

**AIRPORTS AUTHORITY OF INDIA**  
Civil Aerodrome, Vadodara - 390022

AAI/VAD/AGM (ENGG-CIVIL)-I/2017-18/Job Contract/

Date: 15/02/2018

**NOTICE INVITING e-TENDER (3 BOT - 3 Envelope Open Tender)**

**Tender Id: 2018\_AAI\_7768\_1**

1. Item Rate tenders are invited through the e-tendering portal by AGM (Engg-Civil)-I (Bid Manager), Airports Authority of India, Civil Aerodrome, Vadodara – 390022 on behalf of Chairman, AAI from the eligible contractors for the work of “**Job Contract for Computer Operator & Office Boy for 2017-18 at C.A. Vadodara**” at an estimated cost of **Rs. 31.51 Lakh** (including GST) with period of completion **12 (Twelve) Months**.
2. The tendering process is online at e-portal URL address <http://etenders.gov.in/eprocure/app> or [www.aai.aero](http://www.aai.aero) . Aspiring bidders may download and go through the tender document.
3. 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 login to the CPP portal <http://etenders.gov.in/eprocure/app> or [www.aai.aero](http://www.aai.aero) . They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their tender. The process normally takes three days’ time. The tenderer may also take guidance from AAI Help Desk Support through path [www.aai.aero/tender/e-tender/help](http://www.aai.aero/tender/e-tender/help) desk support.
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 kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. Tel: 0120-4200462, 0120-4001002. Mobile: 91 8826246593 E-Mail: [support-eproc@nic.in](mailto:support-eproc@nic.in)
5. For queries related to the issues on e-procurement portal and help needed on the operation of the portal, the bidder may contact following AAI help desk numbers on all working days only (Except Sunday and Gazetted Holiday) between 0800-2000 hours.
  - i. Help Desk Team-Instant Support, Time:08.00 hrs to 20.00 hrs (Mon-Sat), 011-24632950, Ext-3512 (Six Lines), E-Mail:-[eprochelp@aai.aero](mailto:eprochelp@aai.aero)
  - ii. Sanjeev Kumar, Mgr.(IT), After 4 Hrs. of Issue, Time:09.30 hrs to 18.00 hrs (Mon-Fri), 011-24632950 Ext-3523, E-Mail:- [etendersupport@aai.aero](mailto:etendersupport@aai.aero) or [sanjeevkumar@aai.aero](mailto:sanjeevkumar@aai.aero)
  - iii. S. Nita, AGM(IT) After 12 Hrs., Time:09.30 hrs to 18.00hrs (Mon-Fri)- 011-24657900, E-Mail:- [snita@aai.aero](mailto:snita@aai.aero).
  - iv. General Manager(IT) After 03 Days, 09.30 hrs to 18.00hrs (Mon-Fri)- 011-24657900, E-Mail : [gmitchq@aai.aero](mailto:gmitchq@aai.aero)
6. For any issues/ clarifications relating to the tender(s) published kindly contact the Bid Manager/Tender Inviting Authority as per contact details given below. Also, in case of technical support regarding e-tender portal, if AAI Help Desk is non-responsive, the Bid Manager can be contacted as given below on all working days from 9.30 hrs to 18.00 hrs (Except Sunday and Gazetted Holiday).

Name of Bid Manager: C.N. Vanzara, Ph:0265-2475532 Mobile No.: 8141143991

E-mail ID: [cnvanzara@aai.aero](mailto:cnvanzara@aai.aero)

7. All bid procedure related queries be referred to HELP DESK as above first and then to Bid Manager only. Please note that under no circumstances bid procedure related queries shall be referred to the IEMs.
8. CRITICAL DATE SHEET

Publishing Date	16/02/2018 on 09:00 Hrs.
Bid Document Download/ Sale Start Date	16/02/2018 on 09:30 Hrs.
Clarification Start Date	16/02/2018 on 09:00 Hrs.
Clarification End Date	21/02/2018 upto 18:00 Hrs.
Bid Submission Start Date	16/02/2018 on 09:30 Hrs.
Bid Submission End Date	23/02/2018 upto 18:00 Hrs.
Last date and time of submission of original Demand Draft against Tender Fee & EMD in the sealed Envelope.(MSEs need not send any hard copy of document but must upload valid MSE Registration Certificate in Envelope-I-Fee. Please see Point No 23, 24 & 25 below)	26/02/2018 upto 15:00 Hrs. (Note: Tender of the Tenderer whose original Demand Draft against Tender Fee & EMD not received within the stipulated date and time as mentioned above shall not be considered for further tendering process and their tender will be summarily rejected. AAI will not be responsible for postal delay, if any)
Bid Opening Date (Envelope – I) Fees	26/02/2018 on 15:30 Hrs.
Bid Opening Date (Envelope – II) PQQ / Technical Bid	To be intimated later on through CPP Portal
Bid Opening Date (Envelope – III) Price Bid	To be intimated later on through CPP Portal
Tender Fee	<b>Rs. 1120/-</b> (i/c GST, Non-refundable) in favour of “ <b>Airports Authority of India</b> ” Payable at Vadodara.
EMD	<b>Rs. 63100/-</b> in the form of DD / Banker Chaque in favour of “ <b>Airports Authority of India</b> ” Payable at Vadodara.

9. Tender fee of **Rs. 1120** /- (including GST) (Non-Refundable) & Earnest Money Deposit (EMD) **Rs. 63100/-** will be required to be paid offline in the form of Demand Draft from Nationalized or any scheduled bank (but not from co-operative or Gramin bank). The details of Demand Draft are to be uploaded in CPP portal. The uploaded scanned copy of DD and the data entered during bid submission shall be same.
10. The original Demand Draft against Tender fee & Earnest Money Deposit (EMD) (OR attested/ self-certified copy of valid MSE Registration Certificate, if applicable) to be sent to the Asstt. General Manager (Engg-Civil)–I (Bid Manager), Airports Authority of India, Civil Aerodrome, Vadodara– 390 022 in the sealed Envelope and should reach to Bid Manager on or before the date & time mentioned in CRITICAL DATE SHEET. The Envelope should clearly show the Name of work, Tender Id and sender’s name & address. The details of Demand Draft, physically sent, should tally with the payment information uploaded in CPP Portal.
11. Tender of the Bidders whose Envelope containing Tender Fee, EMD is not received by the

date & time mentioned in **CRITICAL DATE SHEET** then their tenders will be summarily rejected. Any postal delay will not be entertained.

## 12. **Pre-Qualification criteria of Contractor/ Firms.**

- i. Agency should have valid Registration on the Date of Issue of Tender in appropriate class of CPWD/MES/P&T/ Railways /State PWD/PSU/Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai and Kolkata in the categories similar to nature of works.

OR

Should have satisfactorily completed (# Phase/ Part completion of the scope of work in a Contract shall not be considered, however pre-determined phasing of the work will be accepted) three works, each of Rs. 12.60 Lakh or two works each of Rs. 15.76 Lakh or one work of Rs.25.21 Lakh in single contract of similar nature of work (i.e. Manpower Supply Services/ Temporary Employment Services/Office Support Services/ Services of Clerical/Computer Operator/Office Assistant) during last seven years ending on 31.12.2017.

**“The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of submission of bid”.**

Client certificate for experience should show the nature of work done, the value of work done, date of start, date of completion as per agreement, actual date of completion and remarks on satisfactory completion of work.

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

- ii. Should have annualized average financial turnover of Rs.9.46 Lakh against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Accounts Statement of the firm should be uploaded. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- iii. Should have valid Permanent Account Number (PAN).
- iv. Should have Goods & Service Tax (GST) Registration.
- v. Should have valid EPF Registration.
- vi. Should have valid ESIC Registration.

## 13. **Mode of submission of Tender**

Documents in following 3 Envelopes/Packs shall be submitted online at CPP portal by the bidder as per details given below. Uploading in location other than specified below shall not be considered for evaluation.

1. **Envelope-I (Fee Cover):** - Following documents should be uploaded in “ Fee Cover” of e-tendering portal.
  - i. Scanned copy of Tender Fee of value **Rs 1120/-** in the form of Demand Draft.
  - ii. Earnest Money Deposit (EMD) of value **Rs.63100/-** in the form of Demand Draft
  - iii. Attested/ self-certified copy of valid MSE Registration Certificate, if applicable (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. Bids of all such Firms will be rejected, for the reason of not submitting Tender fee & EMD as they are not eligible for exemption from paying Tender Fee & EMD.)

2. **Envelope-II (Prequal / Technical Cover):-** Following documents should be uploaded in “Prequal/ Technical Cover” of CPP portal.

i. **Technical Bid Documents**

(Forming unconditional & absolute acceptance of terms & Conditions of tender)

i. Scanned copy of Signed Unconditional Acceptance of AAI’s Tender Conditions (Performa given in page no A-11 and A-12 of Tender Document)

ii. DE-8 Tender Form, (page–A-13 and A-14).

(The bidder should ensure that the above document are signed & uploaded correctly, as uploading of unsigned or non-uploading at all will constitute denial of terms & Conditions of tender by bidder. Therefore such bids will not form a valid offer & will make tender technically invalid.)

ii. **Prequalification Bid Documents**

i. Scanned copy Valid Registration Certificate.

The Registration certificate should clearly show the Category of works qualified for tender, Tendering limit & Validity of Registration.

ii. Work Experience Certificate from Client.

The certificate should show the nature of work done, the value of work done, date of start, date of completion as per agreement, actual date of completion and remarks on satisfactory completion of work.

iii. Tax deduction at sources (TDS) certificate (form 16A), in case the work experience certificate is from non-government/ non-PSU organizations

iv. Scanned copy of PAN

v. GST registration no.

vi. EPF Registration Certificate

vii. ESIC Registration Certificate

viii. Declaration (as per Annexure-I at Page A-7)

ix. Scanned copy of Affidavit executed on Rs.100/- on Non-Judicial Stamp Paper in the format as per Annexure -II given at page no. A-8 for Minimum wages.

x. Undertaking for “Registered under GST and compliant of GST provision” as per the pro forma at Annexure-III at Page A-9.

xi. Undertaking for “Input Tax Credit have been passed on to AAI” as per the pro forma at Annexure-IV at Page A-10.

xii. Digitally signed complete tender document.

3. **Envelope-III ( Finance Cover):-**

All rates shall be quoted in the format provided and no other format is acceptable. The price bid has been given as a standard BOQ format with the tender document. Bidders are required to download the BOQ file, open it and complete the Light 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 upload in finance cover online, without changing the

filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

**14. Bids opening process is as below:**

- i. **Envelope-I( Fee Cover):-** Containing Tender Fee & Earnest Money Deposit in the prescribed form (uploaded by the contractors / firms) shall be opened as per CRITICAL DATE SHEET. The bids of contractors / firms whose Tender fee & EMD is received in original & found in order shall be admitted for further tender opening. Those contractors / firms whose Tender fee & EMD is not received by the date & time mentioned in CRITICAL DATE SHEET or not found in order, will be rejected summarily and their bid will not be admitted for further processing of tender opening. The intimation regarding acceptance / rejection of their bids will be intimated to the contractors/ firms through e-tendering portal.
  - ii. **Envelope-II( Prequal / Technical Cover):-:** of those contractor will be opened whose bids are found in order & accepted in Envelope-I ( Fee Cover) opening. Prequal / Technical Cover opening date shall be as mentioned in CRITICAL DATE SHEET. (Any changes in the opening date shall be intimated through CPP portal).  
The bids of those contractor/firms will be accepted who have uploaded digitally signed documents as per Technical Bid Documents list given above. The bids of those contractors/firms who fail to upload digitally signed documents as per Technical Bid Document list will be rejected summarily. As uploading of unsigned or non-uploading at all will constitute denial of Terms & Conditions of Tender by Bidder. Therefore such bids will not form a valid offer & will make tender technically invalid. No chance will be given for resubmission of documents mentioned in Technical Bid Document List.  
The Prequalification documents of contractors/firms who are found technically eligible as above will be scrutinized as per list of Prequalification bid documents and any shortfall document, if required, will be asked from Agency through CPP Portal only. The bidder shall upload the requisite clarification / documents within time specified by AAI, failing which tender will be liable for rejection.  
The bids of those contractors will be accepted who are found qualified as per Prequalification Criteria. The final evaluation of bids of each contractor/firm will be done & will be informed through CPP Portal to Agencies.
  - iii. **Envelope-III( Finance Cover):-:** The financial bids of the contractors/firms will be opened who are found to be meeting the qualifying requirements and technical criteria & whose bids are accepted during technical evaluation, on the date mentioned in CRITICAL DATE SHEET. (Depending on Technical Bid evaluation the date of financial bid opening will be intimated through CPP Portal).
15. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.
16. AAI reserve the right to reject bids of 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.
17. AAI reserve the right to verify the credential submitted by the agency at any stage (before or after the award the work). If at any stage, any information/ documents submitted by the applicant is found to be incorrect/false or have some discrepancy, which disqualifies the

firm, then AAI shall take the following action:

- i. Forfeit the entire amount of EMD submitted by the firm.
  - ii. The agency shall be liable for debarment from tendering in AAI in all future tenders, apart from any other appropriate contractual/ legal action.
18. Consortium / JV companies shall not be permitted. No single firms shall be permitted to Submit two separate applications.
  19. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
  20. AAI is not responsible for delay due to link failure / internet problem etc. in respect of submission / receipt of any document or in submission of E-bid. Bidders who are intending to submit E-bids are requested to submit the same well in advance before the due date & time. It is the responsibility of the bidder to make sure that the required documents / E-bids is submitted in time.
  21. All tendered rates should be inclusive of all taxes including GST and labour cess. In case of change in the rate of tax or any provision relating to levy of tax resulting in increase in burden of tax on contractor after the last date and time of submission of financial bid, the contractor shall be entitled to receive any compensation for such increase in quantum of tax payable by the contractor. Similarly recovery shall be made from the contractor on account of decrease of rate of tax or any provision relating to levy of tax.
  22. The contractor shall keep necessary book of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorized representative of Airports Authority of India and / or Engineer-In-Charge and further shall furnish such other information/document as the Engineer-In-Charge may require from time to time.
  23. Concessions to MSEs (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and handloom or Udyog Aadhaar Memorandum or any other body specified by Ministry of MSMEunits will be given as per the provisions (para-10) of Public Procurement Policy for Micro & Small Enterprises (MSEs) order 2012,
  24. MSE are being registered for specific activities. Thus price / order preference/ exemption from paying Tender Fee/EMD as per Public purchase policy shall be available only for goods/ services produced and provided by MSEs and for which they have been registered by GOI.
  25. 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. Bids of all such Firms will be rejected, for the reason of not submitting Tender fee & EMD as they are not eligible for exemption from paying Tender Fee & EMD.
  26. This NOTICE INVITING e-TENDER shall form part of the contract documents.

**AGM (Engg – Civil) – I**  
Airports Authority of India,  
Vadodara – 390 022