Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

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SECTION – A

NOTICE INVITING e - TENDER

1. Item rate tenders are invited through e–Tendering portal <http://etenders.gov.in/eprocure/app> by the Airport Director, Airports Authority of India, DABH Airport, Indore on behalf of Chairman, Airports Authority of India from eligible bidders for the works as detailed below.

1.1. **Name of Work:** Comprehensive Annual Maintenance Contract (CAMC) of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied Environmental Support Service for ATSEP & Security Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

1.2. **Estimated Cost (total):** Rs.19,93,000.00 (Rupees Nineteen Lakh Ninety Three Thousand only) excluding GST.

1.3. **Period of CAMC:** 2 (Two) Years with effect from 01-08-19 to 31-07-21.

1.4. **Earnest Money Deposit :** ₹ 39,860.00 (Rupees Thirty Nine Thousand Eight Hundred Sixty only).

2. **Eligibility criteria** – Any Proprietorship Firm/ Partnership Firm / Pvt. Ltd. Company or Company fulfilling the following criteria are eligible to participate in tender.

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/ Memorandum of Article of Association (MOA), as the case may be, is to be submitted.

2.2. **Experience** - The bidder should have successfully completed similar work to Government Departments/Public Sector Undertaking or reputed Private Sector Companies/firms (within India) during last 07 (seven) years ending on 31<sup>st</sup> March 2018, satisfying either of the following three criteria:

One work or order of value more than or equal to **Rs 15,94,400.00** (Rs.Fifteen Lakh Ninety Four Thousand Four Hundred only).

Two work(s) or order(s) each of value more than or equal to **Rs 9,96,500.00** (Rs. Nine Lakh Ninety Six Thousand Five Hundred only)

Three work (s) or order(s) each of value more than or equal to **Rs 7,97,200.00** (Rs. Seven Lakh Ninety Seven Thousand Two Hundred only).

2.3 **Annualized Average Financial Turnover -**

Bidder should have **Annualized Average Financial Turnover** of at least Rs. **5,97,900.00** (Rs. Five Lakh Ninety Seven Thousand Nine Hundred only) during last three financial years, ending on 31<sup>st</sup> March 2018. As a proof of financial turnover, copy of abridged balance sheet along with profit and loss account of bidder for last three financial years ending on 31<sup>st</sup> March'2018 duly audited by Chartered Accountant should be submitted.

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***Cont ... Sec-A (Notice Inviting Tender)***

**2.4 Performance or Experience Certificate –**

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:

- 2.4.1 Value of order or contract.
- 2.4.2 Scope of order or contract.
- 2.4.3 Order or contract no., Award date.
- 2.4.4 That the works/orders have been completed satisfactorily.

**2.5 Registration/Licences/ Permits – Bidder** should have the following registration/licences /permits with/from appropriate government authorities.

- 2.5.1 Permanent Account Number (PAN) issued by Income Tax Department
- 2.5.2 GST Registration number.
- 2.5.3 Registration under Shop & Establishment Act or Companies Act or Registrar of Firms etc., as applicable.
- 2.5.4 Employees Provident Fund (EPF) Registration with EPFO.
- 2.5.5 Employees State Insurance (ESI) Registration with ESIC.

**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.

- 1.1. 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.
  - 1.2. 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. Firm shall be capable of getting Clearance Certificate from BCAS (Bureau of Civil Aviation Security) as mentioned in Para 9 of Section D.

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***Cont ... Sec-A (Notice Inviting Tender)***

8. AAI reserves the right to reject tenders from 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.
9. 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.
  - 9.1. Forfeit the entire amount of EMD submitted by the bidder.
  - 9.2. The bidder shall be liable for debarment from Tendering in AAI, Apart from any other appropriate contractual / legal action.
10. The tenders are to be submitted in Three Cover (Bid) System. Bidders are requested to refer to “General Information and Guidelines” for details regarding submission and evaluation of Three Cover (Bid) System.
11. Tender fees of Rs.1180.00 only [Rs. 1000/- (Tender Fee) + 180.00 (GST)] is non-refundable and shall be required to be paid by the Bidder **offline** in the form of Demand Draft issued by any Nationalized/Scheduled Bank drawn on “Airports Authority of India”, payable at Indore. Last date and time of sale & downloading of tender document is given in Section A.
12. The tendering process is online at e-portal URL address [www.etender.gov.in](http://www.etender.gov.in) . Aspiring bidders may go through the tender document by login the CPP portal.
13. 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](http://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 AAI Help Desk Support.
14. **Tender Fee & EMD** shall be accepted offline only in the form of Demand Draft Drawn in favour of Airports Authority of India, payable at Indore from any nationalized or any scheduled bank (but not from co-operative or Gramin bank). The original Demand Drafts of Tender fee & EMD should be sent by Post/Couriered/given in person to the concerned officials latest as specified in the Tender Document with a scanned copy submitted on-line in eCover-1 (Fee folder) of the e-Tender Portal. The details of Demand Draft, physically sent, should tally with the details available in the scanned copy submitted on-line in the eCover-1 (Fee Folder).
15. Last dates & timings of the activities are given below. The bid of the bidder/s, who fails/fail to submit the original DD towards Tender Fee & EMD before the stipulated time, shall be rejected outrightly. Any postal delay will not be entertained.



**Cont ... Sec-A (Notice Inviting Tender)**

16. 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 portal [www.etender.gov.in](http://www.etender.gov.in) well in advance to avoid last minute hassles. AAI shall not entertain any queries on such subject.
17. 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.
18. Concessions to Small Scale Industries (SSI) Units & Central Public Sector Enterprises (CPSEs) will be applicable as per Govt. of India guidelines.
- 18.1. MSEs shall be registered with the NSIC single point registration scheme for the Tendered items/works. The NSIC Registration Certificate must show appropriate service or work activities of the bidder **suitable for the scope of this tender** failing which the certificate shall not be treated as valid & the tender shall be rejected outright.
- 18.2. Exemption of Tender Fee: Bidders registered as MSEs are exempted to pay Tender Fee.  
**Note:** If it is found after opening of the Tender that the certificate is not valid, Tender shall be rejected outright.
- 18.3. Exemption of EMD: Bidders registered as MSEs are exempted to pay EMD. However, copy of valid MSE certificate shall be enclosed in the Technical Bid. If it is found after opening of the Tender that the certificate is not valid, Tender shall be rejected outright.

**19. Schedule of Important Activities :**

#	ACTIVITY	DATE	UP TO TIME (IST)
1	निविदा दस्तावेज़ पब्लिश होने का दिनांक Publishing of Tender	24-05-19	Actual
2	निविदा दस्तावेज़ डाउन लोड / विक्री प्रारम्भ दिनांक Tender Document download/Sale start date	25-05-19	10-00
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7	तकनीकी बोली खोलने का दिनांक Bid opening date (Technical bids)	10-06-19	16-00
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Bid Manager (ATSEP)  
for Airport Director  
DABH Airport, Indore

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**GENERAL INFORMATION AND GUIDELINES for E-Tendering**

**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 the CAMC job as per scope of work given in the tender document.
- 1.2. The item rates of the tender must be valid for a minimum of 180 days from the date of opening of eCover – 1 (Fee folder).
- 1.3. **On-line E-Tendering:** For all AAI tenders hosted on CPPP's e-procurement site, the PQQ/Technical & Financial Bids shall be submitted on-line only.

**CPPP under GePNIC, Help Desk Services:**

- 1.4. For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.  
**Note:** Bidders are requested to mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority. Tel: 0120-4200462, 0120-4001002. Mobile: 91 8826246593 E-Mail: **support-eproc@nic.in**
- 1.5. For any Policy related matter / Clarifications, please contact Department of Expenditure, Ministry of Finance. E-Mail: **cphp-doe@nic.in**
- 1.6. For any Issues / Clarifications relating to the publishing and submission of AAI tender(s).
  - 1.6.1. In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <http://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal (CPPP)



***Cont ... Sec-B (General info & guidelines)***

For any technical assistance with regard to the functioning of the portal the bidders as well as AAI users may contact according to the escalation matrix as mentioned below:

Sl. No.	Support Persons	Escalation Matrix	E-Mail Address	Contact No.s	Timings*
1.	Help Desk Team	Instant support	e-sap1@aai.aero	011-24632950, Extn-3512	0800-2000Hrs (Mon-Sat)
				011-24626632 08510096363 011-24632950 Extn-3512	1100-1900 Hrs. (Mon-Sat)
2.	Mr. Sanjeev Kumar Mgr (IT)	After 4 hours of issue	etendersupport@aai.aero	011-24632950 Extn-3505	0930-1730 Hrs (Mon-Fri)
3.	Ms. S. Nita Sr. Manager (IT)	After 12 Hrs.	snita@aai.aero	011-24632950 Extn. 3523	0930-1730 Hrs (Mon-Fri)
4.	General Manager (IT)	After 3 days	gmitchq@aai.aero	011-24657900	0930-1730 Hrs (Mon-Fri)

Sl. No.	Support Person	E-Mail Address	Contact No.s	Timings
1.	Mr. Lala Ram, Sr. Manager (Finance)	emdadmin@aai.aero	011-24657900	0930-1730 Hrs (Mon-Fri)

**\*The Helpdesk Services shall remain closed on all Govt. Gazetted Holidays.**

*The above mentioned help desk number/s are intended only for queries related to the issues on E-Tendering portal and help needed on the operation of the portal. For queries related to the tenders published on the portal, bidders are advised to contact concerned Bid Manager (ATSEP Store) from AAI.*

1.6.2. Before submitting queries, bidders are requested to follow the instructions given in “Guidelines to Bidders” and get their computer system configured according to the recommended settings as specified in the portal at “System Settings for CPPP”

**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 essentially required for submission of their application. The process normally takes 03 days’ time. The Tenderer may also take guidance from AAI Help Desk Support.

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***Cont ... Sec-B (General info & guidelines)***

- 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](http://www.cca.gov.in) for licensed CA’s in India.
- 2.5. **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 eCover1 (Fee Folder).
3. **Bidder’s Training Support System** : On – Line Training and Technical assistance for interested bidders shall be available as follows:  
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 is visible to the registered bidders only. Bidders may also take the telephonic assistance from Help Desk.
4. **Tender Document –**
- 4.1. Tender document containing NIT, General Information and Guidelines, Terms and Conditions, General Conditions of Contract etc. may be downloaded from e-portal URL address [www.etender.gov.in](http://www.etender.gov.in).
- 4.2. For bidders who don’t intend to avail exemption as ESIC registered bidder, **the tender shall be accepted only after receiving valid Demand Drafts of Tender Fee & EMD offline for the amount** as given in the Para 1 of Section -A above. Exemptions in this respect to NSIC registered bidders shall be as per GOI & AAI guidelines.
- 4.3. The tender document consists of five sections. The bidder should go through all these sections:-
- 4.3.1. **Section A**: Notice Inviting e-Tender  
4.3.2. **Section B**: General information and guidelines for e-Tendering  
4.3.3. **Section C**: General terms & conditions of the Tender  
4.3.4. **Section D**: Special conditions  
4.3.5. **Section E**: Scope of work



***Cont ... Sec-B (General info & guidelines)***

4.4. 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.

**5. Changes/Corrections/Withdrawal in On Line E –Tendering :**

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

5.2. Subject to Clause 3 above, no bid shall be modified subsequent to the schedule time of submission of bids.

**6. Submission of Tender Documents** - Tender shall be submitted in three e-Covers, viz. Cover-1, 2 & 3 as follows:

**7. eCOVER-1 [Fee Folder]**

7.1. **ON-LINE part:** It shall comprise of following documents as given in Annexure-VIII (Digitally signed scan copy in .pdf format uploaded):

7.1.1. **FOR MSEs** seeking exemption from depositing Tender fee and EMD:

Such bidders shall upload a self attested scan copy of valid NSIC-MSME Registration Certificate, giving details of such validity, stores / services etc.

Note: If such details doesn't comply the tender's requirement, tender shall be rejected.

7.1.2. **FOR Bidders** who don't intend to avail above exemptions: Such Bidders shall upload

7.1.2.1. Scan copy of Demand Draft of Tender fee Rs. **1,180.00** to be paid off line.

7.1.2.2. Scan copy of Demand Draft of Earnest Money Deposit Rs. 39,860.00 (Rs. Thirty Nine Thousand Eight Hundred Sixty only) to be paid offline.

7.1.2.3. **OFF-LINE part :** Bidders who don't intend to avail exemption as ESIC registered bidder, following **Demand Drafts in original** shall be sent by post or by hand to Bid Manager which must reach address below **before the opening date & time of eCover-1**, failing which Tender shall be rejected outright. AAI shall not be responsible for late submission in any way.

7.1.2.3.1. Demand Draft of Tender fee Rs. 1,180.00 **in original**.

7.1.2.3.2. Demand Draft of Earnest Money Deposit Rs. 39,860.00 (Rs. Thirty Nine Thousand Eight Hundred Sixty only) **in original**.

**Address:** Airport Director, AAI, DABH Airport, Indore – 452 005,  
Attn. Bid Manager (ATSEP).

**Note-1:** Demand Drafts shall be drawn on any Nationalized or Scheduled Bank (not from any Co-operative or Gramin Bank) payable to "Airports Authority of India" payable at "Indore"

**Note-2:** Originals & scan copies of Demand Drafts must tally; otherwise the **Tender shall be rejected**.



***Cont ... Sec-B (General info & guidelines)***

**8. eCOVER-2: [PQQ & Technical Bid]**

- 8.1. **Qualifying requirements of bidder:** Shall comprise of the documents as given in Annexure-IX (Digitally signed scan copy in .pdf form & uploaded).  
8.2. Hard copy of documents shall not be entertained.

**9. eCOVER-3: [Financial Bid]**

Guideline for submitting the Financial e-Bid shall be as follows: (Sample BOQ given in Annexure-VII)

- 9.1. Financial bids must be submitted in the format provided and no other format is acceptable.  
9.2. The price bid is given as a standard BoQ (MS Excel format) format with the tender document. The same is to be downloaded and to be filled in by all the bidders. Bidders are required to download the BoQ file, open it and complete the **colored (unprotected) cells** with their respective financial quotes and other details (such as name of the bidder). **No other cells should be changed**. Once the details have been completed, the bidder **should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.**

**10. Exemption from paying Tender fee & Earnest Money Deposit.**

10.1. Micro and Small Enterprises (MSEs) – registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National small Industries Corporation or Directorate of Handicraft and Handloom or any other body specified by the Ministry of Micro, Small and Medium Enterprises as MSMED Act, 2006, for goods produced and services rendered – shall be issued Tender Documents free of cost and shall be exempted from paying Earnest Money Deposit (EMD).

**10.2. Price Preference:**

Concession to the Bidders Registered with NSIC or MSE shall be applicable as per directives of Govt. of India.

**Note:**

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

MSEs seeking exemption and benefits should enclose an attested / self-certified copy of valid Registration Certificate, giving details of such validity, stores / services etc., failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.



## 11. Opening of Tender Documents –

- 11.1. E-Cover-1 (Fee Folder), E-Cover-2 (PQQ/Technical Bid) and E-Cover-3 (Financial Bid) 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 bid evaluation.
- 11.2. Technical bids of bidders shall be scrutinized by duly constituted committee 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.
- 11.3. 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 Technical evaluation will be done on the basis of the information available.
- 11.4. The clarification, if any, required from the bidders, will be obtained through query provision available in the e-procurement portal.
- 11.5. e-Cover 3 (Financial Bid), only for the bidders found technically qualified by AAI shall be opened online at the date and time as scheduled for the same.
- 11.6. No correspondence shall be entertained from the bidders after opening of Technical bid, except for the clarifications sought by AAI.
- 11.7. Date of acceptance and opening of tender can be extended on sole discretion of Airport Director, AAI, DABH Airport, Indore (M.P). Corrigendum in this regard, if any, will be notified through AAI Website ([www.aaiaero](http://www.aaiaero)) & CPP portal ([etenders.gov.in](http://etenders.gov.in)) only.

## 12. Comparison and Evaluation of Bids –

- 12.1. 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 service, meeting the scope of work.
- 12.2. To assist in the examination, evaluation and comparison of bids, AAI may, at its discretion ask the bidder for the clarification or confirmation of compliance of its bid. The request for clarification or confirmation of compliance and the response shall be through query provision available in e-procurement portal.
- 12.3. Bidders may submit their response to AAI queries through provision of e-procurement Portal only.



***Cont ... Sec-B (General info & guidelines)***

- 12.4. No post bid clarification or confirmation of compliance at the initiative of the bidder shall be entertained.
- 12.5. 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.
- 12.6. 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.
- 12.7. The result of Technical bid and Financial bid evaluations shall be displayed on e-procurement portal and shall be visible to suitably qualified bidders.
- 12.8. Tender(s) submitted by NSIC registered bidder firm shall only be evaluated for those bidder(s) who have submitted valid NSIC registration certificate(s).

**13. Award of Contract –**

- 13.1. AAI shall issue the Work Order (W.O) to successful bidder. Successful bidder shall return one copy of P.O duly signed by him on each page, as a confirmation to acceptance of terms and conditions of work order.
- 13.2. 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.
- 13.3. AAI shall be the sole judge in the matter of award of contract and the decision of AAI shall be final and binding.
- 13.4. AAI also reserves the right at its sole discretion not to award any order under the tender called.

**14. Execution of work –**

The work shall be carried out under the supervision of Jt. GM (ATSEP), AAI, DABH Airport, Indore or any officer nominated by him/her, as the case may be, according to the terms and conditions of the contract.

**15. Rejection of Tender -**

- 15.1. Airports Authority of India (hereinafter abbreviated as AAI) reserves the right to reject any or all tender(s) without assigning any reasons, whatsoever.
- 15.2. 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, or non-depositions of prescribed fees such as Tender Fee and EMD, shall be considered non-responsive and are liable to be rejected.



**Cont ... Sec-B (General info & guidelines)**

- 15.3. If the bidder gives wrong information in his tender, AAI reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Earnest Money Deposit (EMD), wholly and absolutely, AAI reserves the right to debar such bidders to participate in future tenders.
- 15.4. 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.
- 15.5. 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.
- 15.6. 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.
- 15.7. In case NSIC registration certificate is found invalid during evaluation for the bidder claiming exemptions of tender fee and EMD available to NSIC registered firms / companies, the bid of such bidder shall be rejected and tender fee shall not be refunded.

**16. ANNULMENT OF AWARD**

Failure of the successful bidder to comply with the requirement of Clause 13 of Section D 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.

17. **TRANSFER OF TENDER DOCUMENT** ; Transfer of Tender Documents by one bidder to another is not permissible. Similarly transfer of tenders submitted by one bidder in the name of another vendor is not permissible.

**18. CONTRACT MONITORING**

- 18.1. The buyer shall monitor the performance of the contract throughout the Supply process after the award of the contract.
- 18.2. After the completion of the job, contractor shall satisfactory report duly signed by designated committee from AAI & the contractor.

**19. EXTENSION OF CAMC PERIOD**

Contract period may be extended by AAI for Three (03) months after completion of the CAMC period, with the same terms & condition as well as rates of the first work order if both the parties mutually agree.



**GENERAL TERMS & CONDITIONS OF THE TENDER**

**1. Purpose & Scope**

- 1.1. This document sets out the terms & conditions to be met in connection with the provision of “Comprehensive Annual Maintenance Contract (CAMC) of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & Allied Environmental Support Service for ATSEP & Security Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

**2. Compliance**

- 2.1 The **unconditional acceptance** of all the terms & conditions of the Tender has to be submitted in **eCover 2**. The format of the letter is attached at **Annexure-I**.
- 2.2 The submission of the tender will imply acceptance of all the tender condition by the bidder laid in tender document including all the Annexure(s) & schedules to the tender document.
- 2.3 The compliance to the terms & conditions should be supported by authenticated documentation wherever required.
- 2.4 Each page of the Bid and cuttings / corrections shall be duly signed with stamp by the bidder.
- 2.5 The submission of unconditional acceptance as described above is essential for the tender evaluation. The failure to submit the unconditional acceptance statement in the said format shall ***result in his tender being rejected.***

**3 Standard Conditions**

Standard printed conditions of the bidder to the offer, other than the conditions specified here, will not be acceptable.

- 3.1 For the purpose of the tender, the metric system of units shall be used. In the event of any discrepancy, the rates quoted by the bidder in the "item rate" column will be the correct basis and not the amount worked out by them. Also the rates quoted in words will be the correct basis and not the rate shown in figures.
- 3.2 Bidder's offers shall be with reference to section and clause numbers given in the tender schedules.

**4 Earnest Money Deposit**

- 4.1 The Earnest Money Deposit (EMD) amount of Rs. 39,860.00 (Rs. Thirty Nine thousand Eight Hundred Sixty only) **must be submitted as per para 1.4 of Section-A.**
- 4.2 The EMD of the technically unsuccessful bidders shall be discharged / returned after the completion of the technical evaluation process.

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CAMC of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied ESS for ATSEP & AS Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

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***Cont ... Sec-C (General terms & conditions)***

- 4.3 The EMD of the financially unsuccessful bidders shall be discharged/ returned promptly, after evaluation of financial bids.
- 4.4 The EMD of the successful bidder will be returned after the bidder provides the performance guarantee, as required in Para 6 of this section of the tender document.
- 4.5 **“The EMD amount shall be forfeited in the following events”**.
- 4.5.1 If the successful bidder fails to enter into a contract with AAI within 15 calendar days after the receipt of the purchase order / work order.
- 4.5.2 If the successful bidder fails to submit the performance guarantee as stipulated in clause 5 of section-C with AAI within 30 calendar days after the receipt of the works/purchase order.
- 4.5.3 In the event of not accepting the conditions of the contract even after agreeing to do so and submitting the letter of unconditional acceptance of terms as per format given in Annexure-I.
- 4.5.4 In a situation referred in clause 8 of Section A, clause 15.3 & 15.6 of section B.
- 4.5.5 No interest or any other expenses, whatsoever, will be payable by AAI on the EMD in any manner.
- 4.6 **Return of EMD –**
- 4.6.1 EMD shall be returned to bidders who fail to qualify eligibility / technical /financial qualification criteria immediately after evaluation report is accepted.
- 4.6.2 The EMD of successful bidder will be returned only after the successful bidder submits the security deposit or performance bank guarantee in the prescribed Proforma.

**5 Performance bank Guarantee/Security Deposit.**

The successful bidder shall submit Contract performance guarantee (in lieu of Contract Performance security) of the value equivalent to 10% (ten percent) of the total CAMC price subject to a maximum of Rs. 10 Lac to AAI in the form of an irrevocable and unconditional bank guarantee from a scheduled/Nationalized bank as per format attached as **Annexure-X or can be deposited in the form of Demand Draft from scheduled/Nationalized Bank**. The guarantee shall be submitted within 15 days of acceptance of Purchase/Work order by the bidder, and will be valid **till 90 days after the end of the period of CAMC**.

- 5.1 In case successful bidder fails to submit the PBG/SD within the stipulated period interest @ 12% p.a. on Performance Guarantee amount would be levied (non-refundable) for delayed period of submission and shall be deducted from EMD.
- 5.2 In case successful bidder fails to submit performance bank guarantee within 30 days, AAI reserves the right to forfeit EMD and cancel the order.



***Cont ... Sec-C (General terms & conditions)***

- 5.3 The performance guarantee amount shall be payable to AAI without any condition what so ever and the guarantee shall be irrevocable.
- 5.4 The performance guarantee shall be deemed to govern the following guarantees from the successful bidder, in addition to other provisions of the guarantee:
- 5.5 Comprehensive Annual Maintenance: CAMC job under the contract shall be satisfactory in all respects, certified by AAI.
- 6 **Refund of Security Deposit** - After termination/expiry of the 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.
- 7 The bidder 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.
- 8 **Correspondence**  
All correspondence would be directly with the bidder through CPP Portal only and correspondence through agents will not be entertained
- 9 **Liquidated Damage (L.D):**
- 9.1 **Compensation for Delay**
- Time is the essence of the Contract. Contractor's personnel shall attend the complaints immediately. However, they must solve the problems regarding:
- 9.1.1 Remote lines within 12Hrs
- 9.1.2 Telephones & allied jobs for ATSEP & Security Equipments within 24 hours
- 9.1.3 If the personnel provided by the contractor fails to complete the work within time fixed under the contract due to his absence or non-availability of himself at the hour of need of AAI, except due to reasons not controlled by the contractor or his personnel, contractor shall pay to the AAI without prejudice to any other rights or remedy as may be available to AAI, **an agreed compensation amount calculated @ 1 % of the total value** per week or part thereof subject to a maximum of 10% of total contract value. The fine shall be recovered from the quarterly bill for CAMC submitted by the contractor.



***Cont ... Sec-C (General terms & conditions)***

**9.2 Compensation for absence of contractor's personnel:**

Attendance of maintenance staff provided by the contractor under CAMC job shall be monitored by AAI. L.D clause for absence of contractor staff personnel shall be as follows:

9.2.1 For first 7 days of absence, a **penalty of Rs. 300.00 (Three Hundred only)** per day per head shall be recoverable from the contractor. Within these 7 days contractor shall arrange alternate staff in place of his absent staff.

9.2.2 In case absence of any or all of his staff personnel is more than a week and no alternate arrangement is made by the contractor, a **penalty of 1.5 times of daily wages rate applicable to those absent personnel** per head per day during the absence period shall be recoverable from the contractor.

**9.3 Compensation for not providing Uniform:** Contractor must provide uniform from the beginning of the contract. However, if uniform is not provided by contractor within first 3 months, Rs 3000.00 (Three Thousand only) per staff personnel shall be deducted from the invoice of 1<sup>st</sup> quarter, per year. Penalty thus accrued shall be recovered **from the 1<sup>st</sup> quarter bill** for CAMC submitted by the contractor or can be recovered from the bank guaranty either.

9.4 The amount of compensation for above L.D clauses shall rest with Airport Director, Indore and his/her decision with regard to imposition of the fine shall be final and the same shall be final and binding on the contractor. Time taken by AAI and local statutory authorities for approval of drawings, design, estimate etc, force majeure reasons and any other reasons beyond control of the contractor shall be considered as justified reasons. The amount of compensation may be adjusted or set off against any sum payable to the contractor under this or any other contract with AAI.

9.5 Appeal for waiver of compensation for delay with due justification shall be decided as per the provisions of the Delegation of Powers (DOP) of Airports Authority of India. The decision of the competent authority on appeal shall be final and binding on the contractor.

**10 Settlement of Disputes**

10.1 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 RED (WR) AAI, 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.

10.2 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.



## 11 Successful bidder's Liability & Compliance of Regulations

- 11.1 Successful bidder shall protect and fully indemnify the AAI from any claims for infringement of patents, copyright, trademark, license violation or the like.
- 11.2 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.
- 11.3 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

## 12 Arbitration and Law.

- 12.1 Except where otherwise provided for in the contract, all questions and disputes relating to the provisions of this contract shall be settled under the Rules of Indian Arbitration and Conciliation Act, 1996, 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. The single Arbitrator for settlement of any dispute with regard to this contract shall be appointed by the Chairman AAI. The venue of Arbitration shall be New Delhi, India. The arbitration resolution shall be final and binding upon the parties and judgment may be entered thereon, upon the application of either party, by any court having jurisdiction.

- 12.2 Indian laws shall govern this contract.

## 13 TERMINATION FOR DEFAULT & RISK PURCHASE

- 13.1 The AAI may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Contractor, terminate this Contract in whole or in part in any or the following events.

- 13.1.1 If the Contractor fails to perform any other obligation(s) under Contract.
- 13.1.2 If the Contractor, in either of the above circumstances, does not remedy his failure within a period of 30 days (or such longer period as AAI may authorize in writing) after receipt of the default notice from AAI.
- 13.1.3 As a penalty to the Contractor the AAI shall en-cash Contract Performance Bank Guarantee/SD. The AAI in such case shall pay for the assessed value of the executed work that can be used. No payment shall be made for the efforts put in by the Contractor in case the same are of no value to AAI. The balance unfinished work of the project will be got done by fresh tendering on Contractor's risk and that extra expenditure will be recovered.



*Cont ... Sec-C (General terms & conditions)*

**14 TERMINATION FOR INSOLVENCY**

The AAI may at any time terminate the Contract by giving written notice to the supplier, without compensation to the Contractor, if the Contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to AAI

**SET OFF:** Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by the Buyer to set off the same against any claim of the Buyer for payment of a sum of money arising out of this contract made by the Contractor with Buyer.



**SECTION - D**

**SPECIAL CONDITIONS OF THE TENDER**

1. Definition of Terms:

For the purpose of the terms and conditions Airports Authority of India will be referred to as AAI and the Firm providing CAMC services shall be referred as the Contractor.

2. Period of contract :

This contract is initially for a period of **two years**. The Contract may be renewed at expiry for a further period of three months subsequently if mutually agreed. AAI shall appoint a maintenance in-charge for the purpose of implementation & monitoring of the contract.

3. **Terms of releasing payments to contractor::**

- 3.1. No mobilization advance shall be paid for any activity.
- 3.2. Payment process shall be initiated after receiving proper invoice & shall be made through RTGS on quarterly basis (25% of the annual contract amount), after successful completion of each quarter. & after deduction of penalty, if any.
- 3.3. The certificate of satisfactory service during the quarter for which the payment has been requisitioned, from the maintenance in-charge AAI shall be a mandatory requirement for the release of the payment.
- 3.4. AAI shall deduct Income Tax & make other applicable recoveries from running bill payments as per prevailing rules. TDS (Tax Deducted at Source) Certificate, however, shall be issued to contractor.
- 3.5. The contractor has to submit his bill every quarter for the completed period of one quarter with all supporting documents such as copy of Pay Slips, EPFO & ESIC Challan & ECR by name of the employee deployed by the contractor during the period.
- 3.6. GST applicable shall be reimbursed by AAI on submitting documentary evidence of the GST amount paid to the statutory authority by the contractor.

4. The AAI has defined the maintenance procedures on general cleaning, preventive, predictive & corrective maintenance & their periodicity. The Contractor shall be responsible for the implementation of these maintenance schedules as per pre-defined periodicity & procedures

5. The maintenance personnel is required to attend this office in proper time. The Contractor must maintain Attendance Register for it.

6. **MINIMUM QUALIFICATION OF THE STAFF:** Contractor's Staff personnel must possess **Minimum Educational Qualification** as under:

- 6.1. **Semi skilled:** Minimum 12<sup>th</sup> passed & have experience in maintenance job of Telephone and Lines or experience in similar field.
- 6.2. **Unskilled:** Minimum 8<sup>th</sup> standard passed preferably with working experience
- 6.3. **Other documents:** The above maintenance staff shall possess:

6.3.1. Member ID under establishment ID of the contractor in respect of Employees Provident Fund Organisation (EPFO).

6.3.2. Insurance number under party code of the contractor in respect of Employees State Insurance Corporation (ESIC) Bank account number

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7. **DOCUMENTS to be submitted by contractor regarding his personnel:**

Contractor shall furnish following details of the personnel deployed by him/her supported by valid original documents:

- 7.1. Copy of appointment letters of the staff personnel by name
- 7.2. Passport size Photo:
- 7.3. Name:
- 7.4. Parentage:
- 7.5. Age proof:
- 7.6. Residence address proof :
- 7.7. Specimen signature:
- 7.8. Copy of Academic Certificates, Experience Certificates:
- 7.9. Member ID of ESIC:
- 7.10. Member ID of EPFO:
- 7.11. Bank account number:

8. **UNIFORM:** Contractor's Staff personnel must be uniformed throughout the duty period. Contractor shall provide each of them with following uniform items per year:

- 8.1.1. Shirt: Full sleeves-1, Half sleeves – 1
- 8.1.2. Trousers: Qty 02
- 8.1.3. Shoes: 1 Pair
- 8.1.4. Socks: 2 Pairs

9. **DOCUMENTS to be submitted by contractor** for getting **Airport Entry Pass (AEP)** issued for his/her staff personnel:

- 9.1. Police verification report for all the deployed personnel
- 9.2. Successful bidder shall **apply for & obtain Security Clearance** and **Security Programme** from BCAS for his/her firm and Directors. Procedures and formats are given in BCAS e-Sahaj portal. Successful bidder shall furnish details as given in the formats issued by BCAS time to time.

**NOTE: Contractor shall bear all the expenditure such as fees payable time to time for AEP, Police verification report, parking charges of the vehicles on his part etc.**

10. **PAYMENT TO STAFF PERSONNEL BY CONTRACTOR:**

- 10.1. Contractor shall pay the staff personnel at least as per minimum daily wages specified by o/o Chief Labour Commissioner (G.O.I) notified in its orders time to time.
- 10.2. **Pay shall constitute** payables and deductions as shown in the format of pay-slip given below.
- 10.3. Payments shall be deposited by the contractor within 7 days from the starting date of each month in the Bank account number of his staff personnel.
- 10.4. Payment of Contractor's part of Provident Fund, ESIC & Bonus to the staff shall be as per Central Government policies, which shall be reimbursed by AAI.

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**Cont ... Sec-D (Special conditions)**

10.5. Contractor shall submit ECRs & Bank Challans showing deposits of EPF & ESIC in respect of the staff personnel by name along with the quarterly bills.

10.6. In case Contractor doesn't pay or delay staff personnel' monthly salary, skips EPF & ESIC subscriptions, or doesn't pay bonus, same may be deducted from the quarterly bill amount for the CAMC or the Security Deposit submitted by the Contractor.

10.7. **Format of Pay slip to be issued to all staff personnel by contractor:**

Agency: .....

**PAY-SLIP for Month .....**

Name of employee: .....,

EPF No. ....

ESIC No. ....

**Payable**

**Deductions**

1. Basic :

1. EPF subscription (12% on Basic + VDA):

2. VDA :

2. ESIC subscription :

3. Bonus :

4. Overtime (on N/H) :

-----  
Total payable (A) :

Total Deduction (B) :

Net Payable: (A-B): .....

11. Contractor shall employ only such persons as shall have good character and be well behaved and skillful in their business and shall ensure that any of them is not ailing from any communicable disease. AAI shall be at liberty to forbid the employment of any person who it may consider undesirable.

12. Documents regarding payment of wages to the personnel are required to be submitted to AAI Maintenance-in-charge as and when required.

13. The Contractor shall undertake ....:-

13.1. .... to abide by all the rules and regulations of the State / Central Government under **the Minimum Wages Act**, Contract Labour (Regulations and Abolition) Act, 1970, Payment of Wages Act 1936, Payment of Bonus Act 1965 and such other Acts / Regulations as may be in force from time to time.

13.2. .... to pay wages as per the rule framed by Ministry of Labour and Employment, viz. one extra payment for 3 National Holidays & 1 Labour day, EPF, ESIC & Annual Bonus, as applicable in addition to the monthly wages. The payment of wages to the personnel shall be paid by contractor through bank account.

13.3. .... to execute the agreement as prescribed by Authority and abide by the Terms and Conditions of the Agreement.

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***Cont ... Sec-D (Special conditions)***

- 13.4. .... to abide by all the rules and regulations and code of conduct for my / our employees that may be laid by the Airports Authority of India from time to time.
- 13.5. .... to get Character and Antecedents verification by the Police authorities for manpower that will be provided by me / us. I / We further undertake full responsibility to make good any loss / damage in the event of any mishap caused by my / our manpower. I also undertake to pay the necessary fee levied by AAI / BCAS for issue of PIC.
- 13.6. .... to provide adequate insurance cover against any loss / damage to persons or property due to the commission or omission of any act by me / us or any person(s) deployed by me / us. I also undertake to state that AAI will not, in any manner, be responsible for any loss / damage that might be caused due to the negligence of my / our manpower.
- 13.7. .... to be responsible for settling any claim / compensation against all damages and accidents caused due to negligence on the part of his employees and keep AAI indemnified from any compensation / liability.
14. **IMPORTANT:** If at any stage of the CAMC period it is found that the contractor is not paying any or all personnel deployed by him under the CAMC contract as per minimum wages declared by Govt. of India, the deficit amount shall be deducted from the subsequent quarterly bill amount and shall be disbursed to the effected personnel.
15. **IMPORTANT:** Statutory liabilities (contribution) on contractor : Contractor must pay to all personnel deployed by him under the CAMC contract as follows:
- 15.1. P.F (contribution of Contractor): 13.15% (or as per amendment issued by statutory authority if any) on Basic + VDA
- 15.2. ESIC (contribution of Contractor): 4.75% (or as per amendment issued by statutory authority if any) on Basic + VDA
- 15.3. Bonus : @ 8.33% of Basic
- Entire such contributions will be reimbursed by AAI on submitting supporting documents from relevant authorities. Payment towards bonus shall be reimbursed by AAI on submitting proof of payment such as copy of bank statements of the employees.
16. All type of shifting of Lines/Junction Boxes/accessories linked with Lines/Telephones/ATSEP/Security Equipments shall be aided by the maintenance staff of the Contractor. Any damage, which occurs as a result of such a shifting at the contractor's staff's part, shall be the responsibility of the Contractor. AAI reserves the right to shift any system by its own arrangement if no response from the Contractor is observed in the shifting job within 48 hours of such requirement. This kind of shifting undertaken by AAI shall not violate any of the CAMC clauses.



**Cont ... Sec-D (Special conditions)**

17. The payment shall be governed by the Govt. policies and any taxation applicable at source shall be deducted from the quarterly payment. In case of any such deduction, the necessary certificate in due format shall be provided by AAI.
18. The contract agreement shall be executed **on a non-judicial stamp paper of Rs.500.00 (Five Hundred only) and the cost of the same shall be borne by the contractor.**
19. Once the tenderer has given unconditional acceptance to AAI's tender condition in its entirety, they are not permitted to put any remarks / conditions. In case the conditions of the Tender is/are found violated even after opening the eCover 3, the tender shall be summarily rejected. AAI shall without prejudice to any other remedy, be at liberty to forfeit the full said earnest money absolutely.
20. As the site of the work is in the restricted area, the contractor is required to obtain Airport Entry Pass (AEP) for his staff, to be issued by the Bureau of Civil Aviation Security (BCAS), through AAI. Police verification certificates are to be obtained for all the staff to be deployed by him under this contract. Any other formalities as applicable / enforced from time to time shall be complied with at no extra cost. No claim what so ever on this shall be allowed. Incidental expenses incurred towards PIC shall be borne by the contractor.
21. The work shall be carried out in the manner complying in all respects with the requirements of relevant byelaws of the local body under the jurisdiction of which the work is to be executed or as directed by the AAI and nothing extra shall be paid on this account.
22. The Contractor shall take comply with proper and legal orders and directions of the local or public authority or Municipality and abide by their rules and regulations and pay all fees and charges, which may be liable.
23. The Contractor shall execute his work in such a manner that no damage is made to the existing structure.
24. The work is required to be executed at the Airport, which is very important area where both speed and quality of execution are to be maintained by the Contractor.
25. The Contractor shall at their sole cost and expenses furnish and provide for rendering services covered by this agreement to the entire satisfaction of AAI. The work shall be carried out on all days including all holidays except Sunday.
26. If at any time the work of conduct of any worker is found unsatisfactory by AAI, such persons shall be removed by the Contractor immediately with suitable substitute.
27. The Contractor shall attend to any complaints received in connection with the services immediately. Any failure will attract penalty.
28. The work force deployed for this job contract shall be regular employee of the contractor. The contractor shall be responsible for the recruitment, retirement and retrenchment of the employee of their establishment and for settlement of dispute arising out of the terms and conditions of services of the personnel.



**Cont ... Sec-D (Special conditions)**

29. Any officer nominated by Airports Authority of India or Unit in-charges shall be authorized to give instructions to the Supervisor of the Contractor at the premises of Airports Authority of India on all matters relating to this work. Similarly, the authorized supervisor of the Contractor shall report on all matters concerning the above work to the In-Charge or to the officer nominated by Airports Authority of India.
30. The Contractor has to ensure that the services are not disturbed either due to absenteeism or due to willful act of his staff. Maximum care and precautions shall be taken to avoid any system break down. In case work force deployed by the contractor resort to any kind of industrial action, the contractor shall arrange to deploy alternate work force of sufficient strength and competence to maintain the normal operations.
31. The Contractor & his servants shall be entitled to use all ways, paths and passages as may from time to time be maintained on the said airport / aerodrome / landing ground subject to such rules and regulations as may be imposed by the Authorities of the airport / aerodrome / landing grounds.
32. The Contractor performing the covenants herein contained and on his part to be performed, shall and may peaceably possess and enjoy the premises with use of the ways, paths and passages as aforesaid during the said terms, without any lawful interruption from or by the Authority or any person claiming under the Authority.
33. Any notice required to be served on the Contractor under this agreement shall be deemed to have been served if delivered at or sent by registered post to his last known address or to his authorized representative or agent. Similarly, any notice to be given to the authority under this agreement shall be deemed to have been served if delivered at or sent by registered post to the Authority.
34. The period of notice given under this agreement will count from the date of receipt of notice by either side.
35. Subject as herein before otherwise provided all notices to be given on behalf of the Authority and all other actions to be taken on behalf of the Authority may be given or taken on behalf of the Authority by the Airport Director or any other officer for the time being authorized by or entrusted with functions, duties and powers of the Airport Director in respect of Airport under his charge.
36. The Contractor shall not, unless with the written consent of the Authority, create a sub-contract of any description with regard to this license or any part thereof, nor shall he, witness such written consent as aforesaid or transfer this contract or any part thereof.
37. The Contractor shall comply with the requirements of all standard Health Clauses including those given below:-  
The Contractor shall notify to Airport Director whenever any person working under him is suffering or suspected to be suffering or convalescing from any infectious disease. The Airport Director may direct for medical examination of such person or any person who is suspected to have been in contact with the person by any authorized Medical Attendant of the airport and take any precautionary and preventive measures considered necessary.



*Cont ... Sec-D (Special conditions)*

38. The Contractor shall employ only such servants as shall have good character and be well behaved and skillful in their business. He shall furnish the Authority in writing with the names, photographs (3 copies), parentage, age, residence and specimen signature or thumb impression of all servants who he proposes to employ and the authority shall be at liberty to forbid the employment of any person who it may consider undesirable. The servants employed by him shall be under the general discipline of the Authority and shall conform to such directions as may be issued by the Authority in respect of points or routes of entry and exit from the premises and in respect of the use of toilet and wash rooms. He shall also have the character of all persons employed by him verified by the Police to the satisfaction of the Authority before employment.
39. The Contractor will during the continuance of this contract insure against any claims for workman's compensation or otherwise of all persons employed by him in connection with his business to be carried on as aforesaid with such Insurance company as the Authority shall approve of and shall produce for inspection on demand by Authority all policies in respect thereof and the receipts from time to time for current premium. He shall pay employees at least minimum wages etc., as prescribed by Central / State Government from time to time.
40. In the case of such breach of terms of this contract as minor offences and complaints coming to its notice for which in the opinion of the Authority this agreement may not be terminated, the Authority may at its discretion recover compensation from the Contractor upto the limit of security deposit of the contract. The decision of the Authority in this respect will be final and binding on the Licensee.
41. In the event of any breach of the terms and conditions and duties to be performed by the Contractor, the Authority may without prejudice to other rights and remedies be entitled to forfeit the security or any part thereof and in such an event he shall pay such additional sum immediately as may be called by the Authority to pay so that the Security Deposit shall at all times during the continuance of this contract, be the above said sum. **On the expiration or earlier determination of the term of the contract, the Authority shall return the Security Deposit or part thereof which has not been forfeited as aforesaid to him without interest.**
42. If the Contractor shall at any time fail or neglect to perform and observe any of the terms and conditions and covenants herein contained and on his part to be observed and performed or in the event of his being adjudged insolvent or any order appointing a Receiver is made under the Insolvency Act against him, then and in any such case, the Authority may without prejudice to other rights and remedies by giving fifteen days notice in writing to him determine this agreement and he shall upon such determination peacefully give up the contract and make over vacant possession of any premises made over to him for carrying on his business/service without any right to compensation whatsoever and thereupon this agreement shall absolutely determine without prejudice to any right of action or remedy of the Authority in respect of any antecedent breach of terms, conditions and covenants by him.
43. The tenderer may acquaint himself with the proposed site of work, its approach roads, working space available before quoting his rates. Tenderer or his authorized representative may visit sites for this purpose.



**Cont ... Sec-D (Special conditions)**

44. The Contractor shall take all necessary precautions to prevent any nuisance or inconvenience to the owners, tenants and to the public in general and to prevent any damage to such properties. He shall make good, at his cost and to the satisfaction of the Officer – In- Charge, any damage to AAI property or public or private property whatsoever caused thereon by the contractor.
45. In the event of any restrictions being imposed by the Security Agency, AAI or any other authority having jurisdiction in the area on the working or movement of labour / material, the Contractor shall follow such restrictions and nothing extra shall be payable to the contractor on this account. The loss of time on this account, if any, shall have to make up by generating additional resources etc.
46. The contractor shall be fully responsible for any damage to the Government property done on his part & shall make good the same at his own cost.

**All the above conditions will forms the part of the agreement which will be executed by the party on the stamp paper of suitable value.**

Bid Manager (ATSEP)  
For Airport Director



**Scope of work**

**CAMC shall have following job responsibility:**

#	Description of items	Particulars
1	Stationing 01 (one) semi-skilled worker (Supervisor) for minimum 313 days per year	Shall be paid at least equal to minimum daily wages as declared by G.O.I. LC time to time
2	Stationing 03 (three) unskilled workers (Helpers) for minimum 313 days per year	Do
3	Regular cleaning & maintenance of telephone instruments (qty 180 Intercom Extensions, qty 50 Auto Telephones/FAX/NEL connections), Junction Boxes including providing other materials required for above work related to wiring (viz. Cables, Junction Boxes, Kronos etc.)	JOB
4	Maintenance of Site to Site 10-pairs PIJF Cables for Remote Control & Telephone including jointing of qty 08 PIJF Cables by cable joint kit.	JOB
5	<b>Maintenance of Lightning Protection System (LPS):</b> Job includes supply of the materials required for work related to qty 14 LPS (viz. Cleaning and de-carbonization of joints etc.) is included	JOB
6	<b>Maintenance of Earth Pits:</b> Job includes supply of materials (viz. cleaning and de-carbonization of joints, brazing of cold earthing joints of strips and cables etc. For Qty: 36)pits.	JOB
7	<b>Water recharging:</b> Job includes arranging Water tankers (twice in a month-estimated 2 tankers per month in dry months-Jan to June) of capacity 6000ltr each.	Tanker
8	<b>Up keeping (Cleaning):</b> Cleaning of ATSEP, Nav-Aids & Security Equipments including cleaning material	JOB

CAMC of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied ESS for ATSEP & AS Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

**Tender ID: 2019\_AAI\_26509**



## **WORK SCHEDULE**

Schedule of work contains four parts: SCHEDULE-1, 2, 3 and 4

### **1. SCHEDULE - 1**

**Part of work:** Comprehensive Maintenance of Remote Control Lines, Telephone Lines

#### **1.1. SCOPE OF WORK:**

1.1.1. Locating & rectification of cable fault including underground cables, shifting of existing telephone extensions, provision of new extensions including wiring. Installing/shifting of Telephone Junction Boxes where needed linked with the facilities working in DABH Airport

1.1.2. Regular cleaning & maintenance of telephone instruments. Cleaning of Junction Boxes & jointing of Multi pair PIJF Telephone cables.

#### **N.B:-**

- a. Cost of the materials required for above work related to wiring viz. cleaning cloth, cleaning agent, jointing cables, Junction Boxes, Kronos, Cable Joint Kits including cable jointing work etc. is included in the CAMC.
- b. Contractor shall arrange for Instruments, Meters, Tools etc. required for fault finding and maintenance job and shall arrange digging and covering the cable trenches when needed.
- c. Maintenance of EPABX Equipments, Batteries, UPS **are not included** in the AMC.

*Contractor's staff personnel shall attend the complaints regarding Remote lines within 12Hrs & regarding Telephones within 24 hours, on intimation by telephone.*

#### **1.2. ITEMS FOR WHICH MAINTENANCE SERVICES TO BE RENDERED UNDER CAMC**

S. No.	Item	Unit	Qty
A	B	C	D
1	Intercom Extension	Ea	180
2	Auto Telephones/FAX/NEL connections	Ea	50
3	Maintenance of Site to Site 10-pairs PIJF Cables laid down for Remote Control & Telephone including jointing of PIJF Cable by cable joint kit	Job	6

CAMC of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied ESS for ATSEP & AS Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

**Tender ID: 2019\_AAI\_26509**



## **2. SCHEDULE – 2**

**Part of work:** Comprehensive Maintenance of External Lightning Protection System (LPS) along with Earthing (Conventional)

### **2.1. SCOPE OF WORK:**

#### **2.1.1. Responsibility of Maintenance**

- 2.1.1.1. The maintenance of Lightning Protection System including all Earthing Pits, for the ATSEP installations and equipment installed in Nav-Aids Units and Technical Block (ATC Building).
- 2.1.1.2. Provision of water by water tanker (twice in a month) of capacity 6000Ltr. for all site locations in Summer & Proper Earth Pits Watering, Chamber Cleaning
- 2.1.1.3. Quarterly earth testing along with material and Equipments Charges. Maintenance of Lightening Arresters the ATSEP Installation located inside operational and around Airport (Localizer, Glide path, NDB, DVOR, Eqpt room)
- 2.1.1.4. The minor fault should be rectified on the same day and major fault shall be rectified latest within three days.
- 2.1.1.5. Earth Resistance will be checked at the interval of three months with the standards process of measurement (Three point's method) and recorded. If the measured value is beyond specified standards, should be recorded and brought to the knowledge of ATSEP In-charge for necessary action.
- 2.1.1.6. One person should be engaged to carry out the activities mentioned above.

### **2.2. Maintenance Checks For Lightning Protection System (LPS)**

Following checks should be carried out at regular interval – **once every quarter:**

#### **2.2.1. Inspection of Strips & Wires used for Earthing**

Physical inspection of Equipment Room & Nav-Aids Sites for functionality checks with test meter.

#### **2.2.2. Inspection of Down Conductors**

- 2.2.2.1.1. Check for corrosion.
- 2.2.2.1.2. Continuity testing by continuity tester, across all types of conductors in lightning protection and grounding system. The resistance should be **less than 0.5 ohms.**
- 2.2.2.1.3. The down conductors are routed, located and electrically bonded as required.



### 2.3. Periodic Check for Earthing system:

- 2.3.1. Earth resistance will be checked at the **interval of 3 months** with the standard process of measurement (Three point method) and recorded. If the measured value is beyond specified standards, corrective action must be taken.
- 2.3.2. Earth termination systems are interconnected. Where a conductor is totally hidden, its electrical continuity should be tested.
- 2.3.3. In case specified standards of earth resistance are not met, ground conductivity may be improved by arranging water recharging of the Pit/Pits.
- 2.3.4. Physical inspection of connection between ground rod and down conductor near grounding system for corrosion, bad contacts followed by corrective action.

### 2.4. Special Inspection:

- 2.4.1. In the event of occurrence of major lightning strike around the Terminal building and other ATSEP facility, all the aforesaid inspection should be carried out and if need be, the corrective measures to be taken immediately so that LPS is maintained in its optimal effectiveness.

#### 2.4.2. Inspection Regarding Modifications / Repairs of the Protected Structures

While carrying out the periodic maintenance particular attention should be paid, besides earthing and corrosion, to alteration or extensions to the structure that may affect the LPS. Examples of such alterations or extensions are:-

- 2.4.2.1. Change in the use of building.
- 2.4.2.2. Installation of fuel oil storage tank.
- 2.4.2.3. Erection of radio aerials
- 2.4.2.4. Installation or alteration to electrical, telecommunications or computing Facilities within or closely connected to the building.

#### 2.4.3. Records

- 2.4.3.1. The following records should be kept on site, or by the person responsible for the upkeep of the installation:
- 2.4.3.2. Scale drawings showing the nature, dimensions and position of all components Parts of the LPS.
- 2.4.3.3. The nature of the soil and any special earthing arrangements.
- 2.4.3.4. Date and particulars of salting, if used.
- 2.4.3.5. Test conditions, date and results.
- 2.4.3.6. Alterations, additions or repairs to the system.
- 2.4.3.7. The name and contact details of the persons responsible for the item under CAMC or for its upkeep.



**2.5. ITEMS FOR WHICH SERVICES TO BE RENDERED UNDER CAMC OF LPS**

#	Items	Site Name	Number of pits
01	ATSEP Earth Pits (Conventional)	Localizer	11
		Glide Path	7
		DVOR	9
		NDB	3
		ATSEP Equipment	4
		Automation system	2
		Total no. of Earth Pits	<b>36</b>
02	ATSEP Lightning arresters (Conventional)	Localizer	6
		Glide Path	2
		DVOR	4
		NDB	1
		ATSEP Equipment	1
		Total no. of Lightning Arresters	<b>14</b>

**Cost of the materials required for above work related to Earthing & LPS (viz. arrangement of Water Tanker, apparatus needed for excavation, brazing, Salt and all required material etc.) is included in the CAMC.**

**Note: Bidders are requested to visit the Sites before quoting so that estimation may be corrected as per actual requirement.**



### **3. SCHEDULE – 3**

**Part of work:** Allied Environmental Support Service for ATSEP & Security equipments for which the Contractor shall be responsible shall be as follows: -

- 3.1. Regular cleaning of ATSEP Equipments at Equipment Room, Nav-Aids Sites including Qty 03 EPABX & accessories.
- 3.2. Regular cleaning works related to Qty 15 XBIS machines, Qty 7 ETDs, Qty 14 DFMDs, CCTV items, & other Terminal Building Equipments with all the connected points, junctions, Termination Boards & all connected UPS including other accessories.
- 3.3. Maintenance matrix i.e. cleaning activities are categorized as follows:
  - 3.3.1. Periodical cleaning:  
General Cleaning: This will include cleaning of equipments externally.
  - 3.3.2. Preventive maintenance- It includes internal cleaning of equipments, cabinets, UPS using vacuum cleaners.
  - 3.3.3. Provisional cleaning: It includes cleaning of any such equipment after maintenance job is done by AAI personnel.  
**Precaution:** Contractor's personnel must perform all the cleaning jobs in presence & under guidance of ATSEP/Security personnel of AAI

### **4. SCHEDULE – 4**

One person (unskilled) out of the total 4 (four) staff personnel shall be stationed for this purpose who can be deployed as per requirement of AAI for assisting CNS personnel posted in Equipment Room, Airport Systems and Nav-Aids in normal (Shift) or General duty maintenance work as per various workload situations decided by Jt. GM (ATSEP).



**MANPOWER:**

To carry out the CAMC job comprising of above mentioned 4 schedules, the contractor shall provide following 4 (four) service support staff personal to be stationed at DABH Airport as part of the Annual Maintenance Job:

#	Type of Manpower	Duty Timings	Total Manpower per Day	No. of working Days per Month	Required deployment
	<b>SEMI-SKILLED:</b>				
1	Supervisor	0930 to 1800 Hrs IST Monday to Saturday	1 Person	26 (estimated)	To supervise/ examine the maintenance work linked with the scope of the CAMC at all the units, allocation of daily works, upkeeping of day-to-day maintenance records, Logbooks, Complaint books etc. He shall arrange duties for manning of Sundays by preparing duty roster & prepare attendance records for all.
	<b>UNSKILLED:</b>				
1	Helper - I	Do	1 Person	26 (estimated)	To assist AAI personnel on duty at Eq Room & Nav-Aids units as per work schedules above accompanied with supervisor
2	Helper - II	Do	1 Person	26 (estimated)	To assist AAI personnel on duty at Terminal Buiding (AS Equipments) as per work schedules above accompanied with supervisor
3	Helper - III	Do	1 Person	26 (estimated)	To assist AAI personnel on duty at Equipment Room, Terminal Buiding (AS Equipments) & Nav-Aids as per work load requirement under the supervisor as per requirement specified by Jt GM (ATSEP).

Bid Manager (ATSEP)  
For Airport Director

CAMC of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied ESS for ATSEP & AS Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

**Tender ID: 2019\_AAI\_26509**



**“To be submitted with e-Cover 2”**  
**(Scanned copy of the filled up & duly signed format below shall be uploaded)**

**Unconditional Acceptance letter**

To,  
Airport Director,  
Airports Authority of India,  
D.A.B.H Airport, Indore (M.P)

Subject: Submission of Tender for: Comprehensive Annual Maintenance Contract (CAMC) of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied Environmental Support Service for ATSEP & Security Equipments including support hand at DABH Airport, Indore **(M.P)** for 2 years.

(E-Tender Ref No. AAI/ID/ATSEP/2019-20/01)

Sir,

Having examined the conditions of tender and specifications including addenda, I/We, the undersigned offer to Comprehensive Annual Maintenance Contract (CAMC) of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied Environmental Support Service for ATSEP & Security Equipments including support hand at DABH Airport, Indore **(M.P)** for 2 years.in conformity with:

1. NIEI, General Information and Guidelines, Terms and conditions, General Conditions of Contract etc. of e - Tender ref. no AAI/ID/ATSEP/2019-20/01
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 (NIEI).
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 (whichever is applicable for the bidder):
  - a. **For non-NSIC registered Bidders:** Earnest money deposit of Rs. 39,860.00 (Rupees Thirty Nine Thousand Eight Hundred Sixty only) & Tender Fee of Rs. 1,180.00 for the tender off-line through Demand Draft (Originals sent by post to Airport Director, DABH Airport, Indore – 452 005, scan copies attached in eCover 1). **OR**
  - b. **For NSIC (MSE) registered Bidders:** Copy of valid NSIC MSME Registration Certificate is attached in eCover-1
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 or 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,

Date -

Yours faithfully,

(Signature of authorized signatory)

Name & Address of the Bidder \_\_\_\_\_

Telephone & Fax Nos. \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail Address \_\_\_\_\_

Stamp:

CAMC of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied ESS for ATSEP & AS Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

**Tender ID: 2019\_AAI\_26509**



To be submitted with e-Cover 2”

TO WHOM IT MAY CONCERN

(E-Tender Ref No. AAI/ID/ATSEP/2019-20/01)

**(Scanned copy of the filled up & duly signed format below shall be uploaded)**

I/We hereby declare that my/our firm/agency .....,

or its partners or its directors have not 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 organization etc. or any Indian state/Central governments departments or public sector undertaking of India.

We/I further undertake that at any stage of evaluation, if it is found that we /I (the bidder firm) have given wrong or misleading information then our bid can be summarily rejected.

BIDDER'S SIGNATURE WITH SEAL

NAME OF THE SIGNATORY:

ADDRESS OF THE FIRM/AGENCY:

Date:



To be submitted with e-Cover 2”

(Scanned copy of the filled up & duly signed format below shall be uploaded)

TO WHOM IT MAY CONCERN

(E-Tender Ref No. AAI/ID/ATSEP/2019-20/01)

I/We hereby undertake that my/our firm/agency .....,  
shall,

1. abide by all the rules and regulations of the State / Central Government under **the Minimum Wages Act**, Contract Labour (Regulations and Abolition) Act, 1970, Payment of Wages Act 1936, Payment of Bonus Act 1965 and such other Acts / Regulations as may be in force from time to time.
2. pay wages to the deployed personnel as per the rule framed by Ministry of Labour and Employment, viz. one extra payment for 3 National Holidays & 1 Labour day, EPF, ESIC & Annual Bonus, as applicable in addition to the monthly wages. The payment of wages to the personnel shall be paid by contractor through bank account.
3. execute the agreement as prescribed by Authority and abide by the terms and conditions of the agreement.
4. abide by all the rules and regulations and code of conduct for my / our employees that may be laid by the Airports Authority of India from time to time.
5. get character and antecedents verification by the Police authorities for manpower that will be provided by me / us. I / We further undertake full responsibility to make good any loss / damage in the event of any mishap caused by my / our manpower. I also undertake to pay the necessary fee levied by AAI / BCAS for issue of PIC.
6. provide adequate insurance cover against any loss / damage to persons or property due to the commission or omission of any act by me / us or any person(s) deployed by me / us. I also undertake to state that AAI will not, in any manner, be responsible for any loss / damage that might be caused due to the negligence of my / our manpower.
7. be responsible for settling any claim / compensation against all damages and accidents caused due to negligence on the part of his employees and keep AAI indemnified from any compensation / liability.

(Signature of authorized signatory)

Date:

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CAMC of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied ESS for ATSEP & AS Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

**Tender ID: 2019\_AAI\_26509**



“To be submitted with e-Cover 2”

(Scanned copy of the filled up & duly signed format below shall be uploaded)

To

**THE AIRPORT DIRECTOR  
AIRPORTS AUTHORITY OF INDIA,  
DABH Airport,  
Indore - 452005.**

**Sub: Submission of Bids (PQQ, Technical & Financial)**

(E-Tender No. AAI/ID/ATSEP/2019-20/01)

Dear Sir

This is with reference to the tender document mentioned above and downloaded by M/s -----  
----- . In this regard we are submitting our bids along with all the  
following documents as required by your NIT.

- i. I/We have submitted the earnest money deposit of ₹ 39,860.00 (Rupees Thirty Nine Thousand Eight Hundred Sixty only) & tender fee of ₹ 1180/- (Rs. One Thousand One Hundred Eighty only) in the form of Demand Draft for the tender for the above mentioned work (original sent by post, scan copy attached in eCover 1) or, I/We being registered in NSIC, have submitted valid NSIC-MSME Registration Certificate (in eCover-2) as the case may be.
- ii. Scan copy of unconditional acceptance letter (as per Annexure-I) of all the tender conditions is attached.
- iii. Scan copy of all the documents as mentioned as per Annexure VIII, IX & scan copy of duly filled up & signed Annexure I to VI in respective eCovers.
- iv. Financial Bid BOQ uploaded as per e-Tender Format.

**Note:** Ambiguous statements & incomplete supporting documents for vital tender requirements may attract the risk of rejection without further reference

Yours Sincerely

(Signature of authorized signatory)

Date:



**ANNEXURE – V**

**“To be submitted with e-Cover 2”**

**(Scanned copy of the filled up & duly signed format below shall be uploaded)**

**वचनबंध/Undertaking**

(E-Tender Ref No. AAI/ID/ATSEP/2019-20/01)

**TO WHOM IT MAY CONCERN**

I/We hereby declare that my/our firm .....,  
having Office address ..... has  
been registered under Goods & Services Tax (GST) & compliant of GST provisions.

(Signature of authorized signatory)

Date:



**“To be submitted with e-Cover 2”**

**(Scanned copy of the filled up & duly signed format below shall be uploaded)**

**General Compliance**

Work: Comprehensive Annual Maintenance Contract (CAMC) of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied Environmental Support Service for ATSEP & Security Equipments including support hand at DABH Airport, Indore (M.P) for 2 years

E-Tender Ref No. AAI/ID/ATSEP/2019-20/01

#	REQUIREMENT	Statement of Compliance & Agreement (Yes/No)
1	Detailed information on the Bidder's eligibility as per the Tender requirement (as per Sec-A).	
2	General Information & guidelines for e-Tendering (Section – B)	
3	General Terms & Conditions of the Contract (Section – C)	
4	Special Conditions of the contract (Section-D)	
5	Scope of work (Section-E)	
6	Terms & conditions regarding Financial Bid	

Name & Address of the Firm \_\_\_\_\_

**DECLARATION**

I (.....) hereby declare that the documents submitted/ enclosed are true and correct. In case any document at any stage found fake / incorrect, my EMD may be forfeited.

(Signature of authorized signatory)

Date:

Name & Address of the Bidder \_\_\_\_\_

Telephone & Fax Nos. \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail Address \_\_\_\_\_

CAMC of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied ESS for ATSEP & AS Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

**Tender ID: 2019\_AAI\_26509**



**“SAMPLE PRICE SCHEDULE”**

**e-Cover 3 ( Financial Bid)**

E-Tender Ref No. AAI/ID/ATSEP/2019-20/01

**SCHEDULE-A (This is a sample BOQ – actual to be typed in the Excel Sheet format downloaded from the CPP Portal & to be uploaded in the portal after filling up)**

Item Description	Quantity	Units	BASIC RATE (excluding GST) In Figures To be entered by the Bidder		Item wise TOTAL AMOUNT excluding GST in	
			Rs.	P	Rs.	P
CAMC of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied Environmental Support Service for ATSEP & Security Equipments including support hand at DABH Airport, Indore (M.P) <b>for 1<sup>st</sup> year</b> as per Section E	1.000	Job				
----- Do ----- <b>for 2<sup>nd</sup> year</b> as per Section E	1.000	Job				
Net amount quoted:						

**NOTE :-**

1. Financial bids comparison shall be done on the basis of **NET AMOUNT QUOTED** under provision of the Portal. The rates quoted shall be inclusive of all levies, all charges viz. freight, insurance, loading, unloading, etc. **excluding GST**. No extra charges other than quoted amount shall be payable.
2. Bidder shall quote for all the above items. Tender may be rejected in cases of blank quoting.

CAMC of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied ESS for ATSEP & AS Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

**Tender ID: 2019\_AAI\_26509**



**“To be submitted with e-Cover 2”**  
**(Scanned copy of the filled up & duly signed format below shall be uploaded)**

**CHECK LIST FOR eCOVER 1 (Fee folder)**  
(E-Tender Ref No. ATSEP/2019-20/01)

Work: Comprehensive Annual Maintenance Contract (CAMC) of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied Environmental Support Service for ATSEP & Security Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

#	Eligibility Criteria	Documents Uploaded (Yes / No)
1	<b><u>For non-NSIC registered Bidders</u></b> <ul style="list-style-type: none"><li>• Scan Copy of D/D of Tender Fees ₹ 1,180.00(Rupees One Thousand One Hundred Eighty only)</li><li>• Scan Copy of D/D of EMD ₹ 39,860.00 (Rupees Thirty Nine Thousand Eight Hundred Sixty only)</li></ul>	
2	<b><u>For NSIC – MSME registered Bidders:</u></b> MSEs seeking exemption and benefits should enclose an attested self-certified copy of valid Registration Certificate, giving details of such validity, stores / services etc.	

**Note:**

1. Original Demand Drafts for Tender Fee, for EMD shall be sent by post or by person to the following address:  
**Airport Director, Airports Authority of India, DABH Airport, Indore – 452 005.**  
**Attention: Bid Manager (ATSEP)**
2. These demand drafts must reach above address before the opening date and time of eCover 1 as scheduled in Section – I of Tender Document, failing which the tender shall be rejected outright for non-NSIC registered bidders.
3. .pdf scan copy of the above Demand Drafts shall be submitted in eCover-1 (Fee folder).

**NOTE: The details of Demand Draft physically sent should tally with the details available in the scanned copy submitted on-line in eCover 1 (Fee Folder), failing which the Tender shall be rejected.**

(Signature of authorized signatory)

Date:

Name \_\_\_\_\_

CAMC of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied ESS for ATSEP & AS Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

**Tender ID: 2019\_AAI\_26509**



**“To be submitted with e-Cover 2”**  
**(Scanned copy of the filled up & duly signed format below shall be uploaded)**

**CHECK LIST FOR eCOVER-2 (PQQ & Technical Bids)**  
**(To be FILLED IN & scanned while uploading)**

#	Eligibility Criteria	Documents Uploaded (Yes or No)
1	Scan copy of Unconditional Acceptance of AAI's Tender Condition (as per Annexure – I).	
2	Letter on <b>COMPANY LETTER HEAD</b> indicating the capacity and authority of individual digitally signing the uploaded bid documents	
3	<b>Legal Status of Bidder as per</b> para (2.1) Sec A: Copy of Certificate of Registration under Shop & Establishment Act or Registrar of Firms or Companies Act / Partnership Deed/ Memorandum of Article of Association (MOA)	
4	<b>Work experience:</b> As per para (2.2) of Sec A <b>Criteria:</b> Should have satisfactorily completed similar works in line with any one of the following criteria during last seven years ending on <b>31/03/2019</b> . (i) One work costing not less than Indian <b>Rs 15,94,400.00</b> (ii) Two separate works each costing not less than Indian <b>Rs 9,96,500.00</b> (iii) Three separate works each costing not less than Indian <b>Rs. 7,97,200.00</b>	
4A	<b>Work completion Certificate:</b> As per para (2.4) of Sec A <b>Criteria:</b> End user's satisfactory completion certificate mentioning 1] Work Order Number, 2] Value & Date of completion of the work. (Date of Completion of work prior to <b>31/03/2012 shall not be considered.</b> )	
5	Annualized average financial turnover for 3 years ending on 31-03-18 (at least <b>Rs.5,97,900.00</b> ) As per para (2.3) of Sec A	
6	EPFO Registration Certificate	
7	ESIC Registration Certificate	
8	GST Registration	
9	PAN Card	
10	Undertaking (for not black listed) as per Annexure – II of tender document	
11	Undertaking (compliance of labour law) as per Annexure – III of tender document	
12	Undertaking (Submission of bids) as per Annexure – IV of tender document	
13	Undertaking (GST compliance) as per Annexure – V of tender document	
14	Undertaking (General compliance) as per Annexure – VI of tender document	
15	Check List (eCover – 1)	
16	Check List (eCover – 2)	
17	Tender document duly Signed and Stamped on all pages	

**NOTE:** -

Non-submission of any of the above documents may be considered as incomplete PQQ bid & shall be rejected.

(Signature of authorized signatory)

Date:

Name \_\_\_\_\_

CAMC of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied ESS for ATSEP & AS Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

**Tender ID: 2019\_AAI\_26509**



## Format 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 relieved from our liability by reason of any such variation, or extension being granted to the



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA  
DABH Airport, Indore

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..... (Rupees .....only) 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).



**ANNXURE - XI**

**Format of contract agreement with successful bidder for CAMC**

**AGREEMENT (on Rs.500/- Non Judicial Stamp Paper) for Comprehensive Annual Maintenance Contract (CAMC) of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied Environmental Support Service for ATSEP & Security Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.**

**between Airports Authority of India, DABH AIRPORT, INDORE (M.P)**

**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 Comprehensive Annual Maintenance Contract (CAMC) of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied Environmental Support Service for ATSEP & Security Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

**WITNESSETH**

**WHEREAS**, AAI invited offers for the Comprehensive Annual Maintenance Contract (CAMC) of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied Environmental Support Service for ATSEP & Security Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

WHEREAS, the Contractor has offered to Comprehensive Annual Maintenance Contract (CAMC) of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied Environmental Support Service for ATSEP & Security Equipments including support hand at DABH Airport, Indore (M.P) for 2 years 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:-

contd..

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CAMC of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied ESS for ATSEP & AS Equipments including support hand at DABH Airport, Indore (M.P) for 2 years.

**Tender ID: 2019\_AAI\_26509**



1. AAI E-Tender Documents (Tender ID ..... ) for the Comprehensive Annual Maintenance Contract (CAMC) of Remote Control & Telephone Lines, External Lightning Protection along with Earthing (Conventional) & allied Environmental Support Service for ATSEP & Security Equipments including support hand at DABH Airport, Indore (M.P) for 2 years supplied by AAI.
2. Tender corrigendum no. 1, 2...., if any.
3. Bid Documents & undertakings submitted by the Contractor dated (Tender open date ..... ) in fulfilling the contract requirements that includes the signed compliance.
4. Unconditional acceptance of AAI Tender conditions as given by the Contractor.
5. Queries raised by AAI during technical evaluation and technical clarification submitted by contractor in response thereof.
6. The price bid of the Contractor which was opened on (Date.....) and accepted by AAI.
7. Reference of LOI/Work order issued/acceptance of bidder.
8. CAMC comes into effect with effect from: **01-08-2019**.

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)