



Airports Authority of India
NSCBI Airport, Kolkata - 700052

FOR AAI WEBSITE

NOTICE INVITING e-TENDER (2 BOT-2 Envelope Open Tender)

Tender ID No 2026_AAI_275255_1

1. Item rate e-tenders are invited through the e-tendering CPP portal by SM (Engg -Civil), Operational Building First Floor, NSCBI Airport, Kolkata – 700052 (Office Tel No. 03328194929) on behalf of Chairman, A.A.I. from the eligible contractors for the work of **“Providing flower arrangement and displaying of indoor/outdoor potted plants, maintenance of lawn in VIP Garden and new Fire Station and maintenance of Green Wall at NSCBI Airport, Kolkata during 2026-27.”** at an estimated cost of **Rs. 41,78,117.00 excluding GST** with completion period of **12 (Twelve) Months**.

The tendering process is online at CPP-portal URL address <https://etenders.gov.in/eprocure/app> or www.aai.aero. Prospective Tenderers may download and go through the tender document.

Prospective Tenderers are advised to register themselves 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/eprocure/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 days time. The tenderer may also take guidance from AAI Help Desk Support through path aai.aero/tender/e-tender/helpdesk support.

- i. For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as below: -
Tel:0120-4711508, 0120-4001002, 0120-4001005, 0120-6277787
E-mail: support-eproc@nic.in

International bidders are requested to prefix 91 as country code.

Tenderers are requested to mention the URL of the Portal and Tender ID in the subject while emailing any issue along with the contact details.

Before submitting queries, bidders are requested to follow the instruction 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”**.

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

Sl. No.	Support Persons	Escalation Matrix	E-Mail Address	Contact Numbers	Timings*
1.	Technical Help Desk Team	Instant Support	eprochelp@aai.aero	011-24632950, Ext-3512	0800-2000 Hrs. (MON - SAT)
2.	JE (IT)	After 4 Hours of Issue	etendersupport@aai.aero or vaibhav_g@aai.aero	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)

3.	Sr. Mgr. (IT)	After 12 Hours	shripatim@aai.aero	011-24632950, Ext-3509	0930-1800 Hrs. (MON-FRI)
4.	Jt. GM(IT)	After 24 Hours	Sunil.km@aai.aero	011-24632950, Ext-3506	0930-1800 Hrs. (MON-FRI)
5.	General Manager(IT)	After 03 Days	gmit@aai.aero	011-24657900	0930-1800 Hrs. (MON-FRI)

*The help desk services shall remain closed on all Govt. Gazetted Holidays.

Tender processing fee of Rs. **1180/-**(i/c GST) non-refundable will be required to be paid online on CPP portal only.

Earnest Money Deposit (EMD) of Rs. 1,25,344/-will be required to be paid online on CPP portal only.

The Bank Guarantee (PBG/BG-SD/DBG) in accordance with the bank details as:

CORPORATE NAME : AIRPORTS AUTHORITY OF INDIA
BANK NAME : ICICI BANK
IFSC CODE : ICIC0000007
BG ADVISING MESSAGE : IFN760COV (BG ISSUE)
: IFN767COV (BG AMENDMENT)
UNIQUE IDENTIFIER CODE (7037) : AAIKOLKATA

2. Following 2 envelopes shall be submitted through online at CPP-portal by the tenderer as per the following schedule: -

CRITICAL DATA SHEET

Publishing Date	21.04.2026
Bid Document Download / Sale Start Date	22.04.2026 From 0930 hrs.
Clarification Start date	22.04.2026 From 0930 hrs.
Clarification End date	29.04.2026 up to 1800 hrs.
Bid Submission Start Date	22.04.2026 From 0930 hrs.
Bid Submission End Date	13.05.2026 up to 1800 hrs.
Bid Opening Date (Envelope – I)	15.05.2026 at 1100 hrs.
Bid Opening Date (Envelope – II)	20.05.2026 at 1100 hrs. (Tentative) Actual date shall be published in CPP Portal

Note:

If the bidder has any query related to the Bid Document of the work, they should use ‘Seek Clarification’ on CPP portal to seek clarification. No other means of communication in this regards shall be entertained.

Envelope-I (Technical Bid and Pre-qualification): - Bid containing following:

A. Technical Bid containing the following:

- i) Scanned copy of Tender Acceptance Letter on Bidder’s Letter Head (Performa given in Annexure-I of Tender Document).

- ii) Scanned copy of Permanent Account Number (PAN) and GST Registration number. (Undertaking for GST as per proforma given in Annexure – III of Tender Document).
- iii) Scanned copy of ‘Undertaking’ regarding Blacklisting/ Debarment on Bidder’s Letter Head as per format at Annexure-V of Tender Document.
- iv) Scanned copy of Form-A i.e. Annexure –X of Tender document - details of similar works completed during last seven years supported with completion certificate issued by client.
- v) Scanned copy of Form-B i.e. Annexure –XI of Tender document - Financial Information (Turnover).
- vi) Scanned copy of Form-C i.e. Annexure –VII of Tender document – Net Worth.
- vii) Bidder shall submit scanned copy of ‘Undertaking’ on Company’s Letter Head that **I/ We will deploy sufficient plant and machinery as per the requirement of work in consultation with the Engineer-in-Charge (E-I-C) to achieve the milestones/targets and overall completion within the time period.**
- viii) Bidders other than propriety firm shall submit, scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney.
Proprietary firm shall submit scanned copy of Authorization Letter / Power of Attorney only if the tender is processed by a person other than proprietor.
- ix) PQ Performa duly filled. (Page 10 &11).

B. Qualifying requirements of contractors / tenderers containing the following: -

- i. Should have successfully completed or substantially completed three works, each of Rs. 16,71,247/- (excluding GST) or two works, each of Rs 20,89,059/- (excluding GST) or one work of Rs. 33,42,494/- (excluding GST) in single contract of similar nature of work (Horticulture work / Maintenance of Horticulture features work) during last seven years ending last day of month previous to the one in which tenders are invited.
The details of similar works completed during last seven years in the given format-Form-A i.e. Annexure –X of Tender document with supporting documents issued by client.

Note:

- 1) The Experience Certificates of works completed pre-GST era, Completion amount will be divided by 1.12 (to exclude pre-GST taxes) to make it at par with experience certificates of post GST era but excluding GST.
- 2) The Tenders invited for Annual Rate Contracts for O&M/ AMC/ CMC works, agency having experience of completed AMC contract of more than one year shall be counted for the value of work for a completed one year on pro-rata basis. However, the agency who has completed one year of work in running AMC contract of more than one year, may be counted for the value of work for a completed one year on pro-rata basis.
- 3) Experience gained by executing work on back-to-back contract/ Sub- contract basis is acceptable in the following conditions:

- a) Work should be actually executed by the second agency (sub- contractor) with due concurrence of the owner as tripartite agreement/ written approval. It should be backed by valid agreement and experience certificate.
 - b) Payments received by second agency should be reflected in TDS certificates.
- 4) Experience gained in composite works for the specialized nature of works were executed by main contractor either by in-house expertise & experience or by engaging the specialized agencies with the approval of main client as per contract conditions. In such cases, main contractor as well as specialized agency both get the experience certificate for the same work from their respective client(s) i.e. main contractor for composite work along with specialized works from owner and specialized agency for specialized work(s) from the main contractor. In this situation, the experience certificate of either specialized agency or main agency having in-house expertise & experience, who has actually executed the specialized work(s), shall be considered for Technical /Pre-qualifying criteria in similar specialized nature of work(s).
 - 5) Substantial completion shall be based on 80 (eighty) percent (value wise) or more works completed under the contract. Substantial completion should not be defined in terms of percentage completion, rather it should be based on functional consideration. Certificate for ‘substantial completion’ of project/work/asset should contain two parts. Part – I shall contain ‘financial value of work done’ and part – II shall contain ‘certificate of functional completion of project/work/asset’.
“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 date of bid opening (Cover-I/ Technical 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. **Tenderers showing work experience certificate from non-government/non- PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.**

- ii. Should have annualized average financial turnover of Rs. 14,79,053/- (excluding GST) on horticulture works during last three years ending 31st March of the previous financial year (i.e. 2024-25). The Financial Information shall be submitted in the given format Form-B i.e. Annexure –XI of Tender document.
Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
 - iii. The tenderer should have a minimum net worth of Rs. 6,26,718/- issued by certified Chartered Accountants. The Certificate should be submitted in the given format-Form-C i.e. Annexure –VII of Tender document.
- ❖ For Start-ups bidders and Sub-contractors, for repair works estimated cost of upto Rs. 30 lakhs, the requirements regarding General Construction Experience, Particular construction Experience and Available Bid Capacity may not be insisted upon

provided the bidders fulfil other criteria regarding Financial/ Personnel / Equipment capabilities. However, to avoid overstretching of their resources, no such contractors may be allowed to hold more than 2(Two) contracts under relaxed credentials, at any given time.

Envelope – II : 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 tenderers. Tenderers are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and others details (such as name of the tenderer). No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the tenderer, the bid will be rejected.

3. Refund of EMD

EMD deposited by all the bidders except the confirmed lowest bidder shall be returned within one week from the date of opening of the financial bid. EMD of the successful bidder shall be returned on receipt of Security Deposit equivalent to EMD amount/ performance bank guarantee.

4. Bid Submission:

The tenderer shall submit their application only at CPP portal <https://etenders.gov.in/eprocure/app>. Tenderer/contractor are advised to follow the instruction, provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents as per para 2. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

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

5. Not more than one tender shall be submitted by one tenderer or tenderers having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
6. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http://etenders.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAI.

7. Bids Opening Process is as below:

Envelope I (Technical bid and Pre-qualification):

Envelope-I containing documents as per Para 2 (A) and (B) (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If any clarification is needed from the tenderer about the deficiency in his uploaded documents in Envelope – I, he will be asked to provide it through CPP portal, if required. The tenderer shall upload the requisite clarification/documents within time specified by AAI, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through CPP portal.

Envelope II: (Financial Bid)

Envelope – II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATA SHEET. **(In case the date and time for opening of Envelope-II (Financial bid) is required to be changed, the same shall be intimate through CPP Portal).**

8. 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.
9. AAI reserve the right to disallow the working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/Temporary/Permanent debarment / black listing by any department of AAI. **AAI reserve the right to verify the credential submitted by the tenderer at any stage (before or after the award of 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 tenderer then AAI shall take the following action:**
 - a) **Forfeit the entire amount of EMD submitted by the tenderer.**
 - b) **The Tenderer shall be liable for debarment for a period up to two years from tendering in AAI, including termination of the contract apart from any other appropriate contractual /legal action.**
10. Consortium /JV companies shall not be permitted.
11. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
12. Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc., to be given as per the provisions of Public Procurement Policy for MSEs order 2012 with upto date amendments, shall be applicable for tenders of supply/services and shall not be extended to construction work.
13. Tenderers have to submit Unique Document Identification Number (UDIN) generated documents like Financial information (Turnover with loss/ profit), Net worth Certificate, etc. as per NIT conditions duly certified by CA and having UDIN. The documents submitted by bidders without UDIN shall not be entertained.
14. Department of Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India, issued Public Procurement (Preference to Make in India), Order 2017 vide OM No. P-45021/2/2017-PP(BE-II) dated 16.09.2020 is applicable.
15. Requirement of registration by the Bidder from a country sharing land border with India based on order No. F No. 6/18/2019-PPD dated 23/07/2020 of Government of India, Ministry of

Finance, Department of Expenditure (Public procurement Division) with up to date amendments, regarding restriction under Rule 144(xi) of the General Financial Rules (GFR) 2017 shall be applicable. Bidder shall submit scanned copy of 'Undertaking' on Company's letter head in this regard. (Annexure- LBS).

- 16. Any Bank Guarantees submitted by bidders/contractors will be verified through Structured Financial Messaging System(SFMS) of ICICI Bank. The bidder/contractor will also submit letter to the issuing bank as per format attached (Annexure- IX).**

Sd/-
SM (E-C),
AAI NSCBI Airport Kolkata