

**AIRPORTS AUTHORITY OF INDIA**  
**SAFDARJUNG AIRPORT, NEW DELHI-03**

F.No. AAI/AGM Engg(C)/AMC-Jor Bagh /2018-19

Dt: 11.10.2018

**NOTICE INVITING E-TENDER –(3 BOT – 3 Envelope Open Tender)**  
**TENDER ID: 2018\_AAI\_16449\_1**

Item rate tenders are invited through the e-tendering portal by **Asstt. Gen. Manager (Engg-Civil)-SAP**, Airports Authority of India, Safdarjung Airport, New Delhi -110003, Ph.: 011- 24626527 on behalf of Chairman, A.A.I from the eligible contractors for the work of **“Annual rate contract for repair and maintenance of civil works at Jor Bagh (Resdl. area), Safdarjung Airport, New Delhi for the year 2018-19”** at an estimated cost of **Rs. 50.00 Lacs (Approx.)** with period of completion **12 (Twelve) Months**.

The scope of work includes all day to day maintenance and repairing work in respect of building, roads, sanitary, drainage, water supply, steel work and wood works and other service lines.

The tendering process is online at e-portal URL address <http://etenders.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 <http://etenders.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 day's time. The tenderer may also take guidance from AAI Help Desk Support through path [www.aai.aero/tender/e-tender/helpdesk](http://www.aai.aero/tender/e-tender/helpdesk) support.

For any technical related queries please call the helpdesk. The 24x7 Help Desk details re as below:-

(i) Tel: 0120-4200462, 0120-4001002, Mobile: 91- 8826246593  
E-Mail: support-[eprocc@nic.in](mailto:eprocc@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 contract 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:

- i) 08:00 Hrs to 20:00 Hrs (Mon-Sat)  
011-24632950, Ext-3512(Six lines), E-Mail: [eprochelp@aai.aero](mailto:eprochelp@aai.aero)
- ii) 09.30 hrs to 18.00 hrs (Mon-Fri)-  
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 (Mon-Fri)-  
011-24657900, E-Mail: [gmitqh@aai.aero](mailto:gmitqh@aai.aero)

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Page – 1

Tender fee of **Rs. 1120.00 (Rs. 1000.00 for Tender fee and Rs. 120.00 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). The original Demand Draft against Tender fee should reach by post / courier / given in person to the concerned officials, within 3 days of the last date of bid submission or as specified in the Critical Data Sheet. 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**

Published Date	11.10.2018
Bid Document Download / Sale Start Date	12.10.2018 from 0930 Hrs.
Clarification Start Date	12.10.2018 from 0930 Hrs.
Clarification End Date	17.10.2018 upto 1800 Hrs.
Bid Submission Start Date	12.10.2018 from 0930 Hrs.
Bid Submission End Date	22.10.2018 upto 1800 Hrs.
Last date and time of submission of <b>original</b> BG/Demand Draft/FDR against EMD and Demand Draft against Tender Fee, Signed hard copy of AAI Unconditional Acceptance Letter.	25.10.2018 upto 1800 Hrs
Bid Opening Date (Envelope- I)	26.10.2018 at 1500 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 Fee	Rs. 1120.00 (i/c GST) non-refundable
EMD	Rs. 1,00,000/- in the form of Demand Draft/FDR/Bank Guarantee

**Envelope-I (Tender Fee):** - Bid containing scanned copy of Unconditional Acceptance of AAI's Tender Fee and EMD.

The tenderer shall submit their application only at CPP Portal <http://etenders.gov.in/eprocure/app>. Tenderer 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 and scanned copy of DD/FDR/BG for EMD. 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.

Scanned copy of tender fee in the form of Demand Draft of value **1120.00** and Earnest Money Deposit (EMD) of value Rs. **1,00,000/-** in the form of Demand Draft/FDR/Bank Guarantee as stipulated in the notice inviting tender may be submitted along with Unconditional Acceptance of AAI's Tender Conditions (Performa given in page no. PR page-1 of Tender Document).

**Envelope-II (Pre-qualification and technical bid):-  
Qualifying requirements of contractors / firms.**

- (i) Agency should have Permanent Account Number (PAN) and GST Registration Number.
- (ii) 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

Agency should have satisfactorily completed (#Phase/Part completion of the scope of work in a contract shall not be considered, **however, pre-determined phasing of the work will be accepted**) **three works**, each of **Rs. 20.00 Lakhs** or **two works**, each of **Rs. 25.00 Lakhs** or **one work of Rs. 40.00 Lakhs** in single contract of similar nature of work during last seven years ending on **30.09.2018**.

**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 the last date of submission of 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. **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.**

- (iv) Should have annualized average financial turnover of **Rs. 15.00 Lacs** against works executed during last three years ending 31<sup>st</sup> March of the previous financial year. As a proof, copy of Abridged Balance Sheet and 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-III (Financial Bid):- 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, Tender fees, hard copy of signed Unconditional Acceptance of AAI's Tender Conditions, to be sent to the Bid Manager (Asstt. Gen. Manager (Engg.-Civil), Airports Authority of India, Safdarjung Airport, New Delhi- 110003) and should reach to Bid Manager before the date & time mentioned in **CRITICAL DATA SHEET**. The tenderer whose EMD, Tender fees and Unconditional acceptance of AAI's tender conditions are not received by the time as per Critical Data sheet, then their tenders will be summarily rejected. Any postal delay will not be entertained.

**4. Bids Opening Process is as below:-**

**Envelope-I:** Envelope-I opening date shall be as mentioned in **CRITICAL DATA SHEET**. (Envelope-I Shall contain scanned copy of Tender Fees, EMD and Unconditional Acceptance of AAI tender conditions.)

**Envelope-II:** Envelope-II opening date shall be as mentioned in **CRITICAL DATA SHEET**. The intimation regarding acceptance/rejection of their bids will be intimated to the contractors/firms through e-tendering portal. (Envelope-II shall contain scanned copy of Pre-qualification documents, Scanned copy of duly notarized affidavit on Non-Judicial stamp paper of Rs. 100 regarding compliance of minimum wages, scanned copy of duly notarized declaration on non-judicial stamp paper of Rs. 100 regarding black listing/debarring of firm, scanned copy of check list as per Performa at 'Annexure-A' (Duly filled & signed), scanned copy of undertaking on GST and digitally signed Tender Document.)

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 shall be opened as per **CRITICAL DATA SHEET**. (**Depending on evaluation of Envelope-I & Envelope-II, 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.

Asstt. Gen. Manager (Engg.-Civil)  
SAP, New Delhi-03

**CHECK LIST/PQ PERFORMA**

**Name of work: Annual rate contract for repair and maintenance of civil works at Jor Bagh (Resdl. area), Safdarjung Airport, New Delhi for the year 2018-19"**

1	2	3	4
Sl No.	Qualifying criterion/parameter/ supportive document	Supporting Document must have the following salient information which AAI would like to note	Reference to the documents submitted in support of Column 3
<b>1.</b>	<b>General</b>		
1.1	Name and address of the firm / contractor		copy enclosed : YES/NO
	Telephone, Fax, Email and Mobile No.		
1.2	Authorized Signatory ( name & Designation)		
<b>2.</b>	<b>Envelope- I shall contain scanned copy of</b>		
		<u>Ref. to Performa with tender documents</u>	
2.1	Details of tender fee	Scanned copy of Demand Draft	Copy enclosed: YES/NO
2.2	Details of EMD	Scanned copy of Demand Draft /FDR/Bank Guarantee	Copy enclosed: YES/NO
2.3	Unconditional acceptance letter	Annexure-I/Pg-PR-1	Copy Enclosed. Yes / No.
<b>3.</b>	<b>Envelope-II shall contain scanned copy of</b>		
3.1	<b>Registration Details</b> Registered with: Category & Limit: Valid Upto:	Copy of enlistment to be submitted.	Registration copy enclosed : YES/NO
3.2	Permanent Account No.(PAN)	Enclose documentary proof in support.	Copy enclosed: YES/NO
3.3	GST Registration No.(GST)	Enclose documentary proof in support.	Copy enclosed: YES/NO
3.4	<b>Experience details</b>		
	Should have satisfactorily completed the works during last seven years ending on <b>30.09.2018</b>	Certificate of completion of the Three/Two/ One work(s) as applicable	.

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I – NIL }  
O - NIL }

	<p>i) <b>Three separate</b> works each costing not less than <b>Rs. 20.00 Lacs</b></p>	<p><b>Work No. 1</b>          -Name of work :          -Work Order/Agreement No. &amp; Dt.:          -Contract Cost :          -Stipulated Date of completion as per contract agreement :          -Actual Date of Completion :          -Actual Completion Cost :          -EOT granted (if any) up to .....          With/ without levy of compensation.          -Completion certificate Issuing authority name and Designation</p>	<p>Copy of certificates enclosed :          YES/NO</p> <p>Details of EOT case as per column-3</p>
		<p><b>Work No. 2</b>          -Name of work :          -Work Order/Agreement No. &amp; Dt.:          -Contract Cost :          -Stipulated Date of completion as per contract agreement :          -Actual Date of Completion :          -Actual Completion Cost :          -EOT granted (if any) up to .....          With/ without levy of compensation.          -Completion certificate Issuing authority name and Designation</p>	<p>Copy of certificates enclosed :          YES/NO</p> <p>Details of EOT case as per column-3</p>
		<p><b>Work No. 3</b>          -Name of work :          -Work Order/Agreement No. &amp; Dt.:          -Contract Cost :          -Stipulated Date of completion as per contract agreement :          -Actual Date of Completion :          -Actual Completion Cost :          -EOT granted (if any) up to .....          With/ without levy of compensation.          -Completion certificate Issuing authority name and Designation</p>	<p>Copy of certificates enclosed :          YES/NO</p> <p>Details of EOT case as per column-3</p>
	<p>ii) <b>Two separate</b> works each costing not less than <b>Rs. 25.00 Lacs</b></p>	<p><b>Work No. 1</b>          -Name of work :          -Work Order/Agreement No. &amp; Dt.:          -Contract Cost :          -Stipulated Date of completion as per contract agreement :          -Actual Date of Completion :          -Actual Completion Cost :          -EOT granted (if any) up to .....          With/ without levy of compensation.</p>	<p>Copy of certificates enclosed :          YES/NO</p>

		-Completion certificate Issuing authority name and Designation	Details of EOT case as per column-3										
		<b>Work No. 2</b> -Name of work : -Work Order/Agreement No. & Dt.: -Contract Cost : -Stipulated Date of completion as per contract agreement : -Actual Date of Completion : -Actual Completion Cost : -EOT granted (if any) up to ..... With/ without levy of compensation. -Completion certificate Issuing authority name and Designation	Copy of certificates enclosed : YES/NO  Details of EOT case as per column-3										
	iii) <b>One</b> works each costing not less than <b>Rs. 40.00 Lacs</b>	<b>Work No. 1</b> -Name of work : -Work Order/Agreement No. & Dt.: -Contract Cost : -Stipulated Date of completion as per contract agreement : -Actual Date of Completion : -Actual Completion Cost : -EOT granted (if any) up to ..... With/ without levy of compensation. -Completion certificate Issuing authority name and Designation	Copy of certificates enclosed : YES/NO  Details of EOT case as per column-3										
(b)	Whether experience from Govt. organizations or private clients?	Govt. Organization / Private Clients. (Tick whichever is applicable. In support of experience, TDS certificate from clients to be enclosed)	TDS certificate enclosed : YES/NO										
3.5	<b>TURNOVER :</b> Annualized average financial turnover of not less than <b>Rs. 15.00 Lacs</b> against works executed during last three financial years. As a proof, copy of Abridged Balance Sheet of the firm with profit and loss account shall be submitted along with the application.	<table border="1"> <thead> <tr> <th>Year</th> <th>Turnover(In lakhs)</th> </tr> </thead> <tbody> <tr> <td>2014-15</td> <td></td> </tr> <tr> <td>2015-16</td> <td></td> </tr> <tr> <td>2016-17</td> <td></td> </tr> <tr> <td colspan="2">Average:</td> </tr> </tbody> </table>	Year	Turnover(In lakhs)	2014-15		2015-16		2016-17		Average:		Proof of turn over enclosed (Abridged balance sheet & profit & loss A/C) Copy enclosed:  YES/NO
Year	Turnover(In lakhs)												
2014-15													
2015-16													
2016-17													
Average:													
3.6	Affidavit for minimum wage	Annexure-V/Pg-PR-6	Copy Enclosed. Yes / No.										
3.7	Undertaking regarding GST	Annexure-VIII/Pg-PR-11	Copy Enclosed. Yes / No.										
3.8	Affidavit regarding black listing /debaring of firm	Annexure-IX/Pg-PR-12	Copy Enclosed. Yes / No.										

C – NIL }  
 I – NIL }  
 O – NIL }



3.9	Digitally signed Tender Document	Scanned copy of Tender Documents	Copy Enclosed. Yes / No.
<b>4</b>	<b>Cover-III shall contain Price/Financial e-bid</b>		
a	Price/Financial e-Bid	To be quoted online through CPP portal	Yes/No
<b>5</b>	<b>Details of any other information:</b>		

Place:

Date:

Signature  
Authorized Signatory of the contractor/ Firm

### **DECLARATION**

I ( \_\_\_\_\_ ) hereby declare that the documents submitted / enclosed with the tender are true to the best of my/our knowledge and belief. I/We further undertake that in case any of the document submitted by me/us, is found to be forged/ fake /false at any stage, I/We may be debarred from AAI for taking participation in tendering all future AAI works, my EMD may be forfeited & any other suitable contractual/legal action may be taken against me/us as deemed fit by AAI.

Place:

Date:

Signature  
Authorized Signatory of the contractor/ Firm

**AIRPORTS AUTHORITY OF INDIA**  
**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://etenders.gov.in/eprocure/app>.

**REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents and keep it as a repository.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids 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.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk