

NOTICE INVITING e-TENDER

1.0 Item Rate Tenders are invited from the reputed Firm / Agencies / Contractor through the NIC CPP e-tendering portal by the Airport Director, Airports Authority of India, Silchar Airport on behalf of Chairman, AAI for "**Job contract for the engagement of 01(One) nos. of Driver cum Supervisor and 04(Four) nos. of Drivers for MT section at Silchar Airport for the year 2020-21**" for a period of 1 (one) year and further extendable up to 01 (one) 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.12,22,848/- (exclusive of GST, EPF, ESI & BONUS).

1.1 Job contract for the engagement of 01(One) nos. of Driver cum Supervisor and 04(Four) nos. of Drivers for MT section at Silchar Airport for the year 2020-21 as detailed in Financial Bid (Annexure-B).

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

1.2 The following 3 Envelopes shall be submitted by the bidders: -

ENVELOPE-1: Fee details (Offline & Online)

The Tenderer 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.

Public procurement policy for Micro, small and medium enterprises registered under NSIC shall be followed as per the directives of Government of India prevailing on the date of acceptance.

MSEs which are specified by the Ministry of Micro, small and Medium Enterprises under MSMED Act 2006 and Public Procurement Policy, 2012 as Manufacturing and Service Enterprises should have registered with NSIC under its Single Point Registration Scheme (SPRS).

Such bidders should submit a copy of valid NSIC / MSME Registration Certificates **specifying its validity and must be related to the tendered work** in Envelope-I **both Offline & Online**, to claim exemption from Tender Cost & EMD, failing which their tenders will be summarily rejected.

The following documents shall be submitted / uploaded both Offline & Online in "Envelope-I":-

SL. NO.	DESCRIPTION	OFF-LINE	ON-LINE
		PHYSICAL DOCUMENT(S) TO BE SUBMITTED	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(i)	Tender Cost	Demand Draft for Rs.1,180/-. OR Copy of valid NSIC/MSME Registration Certificate for exemption, if applicable.	Scanned copy of Demand Draft. OR Scanned copy of valid NSIC/ MSME Registration Certificate for exemption, if applicable.
(ii)	EMD	Demand Draft for Rs.24,457/- OR Copy of valid NSIC/MSME Registration Certificate for exemption, if applicable.	Scanned copy of Demand Draft. OR Scanned copy of valid NSIC/ MSME Registration Certificate for exemption, if applicable.
(iii)	Undertaking-cum-Declaration	In original duly signed with company's seal, as per Annexure-A.	Scanned copy duly signed with company's seal, as per Annexure-A.

Note:-

a. Demand Draft shall be drawn from any Nationalized / Scheduled Bank (but not from Co-operative or Gramin Bank) in favour of "**Airports Authority of India**", payable at **Silchar**.

b. Physical Documents (Tender Fee, EMD or NSIC / MSME Registration Certificate, if applicable) & Undertaking-cum-Declaration to be sent to the Bid Manager at the following address, in a sealed envelope super scribing Name of Work & Tender Ref. No.:-

O/o Airport Director
Airports Authority of India
Silchar Airport, Kumbhirgram
Silchar, Assam-788109

Tender of the Bidder whose documents in physical form are not received within the stipulated date & time as per Tender Schedule will be summarily rejected. Any postal delay will not be entertained.

1.3 ENVELOPE-II: Pre-Qualification / Technical Bid (Online)

The bidders should upload the following scanned documents **ONLINE** in support of their meeting each criteria mentioned below in "Envelope-II": -

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(i)	Should have GST Registration.	Scanned copy of GST Registration Certificate.
(ii)	Should have Permanent Account Number (PAN).	Scanned copy of PAN Card.
(iii)	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.
(iv)	Should have registered with Employees State Insurance Corporation (E.S.I.C).	Scanned copy of Employees State Insurance Corporation (ESIC) Registration Certificate.
(v)	Should have experience in providing Job Contract or Similar Nature of works related to supply of manpower during the last seven years ending on 31-03-2020 for any one of the following quantum of completed work(s) :- One order - 80% of estimated cost, i.e. not less than Rs.9,78,278/-. OR Two orders - 50% of estimated cost, i.e. not less than Rs.6,11,424/- each order. OR Three orders-40% of estimated cost, not less than Rs.4,89,140/- each order.	Scanned copy of Work Order / Work Contract Agreement / Completion Certificate.
(vi)	Should have annualized average financial turnover of Rs.3,66,854/- (30% of the annual estimated cost) during last three financial years ending on March-2020 .	Scanned copy of Balance Sheets along with Profit & Loss Accounts Statement for the last three Financial Year - 2017-18, 2018-19& 2019-20.

1.4 **ENVELOPE-III: Financial Bid (Online)**

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.

1.5 **BIDS OPENING PROCESS**

The bid opening process is described below:-

1.5.1 **Envelope-I – Fee details:**

Physical documents submitted offline shall be opened first followed by online Envelope-I, as per Tender Schedule. Tender of the Bidder whose documents in physical form are not received within the stipulated date & time as per Tender Schedule will be summarily rejected.

1.5.2 **Envelope-II – Pre-Qualification / Technical Bid:**

The Envelope-II – Pre-Qualification / Technical Bid shall be opened as per Tender Schedule. If any clarification is needed about the deficiency in the uploaded documents in Envelope-I & II, the same shall be asked to be provided through Short fall document folder in e-tendering portal. The Bidder shall upload the requisite clarifications / documents within date & time specified by the Bid Manager, failing which tender will be liable for rejection.

1.5.3 **Envelope-III – Financial Bid:** Envelope-III of those bidders who are found meeting all the requirements of "Envelope-I & II" only shall be opened.

Bidders may please note that the 'Price Schedule' is attached in the portal. The same (BOQ) file shall be downloaded and be filled in the editable (un protected – coloured) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, Name of the bidder etc. No other cells (protected-uncoloured) should be changed. Once the details are completed, the bidder should save and submit it online, without changing the filename. **If the BOQ file is found to be modified/altered in protected un-coloured cells by the bidder, the respective bid will be rejected and EMD will be forfeited.**

1.6 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.

1.7 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).

1.8 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:

1.8.1 Forfeit the entire amount of E.M.D submitted by the firm.

1.8.2 The agency shall be liable for debarment for 3 (three) years from tendering in AAI, apart from any other appropriate contractual / legal action.

1.9 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.

S/D
Airport Director,
Silchar Airport, Kumbhirgram,
Cachar – 788109,
Tel-No.: 03841-282313