

**Notice Inviting e-tenders (2 BOT-2 Envelope Open Tender)****[Tender ID: 2020\_AAI\_63311\_1]**

1. Item rate e-tenders are invited through the e-tendering CPP portal by Airport Director, Airports Authority of India, Hubli Airport, Hubli on behalf of Chairman, Airports Authority of India from the eligible contractors for the work of “JOB CONTRACT FOR DEPLOYING PARAMEDICAL STAFF FOR MANNING MI ROOM AND CONDUCTING BA TEST AS PER DGCA CAR REQUIREMENT AT HUBBALLI AIRPORT” at an estimated cost of ₹ 6,10,402.00/- (excluding EPF, ESI, Bonus and applicable GST) with period of completion 12 (Twelve Months).

The tendering process is online at e-portal URL address <https://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 <https://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 days’ time. The tenderer may also take guidance from AAI Help Desk Support through path [aai.aero/tender/e-tender/help](http://aai.aero/tender/e-tender/help) desk 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 (Mon-Sat)- 011-24632950, Ext-3512 (Six Lines), E-Mail: - [eprochelp@aai.aero](mailto:eprochelp@aai.aero)
- (iii) 09.30 hrs to 18.00 hrs (Mon-Fri) - 011-24632950Ext-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: - [gmitichq@aai.aero](mailto:gmitichq@aai.aero)

Tender Processing fee of **Rs. 1,120/- (i/c GST) Non-refundable** will be required to be paid through online, through payment gateway on CPP portal.

2. Following 02 envelopes shall be submitted through online at CPP portal by the bidder as per the following schedule: -

#### **CRITICAL DATA SHEET**

Published Date	02-12-2020 (0900 Hrs.)
Bid Document Download / Sale Start Date	02-12-2020 (0930 Hrs.)
Clarification Start Date	02-12-2020 (0930 Hrs.)
Clarification End Date	08-12-2020 (1800 Hrs.)
Bid Submission Start Date	02-12-2020 (0930 Hrs.)
Bid Submission End Date	12-12-2020 (1800 Hrs.)
Bid Opening Date (Envelope- I)	14-12-2020 (1100 Hrs.)
Bid Opening Date (Envelope- II)	18-12-2020 (1100 Hrs.) (Tentatively)
Tender Processing Fee (Non-refundable)	<b>Rs. 1,120/- (i/c GST) Non-Refundable</b> to be paid through online.
Earnest Money Deposit (EMD)	<b>₹ 12,208.00/- (Rupees Twelve Thousand Two Hundred and Eight Only)</b> to be paid online.

**Envelope-I** (Tender processing fee, EMD, Technical Bid and Pre-qualification):-

**A. Tender processing fee, EMD**

- i. Tender fee of Rs.1,120/- (i/c GST) is required to be paid online only through payment gateway provided at the CPP portal itself.
- ii. EMD value of **₹ 12,208.00/-** shall be accepted only through the payment gateway integrated for the purpose with CPP portal.

Exemption from paying tender fees & earnest money deposit

Micro and Small Enterprises (MSEs) – 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).

Scanned copy 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. NSIC/MSME registration should be valid for similar nature of work/services shall be submitted.

*Note: EMD in the form of cash/Demand Draft or any other form 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 via Bank Transfer during the process of tender. In no scenario the vendors are required to submit / contact any AAI employees for physical submission of any documents before opening of the bids. The tenders of the bidders who fail to submit the EMD before the stipulated time shall be rejected outright.*

**B. Technical Bid containing the following: -**

- i. Scanned Copy of Unconditional Acceptance of AAI's Tender Conditions. (As Per Annexure-C)
- ii. Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- iii. Scanned copy of 'Undertaking' regarding Blacklisting/Debarment on Company's Letter Head. (As Per Annexure-B)
- iv. Scanned copy of Affidavit for Minimum Wages (As per Annexure-A)
- v. Companies other than propriety firm shall submit, scanned copy of Authorization Letter/Power of Attorney along with copy of certificate of incorporation of the company under companies Act showing CIN/LLPIN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney. Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.
- vi. 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. NSIC/MSME registration should be valid for similar nature of work/services
- vii. PQ Performa duly filled.

**C. Qualifying requirements of contractors/tenderers containing the following: -**

- i. 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. 2.44 Lakhs** or two works, each of **Rs. 3.05 Lakhs** or one work of **Rs. 4.88 Lakhs** in single contract of Annual Maintenance Contract with provision of manpower or any Manpower Contract during last seven years ending on last day or extended date of submission of bids.

**“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 as mentioned in the CRITICAL DATA SHEET.**

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. Tenderers showing work

experience certificate from non-government / non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.

- ii. Should have annualized average financial turnover of **Rs. 1.83 Lakhs** against works executed during last three years ending 31st March 2020. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the tenderer should be submitted along with the application. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

Scanned copy of all the Documents of Envelope-I mentioned above shall be submitted on the CPP portal.

EMD of the value of **₹ 12,208.00/- (Rupees Twelve Thousand Two Hundred and Eight only)** shall be accepted through online, through payment gateway on CPP portal.

#### **Refund of EMD**

The refund of EMD to tenderers who fail to qualify in the eligibility/technical criteria, shall be initiated within 7 days of their rejection. For all tenderers who qualify and their financial bids are opened, the refund of EMD of all such tenderers except L-1 shall be processed within 7 days of opening of the financial bid.

#### **Envelope-II: - 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. Tenderers are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer). No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the tenderer, the bid will be rejected.

#### **Note:**

1. **Bid of those bidders who will quote their bid of an amount less than less than prevailing minimum wages as on 01.10.2020 for skilled category shall not be considered for evaluation and award of work and shall be summarily rejected without assigning any reasons.**
2. **Refer clause number 37 of SCC After opening the tender if it is found that the quoted rate is less than the amount mentioned, then the tender shall not be considered for evaluation and the tender shall be rejected**

#### **3. Bid Submission: -**

The tenderer shall submit their application only at CPP Portal: <https://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions provided in the tender document for online submission of Bids. Tenderers are required to upload the digitally signed file of scanned documents as per Para 2. 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.

4. Not more than one tender shall be submitted by one tenderer or tenderers 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.
5. 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 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.
6. **Bids Opening Process is as below: -**  
**Envelope-I (Tender processing fee, EMD, Technical bid and Pre-qualification):**  
Envelope-I containing documents as per para 2 (A), (B) and (C) (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If the bidder has any query related to the Bid Document of the work, they should use 'Seek Clarification' on CPP portal to seek clarifications. No other means of communication in this regard shall be entertained.

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope – I, he will be asked to provide it through CPP portal or email if required. The tenderer shall upload the requisite clarification/documents within time specified by AAI, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through CPP portal.

**Envelope-II (Financial Bid):**

Envelope-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATA SHEET. **(In case the date and time for opening of Envelope-II (Financial bid) is required to be changed, the same shall be intimated through CPP portal).**

7. 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.
8. 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 or Permanent debarment/blacklisting by any department of AAI or Central/State Govt. Depts./PSUs/World Bank/ADB etc. **AAI reserves the right to verify the credential submitted by the tenderer 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 tenderer then AAI shall take the following action:**
  - a) **Forfeit the entire amount of EMD submitted by the tenderer.**
  - b) **The tenderer shall be liable for debarment from tendering in AAI, including termination of the contract apart from any other appropriate contractual/legal action.**
9. Consortium /JV companies shall not be permitted.
10. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
11. Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc., to be given as per the provisions of Public Procurement Policy for MSEs order 2012 with up to date amendments, shall be applicable for tenders of supply/services and shall not be extended to construction work.
12. Concessions to Indian Micro & Small Enterprises (MSEs) units will be given 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.

**Jr. Executive (Airport Operations)**  
**For Airport Director**  
**Airports Authority of India**  
**Hubballi Airport, Hubballi**