



Notice Inviting E-Tender
Tender ID: 2020_AAI_53173_1

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

1.0 Item Rate Tenders are invited from the reputed Firm / Agencies / Contractors through the NIC CPP e-tendering portal by Airport Director, Airports Authority of India, Kullu Manali Airport, Bhuntar, Distt. Kullu, H.P. -175125 on behalf of Chairman, AAI for **“Job Contract for Providing 02 Nos. Unskilled Labour for Bird and Animal Scaring job and Allied Services in Operational Area for 02 years including Supply of Fire Crackers at Kullu Manali Airport”** for a period of 02 (Two) years at an estimated cost of Rs.10.80 Lakh (exclusive of GST, EPF, ESI & BONUS).

1.1 Job contract for chasing and Scaring Birds including supply of crackers at Kullu Manali Airport 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 2 Envelopes shall be submitted by the bidders: -

ENVELOPE-1: (A) 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 Certificate **related to the tendered work** in Envelope-I **both Offline & Online**, to claim exemption from Tender processing fee & 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 Processing Fee	Demand Draft for Rs. 1180/-. 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. 21,600/- 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 "Airport Controller", payable at Bhuntar.

b. Physical Documents (Tender Processing 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 Id No. :- **2020_AAI_53173_1**

AIRPORT DIRECTOR
AIRPORTS AUTHORITY OF INDIA
KULLU MANALI AIRPORT, BHUNTAR,
DISTT. KULLU, H.P. -175125

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-I (B): 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-I": -

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(i)	Should have GST Registration. <input type="text"/>	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)	<p>Should have experience in providing Job Contract or similar nature of work during the last seven years ending on 31-03-2020 for <u>any one</u> of the following quantum of completed work(s):-</p> <p>One order - 80% of estimated cost, i.e. not less than Rs.8.64 lakhs.</p> <p style="text-align: center;">OR</p> <p>Two orders - 50% of estimated cost, i.e. not less than Rs.5.40 lakhs each order.</p> <p style="text-align: center;">OR</p> <p>Three orders - 40% of estimated cost, not less than Rs.4.32 lakhs each order.</p>	<p>Scanned copy of Work Order / Work Contract Agreement along with its satisfactory completion certificate.</p> <p>The said satisfactory completion certificate should reflect either value of work, period of contract etc. OR related Work Order / Work Contract Agreement Ref. No. & Date in support of the above.</p> <p>Note:-</p> <p>a. The above Work / Order should have been satisfactorily completed.</p> <p>b. Initial period of contract and extension thereof if any upto 31-03-2020 shall be considered as 'completed work' and reckoned for value of order.</p> <p>c. Firms showing work experience certificate from Non-Government /Non-PSU Organizations should submit copy of Tax Deduction at Source (TDS) certificate in support of their claim for having experience of stipulated value of work.</p>
(vi)	Should have annualized average financial turnover of Rs.3.24 lakhs (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 Financial Year - 2017-18, 2018-19 & 2019-20.

1.4 ENVELOPE-II: 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 (Tender processing fee, EMD, Technical Bid and Pre-qualification):-Bid containing following:

A. 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.

B Pre-Qualification / Technical Bid:

The Envelope-I – 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, 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.

1.5.2 Envelope-II – Financial Bid: Envelope-II of those bidders who are found meeting all the requirements of “Envelope-I” 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/alterd 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 from tendering in AAI, including termination of contract 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.

Airport Director,
Airports Authority of India,
Kullu Manali Airport, Bhuntar,
Distt. Kullu, H.P.-175125

SECTION: II

E-TENDERING GUIDELINES TO BIDDERS

2.0 Requirement of E-Tendering Participation

Tenderers are advised to get themselves acquainted for e-tendering participation requirements at "Guidelines for Bidders" and go through the 'Self Help files' available in the Home Page after logging-in to the portal <https://etenders.gov.in>. Vendors are required to carry out the following activities:

2.1 Registration

Registration shall be on CPP e-Procurement Portal free of cost, at <https://etenders.gov.in>.

2.2 Login ID:

Bidder shall click 'Apply for Access Authentication' and fill in the required details as reflected on screen. After saving the details, a password for the registered bidder will be generated by the system and the password will be sent to the e-mail id provided by the bidder during registration. On receipt of email, the login id is ready with the bidder to proceed further.

2.3 General guidelines for bidders:

Guidelines to proceed further in the tender process are available in the CPP e-Procurement portal under Self Help Files Tab. Bidders are advised to go through these guidelines before submitting their bids, on-line.

2.4 Digital Certificate:

Bidder shall have a legally valid class III digital certificate as per Indian IT Act, 2000, from the licensed Certifying Authorities, operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (Please visit : www.cca.gov.in). Licenced CA's in India are:

- a) Safescrypt b) NIC c). IDRBT d) TCS
- e) MtnITrustline f) GNFC g). e-MudhraCA

2.5. Online Tendering:

For all AAI tenders hosted on CPP e-Procurement portal, Th Cover-I & III shall be submitted on-line only.

Upload the tender in multiple files (by breaking the same into multiples files), each file should not be of more than 10 MB. However, documents which have to be submitted in originals like Tender Fee, EMD or any other such documents mentioned in the tender documents will have to be physically submitted as advised in this tender document.

2.6 On-line training & technical assistance for interested bidders shall be available as follows:

2.7 Bidder's training support system:

Detailed information in this regard, have been provided to the bidders at CPP e-Procurement Portal i.e. <https://etenders.gov.in> under the Self Help Tab. However, training support system is given inside the portal and are visible to the registered bidders only.

2.8 Help Desk Services:

CPPP under GePNIC, Help Desk Services

(a) For any technical related queries please call the Help desk. The 24x7 Help Desk Number 0120-4200462, 0120-4001002.

Note – 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 issues / clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

Tel : 0120-4200462, 0120-4001002
Mobile : 91 8826246593
E-Mail : support-eproc@nic.in

(b) For any Policy related matter / Clarifications Please contact Dept. of Expenditure, Ministry of Finance.

E-Mail : cphp-doe@nic.in

(c) For any Issues / Clarifications relating to the publishing and submission of AAI tender(s):

(i) In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <https://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal (CPPP).

(ii) Before submitting queries, bidders are requested to follow the instructions 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".

(d) In case of any issues faced, the escalation matrix is as mentioned below:

Sl. No	Support Persons	Escalation Matrix	E-Mail Address	Contact Numbers	Timings*
1.	Help Desk Team	Instant Support	e-sap1@aai.aero	011-24632950, Ext-3512	0800-2000 Hrs. (MON – SAT)
2.	Mr. Sanjeev Kumar Jr.Exe.(IT)	After 4 Hours of Issue	etendersupport@aai.aero	011-24632950, Ext-3505	0930-1730 Hrs. (MON-FRI)
3.	Mrs. S. Nita Sr. Mgr.(IT)	After 12 Hours	snita@aai.aero	011-24632950, Ext-3523	0930-1730 Hrs. (MON-FRI)
4.	Mr. Y.K. Kaushik Jt. General Manager(IT)	After 24 Hours	ykkaushik@aai.aero	011-24651507	0930-1730 Hrs. (MON-FRI)
5.	General Manager(IT)	After 03 Days	gmitchg@aai.aero	011-24657900	0930-1730 Hrs. (MON-FRI)

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

(e) The above mentioned help desk numbers are intended only for queries related to the issues on CPP e-Procurement portal and help needed on the operation of the portal. For queries related to the tenders published on the portal, bidders are advised to contact concerned Bid Manager of AAI.

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