

SECTION : I

NOTICE INVITING e-TENDER

NIT No: AAI_GHT_TECH_2020 (R)
e-tender id: 2020_AAI_61336_1

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.

1.2 The bidder may also take guidance from AAI Help Desk Support as given Section-II of the tender.

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.

A) Tender Fee & EMD

- (i) Tender Fee :- Tender fee of Rs.1,120/- (i/c GST) shall be paid online through payment gateway provided at CPP portal.
- (ii) EMD: - EMD value of Rs.24,937.00 shall be shall be paid online through payment gateway provided at CPP portal.

(MSEs seeking exemption of Tender Fee & EMD as per the procurement policy for MSEs shall upload Scanned copy of Registration Certificate **for the similar category of "SERVICES"** in "Cover-I" from 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 failing which they run the risk of their bid being passed over as ineligible for the benefit applicable to MSEs)

B) QUALIFYING REQUIREMENT:

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)	Undertaking-cum-Declaration	Scanned copy duly signed with company's seal, as per Annexure-A.
(ii)	Company address details	Scanned copy of Proof of Address & Contact Telephone No. of Registered Office.
(iii)	Should have GST Registration.	Scanned copy of GST Registration Certificate.
(iv)	Should have Permanent Account Number (PAN).	Scanned copy of PAN Card.
(v)	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.
(vi)	Should have registered with Employees State Insurance Corporation (E.S.I.C).	Scanned copy of Employees State Insurance Corporation (ESIC) Registration Certificate.
(vii)	Undertaking by Goods/Service providers and contractors	Scanned copy duly signed with company's seal, as per Annexure-B.

(viii)	<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 18.11.2020 for <u>any one</u> 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><u>Note:-</u></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>
(ix)	<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 - 2016-2017, 2017-18 & 2018-19</p>

Note:

- (1) Bidders are advised to upload clear & legible scanned copies of requisite documents in sequence, as per Sl.No. (i) to (ix) above.
- (2) EMD in the form of cash/Demand Draft or any other form shall **not** be accepted. Vendors shall also note that they are not required to contact any AAI employee or submit any documentary evidence of submission of EMD via Bank Transfer during the process of tender. In no scenario the vendors are required to submit / contact any AAI employees for physical submission of any documents before opening of the bids.

The tenders of the bidders who fail to submit the EMD before the stipulated time shall be rejected outright.

- (3) 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 Udyog Aadhaar Memorandum (UAM) are also eligible to avail the benefits under Policy.

1.3.2 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 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.

1.4.2 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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