

Silchar Airport 2019-20

AIRPORTS AUTHORITY OF INDIA NOTICE INVITING e-TENDER (3 ENVELOPES OPEN TENDER)

No. **NER-13/21/2019-APD-NER-SILCHAR**

Date: **24.12.2019**

Tender ID: **2019_AAI_38852_1**

1. E-Tenders are invited through the **CPP** e-tendering portal by **Airport Director, Airports Authority of India, Silchar Airport, Silchar-788109** on behalf of Chairman, AAI from the eligible Agency/contractors for the work of “**Job contract for hiring of 01 no. Paramedical Staff at Silchar Airport, Silchar during 2019-20**” at an estimated cost of **Rs. 2,83,630.00 (excluding GST, Bonus, PF, ESI)**. The contract period shall be for **one (01) year** with the provision of further extension of another one year subject to approval of the competent authority and on satisfactory completion of work.

2. The tendering process is online at e-portal URL address <http://etenders.gov.in/eprocure/app>

Aspiring bidders may go through the tender document by login the CPP Portal.

3. Prospective tenderers are advised to get themselves acquainted for e-tendering participation requirements at “**Guidelines for bidders/Instructions for Online Bid Submission and Help for Contractors (Available in the Home Page)**”, register themselves and obtain ‘User ID’ & ‘Password’ at the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>). And go through the ‘Self Help Files’ available in the Home Page after login CPP portal. They should also obtain Digital Signature Certificate (DSC) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile which is an essential requirement for submission of their application. The tenderer may also take guidance from **CPP under GePNIC, Help Desk Services**.

Landline Nos.: 011-24626632, 011-24632950, Ext-3512, 011-24632950 Ext-3505 011-24647596 and Mobile numbers: 08510096161, 08510096262 & 08510096363

Email address: e-sap1@aai.aero, etendersupport@aai.aero, aniruddhasharma@aai.aero, gmit@aai.aero

4. Mode of Payment for Tender Fee and EMD

4.1 **Tender fee (Non-Refundable) of Rs.1120.00 (Rupees One Thousand One Hundred Twenty only)** will required to be paid offline in form of **Demand Draft** drawn in favor of “**Airports Authority of India**” payable at **Silchar** from Nationalized or any scheduled bank (but not from Co-operative/ Gramin bank).

4.2 Scanned copy of Tender Fees duly digitally signed to be uploaded in PQQ./Envelope – I by stipulated date and time (Bid Submission Date)

4.3 EMD of the value of **Rs. 5,673.00 (Rupees Five Thousand Six Hundred Seventy-three Only)** shall be accepted offline only in term of Demand Draft Drawn in favour of “**Airports Authority of India**” payable at Silchar from Nationalized or any scheduled bank (but not from Co-operative bank or Gramin Bank)

4.4 Submission of Tender fee and EMD

- i. The **Original Demand Draft** against Tender fee & EMD should be posted/couriered/given in person to the concerned officials latest as specified in the Tender Document. The details of Demand Draft/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Last date and time of the sale of the tender document **mentioned in the critical data sheet.**
- ii. The original Demand draft against Tender fee, EMD & DULY STAMPED AND SIGNED HARD COPY OF AAI's unconditional acceptance letter, other letter as asked for shall reach the office of the Airport Director, AAI, Silchar Airport, Silchar-788109 **by stipulated date and time mentioned in the critical data sheet.**
- iii. Scanned copy is to be put in envelope I

The bidder who fails to submit the original DD towards tender fee and EMD before the stipulated date and time mentioned in the critical data sheet then their tender shall be rejected out-rightly. Any postal delay shall not be entertained.

Note:

EMD amount in the form of cash or any other form like online payment 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 during the process of the tender.

5. Unconditional Acceptance of AAI's Tender Condition.

- a. Scanned copy of Unconditional acceptance of AAI's Tender condition as per Form-I duly digitally signed to be uploaded in PQQ No./Envelope-I by stipulated date and time (Bid Submission Date) i.e. **mentioned in the critical data sheet.**
- b. **Refund of EMD:** EMD of unsuccessful bidders received shall be refunded except for L-1 bidder after completion of all formalities of bid.

6. Exemption from paying tender fees & Earnest Money Deposit

- i) Micro, Small and Medium Enterprises (MSMEs) – registered with District Industries Centers or Khadi and Village Industries commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicraft and Handloom or any other body specified by the Ministry of Micro, Small and Medium Enterprises as per MSMED Act 2006, and further amendments for goods produced and service rendered –shall be issued Tender Documents free of cost and shall be exempted from paying Earnest Money Deposit (EMD).
- ii) Price Preference: The price preference to MSMEs shall be applicable as per prevailing government

norms/public procurement policy.

The MSMEs who intent to claim benefits under MSME Act, shall full fill the following. Otherwise, they run the risk of their bids being passed over as “INELIGIBLE” for the benefits applicable to MSMEs and their bid will not be considered for evaluation.

- a) MSMEs which are specified by the Ministry of Micro, Small and Medium Enterprises under MSME Act 2006 and Public Procurement Policy, 2012 as Manufacturing/Service Enterprises should have registered with NSIC under its Single Point Registration Scheme (SPRS),
- b) NSIC Certificate with Monetary Limit indicated should be valid on the scheduled date/ Extended date of submission of tender. **Certificates without monetary limit will not considered,**
- c) The items of Product/Services mentioned under NSIC certificate should be the same or similar to the tendered items (Schedule of Items of Tendered),
- d) The monetary limit stipulated in the NSIC certificate of MSEs should be equal or more than the value of work(s)/Supply is/are “In hand (Progress)” awarded under MSME benefits during the financial year plus estimated cost of this tender for availing EMD exemption. MSMEs shall submit the Proforma attached in Form-C duly attested by Notary Public which shall be uploaded in the envelope – I,
- e) If monetary limit is less than the value of work(s)/Supply is/are “In hand (Progress)” awarded under MSME benefits during the financial year plus estimated cost of this tender, they should obtain “Competency Certificate” from NSIC for participating in this tender as well as to avail MSME benefits. The Competency Certificate should be uploaded in the envelope – I.

During the bid evaluation, EMD exemption shall be granted to the NSIC/ MSMEs registered firm.

In case the NSIC/ MSMEs Registration Certificate is found invalid during evaluation, the bid of such bidder shall be rejected and tender fee shall not be refunded. Those firms who fail to submit/upload valid NSIC Certificate in the envelope – I will be rejected out-rightly.

7. Bid Submission:

The Following three envelopes shall be submitted through online at CPP portal by the bidder. Last date and time of submission of bids (Envelope I, II& III) is as per critical data sheet.

- A) Cover/Envelope-I:** -Containing Scanned Copy and duly digitally signed of the following documents:
PQ/ Envelope –I:
 - i) Demand Draft (DD) of Tender fee
 - ii) Demand Draft (DD) of EMD
 - iii) Unconditional Acceptance of AAI’s Tender Conditions (Form-I page no.16).
 - iv) Valid NSIC/MSME registration certificate issued by the competent authority in case of seeking for exemption of EMD and Tender fee by the NSIC/MSME registered firms.
- B) Envelop-II:** Containing scanned copies of the following documents (Related to company profile):
 - i. Registration certificate of the Company
 - ii. Registration Certificate Undertaking (Performa given in Form-II page 17 of Tender Document)
 - iii. Experience Certificate
 - iv. PAN card Details
 - v. Turn over Certificate.
 - vi. Balance sheet for the last three years certified by CA.
 - vii. Should have valid GST registration.

- viii. GST undertaking. (Performa given in Form-III, page no.18 of Tender Document).
- ix. Duly notarized declaration on non-judicial stamp paper of Rs.100/- regarding black listing/debarring of firm. (Performa given in Form-IV, page no.19 of Tender Document)
- x. Should have EPF and ESI registration. In case EPF & ESI registration are not available with bidder while submitting tender, the bidder shall submit undertaking. (Performa given in Form-V page no.20 of Tender Document)
- xi. Declaration for genuineness of documents (Proforma given in Form-VI Page-21)
- xii. Declaration regarding near relative. Proforma given in Form-VII, page no.22
- xiii. Tender document
- xiv. Affidavit –Minimum wages. (Form-VIII). Proforma given at page -23

Qualifying requirement of Contractor/Firms

- i. Agency should be a registered firm/company having experience in similar nature of work.
- ii. 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. **Firms showing work experience certificate from Non-government/Non-PSU organization should submit” Tax deduction at source certificate” in support of their claim for having experience of stipulated value of works.**
- iii. Should possess valid Permanent Account Number (PAN).
- iv. **Client’s should have annualized average financial turnover of Rs. 85,089.00 Against works executed during last three years ending 31st March of the previous financial year.** As a proof, copy of CA certified 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.
- v. **Work Execution/Completion**
Should have satisfactorily completed (Phase/part completion of the scope of work in a contract shall not be considered) with satisfactory performance certificate of at least **three similar works each @ Rs.1,13,452.00, two similar works each @ Rs.1,41,815.00 and one similar work @ Rs.2,26,904.00.** In single contract of similar nature of work during the last seven year ending last date (extended date) of submission of bids in India.
- vi. GST Registration number (copy of provisional certificate)

The tenderer shall submit their application by downloading the “PQ Performa” from the e-tendering portal, fill-up the required information and upload the digitally signed file of scanned documents and firm’s bio-data in support of their meeting each criteria mentioned below. Uploading of the application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

- C) **Financial/Envelope-III:** The financial Price bid (Item Rate BOQ) 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 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

Silchar Airport 2019-20

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.

If EMD and unconditional Acceptance letter of any bidder are not meeting the AAI's Tender Conditions then their e-bid response will be summarily rejected. Original hard copy of Tender Fee, EMD and unconditional Acceptance, as required, in sealed Envelope should be submitted by the bidders within stipulated date and time mentioned in the critical dates. Postal delay, if any for not receiving of original EMD by the stipulated date and time, shall not be entertained & such Tenders will be summarily rejected.

Note: EMD amount in the form of cash/BG/FDR or any other form like online payment shall not be accepted.

Bids shall be submitted online only at CPP Portal website: www.etenders.gov.in Tenderer/Contractor are advised to follow the instructions "Instructions to bidder for online Bid Submission" provided in the "e-tender portal" for the online submission of bids.

Further it may be noted that tenders which are duly submitted on e-tender portal (CPPP) shall only be final and tenders just saved without submission will not be available to the evaluation purpose. Bidders are requested to go through FAQ and help files available in the portal (CPPP). In case of any difficulty, bidders may contact the help desk numbers and emails ID provided in the CPP Portal. Bid documents may be scanned with 200 dpi with black and white option which helps in reducing size of the scanned document.

These 3 envelopes shall be submitted through online at CPP portal by the bidder as per the schedule mentioned in critical data sheet.

8. CRITICAL DATA SHEET

Publishing Date	25/12/2019
Bid Document Download / Sale Start Date	25/12/2019 from 09:00 Hrs
Clarification Start Date	25/12/2019 from 09:00 Hrs
Clarification End Date	02/01/2020 from 15:00 Hrs
Bid Submission Start Date	25/12/2019 from 09:00 Hrs
Bid Submission End Date	04/01/2020 from 15:00 Hrs
Last date and time of submission of original Demand Draft against EMD and Demand Draft against Tender Fee, Signed hard copy of AAI Unconditional Acceptance Letter and other offline supporting documents to Bid Manager.	08/01/2020 from 15:00 Hrs
Bid Opening Date (Envelope- I)	09/01/2020 from 15:00 Hrs
Bid Opening Date (Envelope- II)	09/01/2020 from 16:00 Hrs
Bid Opening Date (Envelope- III)	10/01/2020 from 15:00 Hrs (Tentative)

Silchar Airport 2019-20

Tender Fee	Rs. 1120.00 (i/c GST) Non-refundable in the form of DD.
EMD	Rs. 5,673.00 in the form of Demand Draft

9. Not more than one tender shall be submitted by one contactor or contractors 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.
10. 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 (item rate BOQ) template in any manner. In case if the same is found to be tempered/ 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.
- 11.
- a. **Bids Opening Process is as below:**
- i. **Envelope-I:** Containing documents (uploaded by the contractors/firms) shall be opened as per critical data sheet. The intimation regarding acceptance/ rejection of their bids will be intimated to the contractors/firms through CPP portal only.
- ii. **Envelope-II:** Date of opening of Envelope-II **shall be opened** as per critical data sheet. 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 Portal. The bidder shall upload the requisite clarification/ documents within time specified by AAI, failing which tender will be liable for rejection.
- iii. **Envelope-III:** -The date of opening of financial bids of the contractors/ firms found to be meeting the qualifying requirements **shall be intimated through CPP portal** depending on evaluation of Envelop-II.

Any changes in the date shall be intimated through CPP Portal.

- b. AAI reserves the right to accept or reject any or all applications without assigning any reason. AAI also reserves the right to call off the process of tendering at any stage without assigning any reason.
- c. AAI reserves the right to disallow issue of tender documents to working agencies whose performance at ongoing works / project(s) is below par or unusually poor. And has been issued letter to restart/ temporary /permanent debar by any department of AAI. AAI reserve the right to verify the credentials submitted by the applicant submitted by the agency 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 false, or have some discrepancy which disqualifies the firm then AAI shall take following action:
- i. Forfeit the entire amount of EMD submitted by the firm.
- ii. The agency shall be liable for debarment from the tendering in AAI, apart from any other appropriate contractual / legal action.

Silchar Airport 2019-20

12. Consortium /Joint Ventures companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
13. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directives of Govt. of India prevalent on the date of acceptance.
14. If the entity participation in any of the tenders is a private or public limited company. Partnership firm or proprietary firm and any of the Directors / Partners 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 Authority, then the said entity shall not be allowed to participate in AAI tenders.

--sd--

Airport Director
Airports Authority of India,
Silchar Airport, Silchar –788109