

TENDER SCHEDULE

Name of Work.	Job contract for providing services at Guwahati Airport for operation of – (a) Vehicles like Ambulance/Innova/Bolero/Swift/TUV etc. by deploying 05 Nos. Drivers.
Tender Reference No.	AAI_GHT_TECH_2020_01
E-Tender No	2020_AAI_57271_1
Estimated Cost	Rs.12,46,860/- per annum (exclusive of GST, EPF, ESI& Bonus) for 05 Nos. Drivers.
Tender Fee (Non-refundable)	Rs.1,120/- (inclusive of GST-12%)
EMD (by Demand Draft only)	Rs.24,937/-

CRITICAL DATES

01.	Tender Publish Date	11.09.2020
02.	Tender Download / Sale Start Date & Time	12.09.2020 @ 0930 Hrs.
03.	Tender Download / Sale End Date & Time	22.09.2020 @ 1800 Hrs.
04.	Clarification Start Date & Time (Pre-bid queries, if any by Bidders)	12.09.2020 @ 0930 Hrs.
05.	Clarification End Date & Time (to be given by Bid Manager, AAI)	18.09.2020 @ 1600 Hrs.
06.	Bid Submission Start Date & Time	12.09.2020 @ 0930 Hrs.
07.	Bid Submission End Date & Time	22.09.2020 @ 1800 Hrs.
08.	Last Date & time for physical submission of original Demand Draft towards Tender Fee, EMD & Undertaking-cum-Declaration(Annx-A) at O/o Bid Manager.	25.09.2020 @ 1800 Hrs.
09.	Date & Time of opening of physical documents (Off Line)	28.09.2020 @ 1100 Hrs.
10.	Bid Opening Date & Time (Cover-I)	28.09.2020 @ 1200 Hrs.
11.	Bid Opening Date & Time (Cover-II) (Financial Bid)	30.09.2020 @1100 Hrs

Note:-

- a. AAI may at its discretion extend / change the schedule of any activity by intimating the bidders through a notification on the e-tendering portal <https://etenders.gov.in>.
- b. Corrigendum if any, will be uploaded only on e-tendering portal. It is the responsibility of bidders to check at the website or their registered Email ID / Mobile No.
- c. Clarification after the due date stipulated above will not be entertained and no request for extension of date on any grounds will be granted / entertained.

SECTION : I
NOTICE INVITING e-TENDER

NIT No. : AAI_GHT_TECH_2020_01
e-tender id:

1.0 Item Rate Tenders are invited from the reputed Firm / Agencies / Contractor through the NIC CPP e-tendering portal by the Asstt. Manager (Tech) – Bid Manager, O/o Airport Director, Airports Authority of India, LGBI Airport, Guwahati-781015 on behalf of Chairman, AAI for 'Job contract for providing services at LGBI Airport, Guwahati for operation of –(a) Vehicles like Ambulance/Innova/Bolero/Swift/TUV etc. by deploying 05 Nos. Drivers, for a period of 1 (one) year and further extendable by 1 (one) more year on the same rates and Terms & Conditions, subject to satisfactory performance of the contractor and mutual consent at an annual estimated cost of Rs. **12,46,860/-** (exclusive of GST, EPF , ESI& Bonus).

1.1 Job contract for providing services at LGBI Airport, Guwahati for operation of (a) Vehicles like Ambulance/Innova/Bolero/Swift/TUV etc. by deploying 05 Nos. Drivers,

1.1.1 The tendering process is online at CPP portal (<https://etenders.gov.in>). Aspiring bidders may go through the tender document by "Guest User" login.

1.1.2 Prospective Tenderers are advised to get themselves register at CPP-portal, obtain 'Login ID' & 'password' and go through the instructions available in the Home Page after log in to the CPP-portal <https://etenders.gov.in>. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The bidder may also take guidance from AAI Help Desk Support as given Section-II of the tender.

1.2 SUBMISSION OF PHYSICAL DOCUMENTS (OFFLINE):

Bidders shall submit the following documents in **physical form** by Speed Post/Courier / in person:-

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE SUBMITTED
(i)	Tender Fee	Demand Draft (in original) for Rs.1,120/- drawn from any Nationalized / Scheduled Bank (but not from Co-operative or Gramin Bank) in favour of "Airports Authority of India", payable at Guwahati. OR Copy of Registration Certificate of NISC / MSME / UAM / DICs/ KVIC / KVIB / Coir Board/ Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises in case of MSEs seeking exemption of Tender Fee.

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE SUBMITTED
(ii)	EMD	Demand Draft(in original) for Rs.24,937/- drawn from any Nationalized / Scheduled Bank (but not from Co-operative or Gramin Bank) in favour of "Airports Authority of India", payable at Guwahati. OR Copy of Registration Certificate of NISC / MSME / UAM/ DICs/ KVIC / KVIB / Coir Board/ Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises for exemption of EMD.
(iii)	Undertaking-cum-Declaration	In original duly signed with company's Stamp/Seal, as per Annexure-A.

Note:-

a. **MSEs Bidders:** MSEs who are registered with District Industries Centres (DICs) / Khadi& Village Industries Commission (KVIC) / Khadi& Village Industries Board (KVIB) / Coir Board / NSIC / Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises (MoMSME) are eligible for availing benefits under the Public Procurement Policy. With effect from 18/09/2015, MSEs registered under UdyogAadhaar Memorandum (UAM) are also eligible to avail the benefits under Policy.

b. All the Physical Documents mentioned above are to be put in a sealed cover superscribing Name of Work & Tender Ref. No. and forwarded to the Bid Manager at the following address on or before the last date specified in the Tender Schedule:-

Asstt. Manager (Tech)
O/o The Airport Director,
Airports Authority of India,
LGBI Airport, Guwahati-781015.
Tel.: 0361-2840351-7/Extn:510
Email: rws_ner@aai.aero

c. In case tender of the Bidder whose all the documents in **Physical Form (OFFLINE)** are not received within the stipulated date & time as per Tender Schedule will be rejected out rightly. Any postal delay will not be entertained.

1.3 The following 2-Covers shall be submitted **ONLINE** by the bidders:-

1.3.1 **COVER-I:** Containing **Fee&Qualifying requirement** of Contractor / Firm.

The Bidders shall submit their application only at CPP Portal <https://etenders.gov.in>. Bidders are advised to follow the instructions provided in the tender document for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

The bidders should upload the following scanned documents **ONLINE** in support of their meeting each criteria mentioned below in "Cover-I":-

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(i)	EMD Demand Draft for Rs.24,937/- drawn from any Nationalized / Scheduled Bank (but not from Co-operative or Gramin Bank) in favour of "Airports Authority of India", payable at Guwahati.	Scanned copy of Demand Draft. OR Scanned copy of Registration Certificate of NISC / MSME / UAM / DICs/ KVIC / KVIB / Coir Board/ Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises in case of MSEs seeking exemption of EMD.
(ii)	Tender Fee – Rs.1,120/- in the form of Demand Draft drawn from any Nationalized/Scheduled Bank (but not from Co-operative or Gramin Bank) in favour of "Airports Authority of India", payable at GUWAHATI.	Scanned copy of Demand Draft. OR Scanned copy of Registration Certificate of NISC / MSME / UAM / DICs/ KVIC / KVIB / Coir Board/ Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises in case of MSEs seeking exemption of Tender Fee.
(iii)	Undertaking-cum-Declaration	Scanned copy duly signed with company's seal, as per Annexure-A.
(iv)	Company address details	Scanned copy of Proof of Address & Contact Telephone No. of Registered Office.
(v)	Should have GST Registration.	Scanned copy of GST Registration Certificate.
(vi)	Should have Permanent Account Number (PAN).	Scanned copy of PAN Card.
(vii)	Should have registered with Employee's Provident Fund Organization (E.P.F.O).	Scanned copy of Employees Provident Fund Organization (E.P.F.O) Registration Certificate.
(viii)	Should have registered with Employees State Insurance Corporation (E.S.I.C).	Scanned copy of Employees State Insurance Corporation (ESIC) Registration Certificate.
(ix)	Undertaking by Goods/Service providers and contractors	Scanned copy duly signed with company's seal, as per Annexure-B.

(x)	<p>Should have experience in providing services of deployment of manpower in Companies / Organizations during the last seven years ending on last date of submission of bid i.e, on 22.09.2020 for any one of the following quantum of completed work(s):-</p> <p>One order - 80% of estimated cost, i.e. not less than Rs.9.97 lakhs.</p> <p style="text-align: center;">OR</p> <p>Two orders - 50% of estimated cost, i.e. not less than Rs.6.23 lakhs each order.</p> <p style="text-align: center;">OR</p> <p>Three orders - 40% of estimated cost, not less than Rs.4.99 lakhs each order.</p>	<p>Scanned copy of Work Order / Work Contract Agreement along with its satisfactory completion certificate.</p> <p>The said satisfactory completion certificate should reflect nature of work, value of work, period of contract related Work Order / Work Contract Agreement Ref. No. & Date in support of the above.</p> <p>Note:-</p> <p>a. The above Work / Order should have been satisfactorily completed.</p> <p>b. Initial period of contract and extension thereof if any up-to last date of submission of bid shall be considered as 'completed work' and reckoned for value of order.</p> <p>c. Firms showing work experience certificate from Non-Government / Non-PSU Organizations should submit copy of Tax Deduction at Source (TDS) certificate in support of their claim for having experience of stipulated value of work.</p>
(xi)	<p>Should have annualized average financial turnover of Rs.3.74 lakhs (30% of the annual estimated cost) during last three financial years ending on March-2019.</p>	<p>Scanned copy of Balance Sheets along with Profit & Loss Accounts Statement certified by CA for the Financial Year - 2017-18, 2018-19& 2019-20.</p>

Note:

Bidders are advised to upload clear & legible scanned copies of requisite documents in sequence, as per SI.No. (i) to (xi) above.

1.3.3 COVER-II: Financial Bid

All rates shall be quoted in the format provided and no other format is acceptable. The Financial Bid has been given as a standard **BOQ format** with the tender document and the same is to be downloaded and filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.

1.4 **BIDS OPENING PROCESS**

The bid opening process will be as below:-

1.4.1 **Physical Documents:** Physical Documents submitted offline by Bidders shall be opened as per the Tender Schedule. In case all the documents as listed in Clause 1.2/Section-I are not received within the stipulated date & time as per Tender Schedule will be rejected out rightly online. Any postal delay will not be entertained.

1.4.2 **Cover-I:** Containing Fee & Qualifying requirement of Contractor / Firm (uploaded by the Bidders) shall be opened as per the Tender Schedule. The intimation regarding acceptance / rejection of their Bids will be intimated to the Bidders through CPP Portal.

If any clarification is needed from the Bidder about the deficiency in the uploaded documents in Cover-I, the same shall be asked to be provided through Shortfall document folder in CPP portal. The Bidder shall upload the requisite clarifications / documents within date & time specified by AAI, failing which tender will be liable for rejection.

1.4.3 **Cover-II:** Financial Bid of those bidders who are found meeting all the requirements of "Cover-I" shall only be opened. Depending on Technical Bid evaluation, the date shall be intimated through CPP portal.

1.5 AAI reserves the right to accept or reject any or all applications without assigning any reasons thereof. AAI also reserves the right to call off tender process at any stage without assigning any reason.

1.6 The firm / bidder who are blacklisted / debarred by the CBI / CVC / BCAS / AAI or any other Department of Govt. of India or State Government shall not participate in the tender. A declaration to that effect shall be submitted by the parties as per prescribed form (Annexure-A).

1.7 AAI reserves the right to disallow the issue of tender documents to working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain / Temporary / Permanent debar by any Department of AAI, AAI reserve the right to verify the credentials submitted by the agency at any stage (before or after the award the work). If at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm, then AAI shall take the following action:

(a) Forfeit the entire amount of E.M.D submitted by the firm.

(b) The agency shall be liable for debarment for 3 (three) years from tendering in AAI, apart from any other appropriate contractual / legal action.

1.8 If the entity participating in any of the tenders is a private or public limited company, Partnership firm or proprietary firm and any of the Directors / Partners / Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the authority, then the said entity shall not be allowed to participate in AAI tenders.

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CHECK-LIST FOR PHYSICAL DOCUMENTS TO BE SUBMITTED OFFLINE IN COVER-I

Sl. No.	Name of the Document	Whether Submitted
1.	Tender Fee - Demand Draft (in original) for Rs.1,120/- (OR) Copy appropriate Registration Certificate in case of MSEs seeking exemption.	YES / NO
2.	EMD - Demand Draft (in original) for Rs.24,937/- (OR) Copy appropriate Registration Certificate in case of MSEs seeking exemption.	YES / NO
3.	Undertaking-cum-Declaration (in original)	YES / NO

CHECK-LIST FOR SCANNED DOCUMENTS TO BE UPLOADED ONLINE

Sl. No.	Name of the Document	Cover	Whether Uploaded
1.	Tender Fee - Scanned copy of Demand Draft for Rs.1,120/-. (OR) Scanned copy appropriate Registration Certificate in case of MSEs seeking exemption.	I	YES / NO
2.	EMD - Scanned copy of Demand Draft for Rs.24,937/- (OR) Scanned copy appropriate Registration Certificate in case of MSEs seeking exemption.	I	YES / NO
3.	Scanned copy of Undertaking-cum-Declaration on Unconditional acceptance of Terms & Conditions (Annexure-A).	I	YES / NO
4.	Scanned copy of Proof of Address & Contact Telephone No. of Registered Office.	I	YES/NO
5.	Scanned copy of GST Registration Certificate.	I	YES / NO
6.	Scanned copy of PAN (Permanent Account Number).	I	YES / NO
7.	Scanned copy of Employees Provident Fund Organization (E.P.F.O) Registration.	I	YES / NO
8.	Scanned copy of Employees State Insurance Corporation (ESIC) Registration.	I	YES / NO
9.	Undertaking by Goods/ Service providers and contractors	I	YES / NO
10.	Scanned copy of Work Order with its satisfactory Completion Certificate.	I	YES / NO
11.	Scanned copy of Balance Sheets along with Profit & Loss Accounts Statements certified by CA.	I	YES / NO
12.	Financial Bid as per Annexure-C (to be uploaded in CPP Portal)	II	YES / NO

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