

AIRPORTS AUTHORITY OF INDIA
Civil Aerodrome, Vadodara - 390022

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

Date: 27/12/2017

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

Tender Id: 2017_AAI_5406_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 of CPWD/MES/P&T/Railways/State PWD/PSU/Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai & Kolkata 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**.

The tendering process is online at CPP portal URL address <http://etenders.gov.in/e procure/app> or www.aai.aero (for reference only). Aspiring bidders may download and go through the tender document.

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 <http://etenders.gov.in/e procure/app> or www.aai.aero. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 day's time. The tenderer may also take guidance from AAI Help Desk Support through path www.aai.aero/tender/e-tender/help desk support.

- (i) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as below:

Tel.: 0120-4200462, 0120-4001002, Mobile: 91 8826246593,

E-mail: support-eproc@nic.in

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.

For any further technical assistance with regard to functioning of CPP portal, the bidder may contact to the following AAI help desk numbers on all working days only between

- (ii) 08:00 hrs to 20:00 hrs(Mon-Sat)

011-24632950, Ext-3512 (Six Lines), E-mail: eprochelp@aai.aero

- (iii) 09:30 hrs to 18:00 hrs(Mon-Fri)

011-24632950 Ext-3523, E-mail: etendersupport@aai.aero sanjeevkumar@aai.aero and snita@aai.aero.

09:30 hrs to 18:00 hrs (Mon-Fri)

011-24657900, E-mail: gmitchq@aai.aero

All bid procedure related queries be referred to HELP DESK as above and then to Bid Manager only on Ph: 0265 2475532, Mobile No. +91 8141143991.

Tender fee of **Rs. 1120 /-** (including GST) (Non-Refundable) 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 original Demand Draft against Tender fee should reach by post/courier/given in person to the concerned officials, within 3 days of the last date of bid submission or as specified in the Tender Document. The details of Demand Draft/any other accepted instruments, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

CRITICAL DATA SHEET

| | |
|---|---|
| Publishing Date | 27/12/2017 on 17:00 Hrs. |
| Bid Document Download/ Sale Start Date | 27/12/2017 on 17:30 Hrs. |
| Clarification Start Date | 27/12/2017 on 17:30 Hrs. |
| Clarification End Date | 03/01/2018 upto 17:00 Hrs. |
| Bid Submission Start Date | 28/12/2017 on 9:30 Hrs. |
| Bid Submission End Date | 04/01/2018 upto 18:00 Hrs. |
| Last date and time of submission of original documents. Demand Draft/Banker Cheque against Tender Fee & EMD, signed hard copy of AAI unconditional acceptance letter, Declaration, NISC / MSME Registration if applicable, Undertaking for Registered under GST and compliance of GST provision as per Annexure – I, A – 11. | 09/01/2018 upto 15:00 Hrs. (Note: Tender of the Tenderer whose hard copy of documents not received within the stipulated date and time as mentioned in critical dates 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 | 09/01/2018 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 | Rs. 1120/- (i/c GST, Non-refundable) in favour of “ Airports Authority of India ” Payable at Vadodara. |
| EMD | Rs. 63100/- in the form of DD / Banker Cheque in favour of “ Airports Authority of India ” Payable at Vadodara. |

2. Following 3 Envelopes shall be submitted through online at CPP portal by the bidder. As per the following schedule:

Envelope-I: Containing qualifying requirements of contractor / Firm: -

The tenderer shall submit their application only at CPP Portal <https://etender.gov.in/e procure/app>. Tenderer/Contractors are advised to follow the instruction provided in the tender document for online submission of bids. Tenders are required to upload the digitally signed file of scanned documents along with scanned copy of Demand Draft for Tender Fee. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents.

Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

Qualifying requirements of contractors/firms

- i) Agency should have permanent account number (PAN), Valid EPF & ESI Registration, scanned copy of Tender Fee, NSIC / MSME Registration for this scope of work if applicable, Undertaking for Registered under GST and compliance of GST provision as per Annexure – I, A – 11), and minimum wages affidavit (Performa given in Page no. **A – 14** of tender document).
- ii) 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 similar nature of works.

OR

Should have satisfactory 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 **Deployment of Manpower** during last seven years ending on **30/11/2017**.

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, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. Firm showing work experience certificate from non- government/non-PSU organizations should submit copy of tax deduction at sources certificate in support of their claim for having experience of stipulated value of work.

Should have annualized average financial turnover of **Rs. 9.45 Lakh** against works executed during last three year ending **31st March** of the previous financial year (i.e. 31/03/2017). As a proof, copy of Abridged Balance sheet along with Profit and Loss Account Statement of the firm should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

Envelope-II: - Technical Bid containing Earnest Money Deposit and Unconditional acceptance letter.

Scanned copy of Earnest Money Deposit (EMD) of **Rs. 63,100.00** in the form of Demand Draft / Bankers Cheque as stipulated in the notice inviting tender may be submitted in "Tech Bid Folder" in Technical Bid/ Attachments section of e-tendering portal along with Unconditional Acceptance of AAI's Tender Conditions (Performa given in page no. **A –13** of Tender Document).

The original Demand Drafts & Unconditional Acceptance is required to be submitted to the (Bid Manager) **Asstt. General Manager (Engg-Civil) – I, Airports Authority of India, Civil Aerodrome, Vadodara – 390 022**, before the date & Time mentioned in critical data sheet.

Envelope-III: The financial e-Bid through CPP Portal.

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the **blue** 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.

3. Original EMD, Hard copy of signed Unconditional Acceptance of AAI's Tender Conditions, minimum wages affidavit to be sent to the **Asstt. General Manager (Engg-Civil)-I, Airports Authority of India, Civil Aerodrome, Vadodara- 390 022** and should reach to Bid Manager before the date & time mentioned in **CRITICAL DATA SHEET**. Tender of the tenderer whose EMD, and unconditional acceptance of AAI's tender conditions are not received by the time of opening of pre-qualification of tender then their tenders will be summarily rejected. Any postal delay will not be entertained.

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

Envelope: I - Containing Documents for pre-qualifications bid (uploaded by the contractors/ firms) shall be opened as per **CRITICAL DATA SHEET**. The intimation regarding acceptance / rejections of their bids will be intimated to the contractors/ firms through CPP portal.

Envelope-II: Technical bid opening date shall be as mentioned in **CRITICAL DATA SHEET** (Depending on Pre-qualifications, any changes in the date shall be intimated through CPP portal)

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope – I and Envelope – II, he will be asked to provide it through CPP e-tendering portal. The bidder shall upload the requisite clarification/documents within time specified by AAI, failing which tender will be liable for rejection.

Envelope-III: The financial bids of the contractors/firms found to be meeting the qualifying requirements and Technical criteria shall be opened as mentioned in **CRITICAL DATA SHEET** (Depending on Technical Bid Evaluation, the date shall be intimate through CPP portal).

5. 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.
6. AAI reserve the right to disallow issue of tender document 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 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:

- a) Forfeit the entire amount of EMD submitted by the firm.**
 - b) The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual/ legal action.**
7. Consortium/ JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
 8. Purchase preference to Central Public-Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
 9. Concessions to Indian Micro & Small Enterprises (MSEs) units will be given as per the provisions (Para-10) of public procurement policy for MSEs Order 2012, MSEs (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and handloom etc.

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

PQ Proforma (checklist)

[Check List Format to be uploaded by applicants along with tender application in **Pre-Qualification Bid (Envelope-I)**]

Name of work: "Job Contract for Computer Operator & Office Boy for 2017-18 at C.A. Vadodara".

| Ref No. | Qualifying Criterion | Supporting document must have following information which AAI would like to note | Enclosure check list |
|---|--|--|---|
| 1 | 2 | 3 | 4 |
| Envelope – I Shall contain scanned copy of | | | |
| 1 | Name and Address of the applicant firm / Contractor | | Copy enclosed Yes / No |
| 1.1 | Telephone no / fax & Email | | |
| 1.2 | Authorized Signatory (Name and Designation) | | Copy enclosed Yes / No |
| 2 | Details of Registration Registered with: Category & Limit: Valid Upto: | | Registration certificate copy enclosed. Yes / No |
| 3 | Certificate from Client of having satisfactorily completed | | |
| a | Three works each of Rs. 12.60 Lakh during last 07 years ending on 30/11/2017, as per NIT. | | Copy enclosed. Yes / No |
| i) | Name of work | | |
| | Value of work | | |
| | Date of Start of work as per agreement | | |
| | Date of Completion as per agreement | | |
| | Actual date of completion | | |
| | Compensation levied on account of delay | | |
| | Certifying satisfactory completion of work | | |
| ii) | Name of work | | |
| | Value of work | | |
| | Date of Start of work as per agreement | | |

| | | | |
|------|--|--|--|
| | Date of Completion as per agreement | | |
| | Actual date of completion | | |
| | Compensation levied on account of delay | | |
| | Certifying satisfactory completion of work | | |
| iii) | Name of work | | |
| | Value of work | | |
| | Date of Start of work as per agreement | | |
| | Date of Completion as per agreement | | |
| | Actual date of completion | | |
| | Compensation levied on account of delay | | |
| | Certifying satisfactory completion of work | | |
| b) | Two works each of Rs. 15.76 Lakh | | |
| i) | Name of work | | |
| | Value of work | | |
| | Date of Start of work as per agreement | | |
| | Date of Completion as per agreement | | |
| | Actual date of completion | | |
| | Compensation levied on account of delay | | |
| | Certifying satisfactory completion of work | | |
| ii) | Name of work | | |
| | Value of work | | |
| | Date of Start of work as per agreement | | |
| | Date of Completion as per agreement | | |
| | Actual date of completion | | |

| | | | |
|----|--|---|--|
| | Compensation levied on account of delay | | |
| | Certifying satisfactory completion of work | | |
| c) | One work each of Rs. 25.21 Lakh | | |
| | Name of work | | |
| | Value of work | | |
| | Date of Start of work as per agreement | | |
| | Date of Completion as per agreement | | |
| | Actual date of completion | | |
| | Compensation levied on account of delay | | |
| | Certifying satisfactory completion of work | | |
| 4 | Whether experience from Govt., Organization or Private clients? | Govt. Organization / Private Clients. (Tick whichever is applicable. In case experience of private client, TDS certificate from client to be enclosed) | TDS certificate enclosed: Yes / No |
| 5 | Turn Over Annualized average financial turnover equivalent to Rs. 9.45 Lakh value of estimated cost during last three financial years ending 31 st March 2017. | Year INR (in Lakh) 2014 – 15 = 2015 – 16 = <u>2016 – 17 =</u> Average | Proof of turn over enclosed (Abridged balance sheet & profit & loss A/c) Yes / No |
| 6 | Permanent Account Number | | Copy of PAN card enclosed Yes / No |
| 7 | Declaration | Page A - 10 | Copy enclosed Yes / No |
| 8 | Scanned copy of requisite tender Fee in form of Demand Draft drawn in favour of Airports Authority of India payable at Vadodara. | | Copy enclosed Yes / No |
| 9 | Details of EPF & ESI Registration Certificate | | Copy enclosed Yes / No |

| | | | |
|--|---|--|---------------------------|
| 10 | Details of GST Registration, NSIC / MSME Registration | | Copy enclosed Yes / No |
| 11 | Signed & scanned copy of Affidavit for minimum wage. (Proforma given on A – 14 of tender documents) | Page A - 14 | Copy enclosed Yes / No |
| 12 | Authorization Letter / Power of Attorney | Document to be enclosed in case of firm | Copy enclosed Yes / No |
| Envelope – II (Technical Bid) shall contain scanned copy (Ref. to Performa with tender documents.) | | | |
| 13 | Unconditional acceptance of AAI's Tender conditions to be put along with EMD (Proforma given on A – 13 of tender documents) | Page A - 13 | Copy enclosed Yes / No |
| 14 | Scanned copy of requisite Earnest Money deposit in form of Demand Draft drawn in favour of Airports Authority of India payable at Vadodara. | | Copy enclosed Yes / No |
| 15 | Digitally signed tender documents | Confirm uploaded complete tender documents | Yes / No |
| Envelope – III (Price Bid) shall contain | | | |
| 16 | Financial bid through e-portal (not to put in envelop I & II) | Uploaded on NIC- CPP Portal. | Yes / No |
| | | | |
| | | | |

Place:

Date:

Signature with Stamp
Authorized Signatory of the Contractor / Firm



भारतीय विमानपत्तन प्राधिकरण
नागर विमानक्षेत्र, वडोदरा
Airports Authority of India,
Civil Aerodrome, Vadodara

Ref: AAI/VAD/AGM (E-C)-I/2017-18/Job Contract

DATE: 08/01/2018

Corrigendum – 1

Name of work: “Job Contract for Computer Operator & Office boy for 2017-18 at C.A Vadodara.”

Tender ID: 2017_AAI_5406_1

Refer to **(Tender ID: 2017_AAI_5406_1)** dated 27/12/2017 for above work. Due to administrative reasons the schedule of the tender submission & opening programmed has been extended as per following schedule:-

| Description | As per Tender Notice | As per Corrigendum - 1 |
|---|---|---|
| Publishing Date | 27/12/2017 on 17:00 Hrs. | 27/12/2017 on 17:00 Hrs. |
| Bid Document Download/ Sale Start Date | 27/12/2017 on 17:30 Hrs. | 27/12/2017 on 17:30 Hrs. |
| Clarification Start Date | 27/12/2017 on 17:30 Hrs. | 27/12/2017 on 17:30 Hrs. |
| Clarification End Date | 03/01/2018 upto 17:00 Hrs. | 15/01/2018 on 17:00 Hrs. |
| Bid Submission Start Date | 28/12/2017 on 9:30 Hrs. | 28/12/2017 on 9:30 Hrs. |
| Bid Submission End Date | 04/01/2018 upto 18:00 Hrs. | 15/01/2018 on 18:00 Hrs. |
| Last date and time of submission of original documents. Demand Draft/Banker Cheque against Tender Fee & EMD, signed hard copy of AAI unconditional acceptance letter, Declaration, NISC / MSME Registration if applicable, Undertaking for Registered under GST and compliance of GST provision as per Annexure – I, A – 11. | 09/01/2018 upto 15:00 Hrs. (Note: Tender of the Tenderer whose hard copy of documents not received within the stipulated date and time as mentioned in critical dates 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) | 19/01/2018 upto 15:00 Hrs. (Note: Tender of the Tenderer whose hard copy of documents not received within the stipulated date and time as mentioned in critical dates 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 | 09/01/2018 on 15:30 Hrs. | 19/01/2018 on 15:30 Hrs. |
| Bid Opening Date (Envelope – II) PQQ / Technical Bid | To be intimated later on through CPP Portal | To be intimated later on through CPP Portal |
| Bid Opening Date (Envelope – III) Price Bid | To be intimated later on through CPP Portal | To be intimated later on through CPP Portal |
| Tender Fee | Rs. 1120/- (i/c GST, Non-refundable) in favour of “Airports Authority of India” Payable at Vadodara. | Rs. 1120/- (i/c GST, Non-refundable) in favour of “Airports Authority of India” Payable at Vadodara. |
| EMD | Rs. 63100/- in the form of DD / Banker Cheque in favour of “Airports Authority of India” Payable at Vadodara. | Rs. 63100/- in the form of DD / Banker Cheque in favour of “Airports Authority of India” Payable at Vadodara. |

AGM (E-C)-I
AAI, C.A Vadodara.