

**AIRPORTS AUTHORITY OF INDIA**  
**CHAUDHARY CHARAN SINGH INTERNATIONAL AIRPORT LUCKNOW**

**TENDER REFERENCE No. 2018/FIN/DATAENTRY/01**

**TENDER ID NO. 2018\_AAI\_8187\_1**

1. Item rate tenders are invited through the e-tendering portal <http://etenders.gov.in/eprocure/app> by **AGM. (F), Airports Authority of India, C.C.S. International Airport, Lucknow** on behalf of Chairman, AAI, from **Specialized Agency /Man Power Agency/ enlisted contractors of appropriate class of CPWD/ MES/ P&T/ State PWD/ PSUs**, for the work “**Job Contract for Data Entry in FINANCE Section at Lucknow Airport for one year at an estimated cost of Rs. 9.27 lakhs for 12 (Twelve) months excluding PF, ESIC and bonus.**”

The tendering process is online at e-portal URL address <https://etender.gov.in/eprocure/app> or [www.aai.aero](http://www.aai.aero). 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 <https://etender.gov.in/eprocure/app> or [www.aai.aero](http://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](http://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: 0120-4200462, 0120-4001002, Mobile: +91 8826246593, E-mail:- [support-eproc@nic.in](mailto: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 † Monday- Saturday )  
011- 24632950, Ext-3512(Six Lines † E- Mail: - [eprochelp@aai.aero](mailto:eprochelp@aai.aero)
- iii) 09 30 hrs to 18 00 hrs † Monday- Friday † -  
011-24632950 Ext-3523, E- Mail: [etendersupport@aai.aero](mailto:etendersupport@aai.aero),  
[sanjeevkumar@aai.aero](mailto:sanjeevkumar@aai.aero) and [snita@aai.aero](mailto:snita@aai.aero)
- iv) 09 30 hrs to 18 00 hrs † Monday- Friday † -  
011- 24657900, E- Mail- [gmitchg@aai.aero](mailto:gmitchg@aai.aero)

Tender fee of **Rs.1120.00 (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) **in favour of “Revenue Collection (Lucknow Airport) A/C”**. The original Demand Draft against Tender fee should reach by post / courier / given in person to the concerned officials, within in 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.

- 2) Following 3 envelopes shall be submitted through online at CPP portal by the bidder as per the following schedule:-

### **CRITICAL DATA SHEET**

Publishing Date	23.02.2018
Bid Document Download /Sale start Date	23.02.2018 From 1800 hrs
Clarification Start Date	23.02.2018 From 1830 hrs
Clarification End Date	26.02.2018 upto 1800 hrs.
Bid Submission Start Date	27.02.2018 From 0930 hrs
Bid Submission End Date	06.03.2018 upto 1800 hrs.
Last date and time of submission of originalBG /Demand Draft / FDR against EMD and Tender Fee, Signed hard copy of AAI Unconditional Acceptance Letter.	09.03.2018 upto 1800 Hrs.
Bid Opening Date (Envelope- I)	12.03.2018 at 1100 Hrs.
Bid Opening Date (Envelope- II)	To be intimated later on through CPP Portal
Bid Opening Date (Envelope- III)	To be intimated later on through CPP Portal
Tender Fees	Rs. 1120.00(i/c GST) Non-Refundable
EMD	<b>Rs.18540.00</b> in the form of demand draft/ <del>FDR/ Bank Guarantee.</del>

**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 / contractor 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, Checklist & other relevant 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.

#### **Qualifying requirements of Contractors/Firms.**

- i) Agency should have Permanent Account Number (PAN).

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

**OR**

Should have satisfactorily completed (#Phase/ Part completion of the scope of work in a contract shall not be considered, however predetermined phasing of the work will be accepted) three works, each of **Rs. 3.71 Lakh** or two works, each of **Rs. 4.64 Lakh** or one work of **Rs. 7.42 lakh** in single contract of similar nature of works during last five years ending on 31.01.2018 in India.

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 organizations should submit copy of tax deduction at sources certificate in support of their claim for having experience of stipulated value of work.**

- iii) Should have annualized average financial turnover of **Rs. 10.00 Lakh** against works executed during last three years ending **31st March of the previous financial year**. 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 scanned copy of Unconditional Acceptance of AAI's Tender Conditions and EMD.

Scanned copy of earnest money deposit (EMD) of value **Rs. 18540.00 (Rupees: Eighteen Thousand Five Hundred Forty Only)** in the form of Demand Draft / 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.17 Annexure-1 of Tender document).

**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 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 filename. 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 to be sent to the **Bid Manager (Asstt. General Manager (Engg-Civil)-I, Airports Authority of India, C.C.S.I. Airport, Lucknow)** 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 the 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-qualification bid (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 e-tendering portal.

**Envelope-II:** Technical bid opening date shall be as mentioned in **CRITICAL DATA SHEET**. (Depending on pre-qualification, 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 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 as per **CRITICAL DATA SHEET. (Depending on Technical Bid evaluation the date shall be intimated 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:-**

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. Only following concessions shall be applicable and extended to the MSEs i.e.

**Tender Document Fee:**

- a. However, to avail exemption facility of tender fee, bidder is required to submit documentary proof (viz. requisite clearance/ license/permit from statutory Authority) in (Envelope-I) in this regard.

**Exemption of Earnest Money Deposit (EMD):**

- b. Exemption for EMD will be given only to those bidders who are found eligible for tender fee refund.

**Asstt. General Manager (Fin.)  
AAI CCSI Airport Lucknow.  
For & on behalf of Chairman AAI.**