

AIRPORTS AUTHORITY OF INDIA, B.P.I. AIRPORT, BHUBANESWAR

Cost of Tender: Rs. 1180/-

Airports Authority of India
Biju Patnaik International Airport
Bhubaneswar-751020



**TENDER NOTICE
FOR
JOB CONTRACT FOR
PROVIDING SERVICES OF TRAFFIC HANDS, AFTN MESSENGER/MAINTENANCE
SUPPORT STAFF AND
DRIVER IN VARIOUS SECTIONS
AT BIJU PATNAIK INTERNATIONAL AIRPORT,
BHUBANESWAR.**

Tender No: (BHU/HR)-01/2018-19

For Airport Director

BPI Airport, Bhubaneswar-751020

Date of upload: **19-06-2018**

(Signature & Seal of Tenderer)



AIRPORTS AUTHORITY OF INDIA

Notice Inviting Tender

Tender No: (BHU/HR)-**01/2018-19**

Tenders are invited by Airport Director, BPI Airport , Bhubaneswar on behalf of Chairman, Airports Authority of India (AAI) for the work as detailed below:

1. Name of Work: JOB CONTRACT FOR PROVIDING SERVICES OF TRAFFIC HANDS, AFTN MESSENGER AND DRIVER IN VARIOUS SECTIONS AT BIJU PATNAIK INTERNATIONAL AIRPORT BHUBANESWAR.
2. Estimated Cost: ₹73,96,074 /-
3. Earnest Money Deposit: ₹ 1,47,921/-

Last date of submission of tender is -09.07.2018-18:00 hrs

For other details please visit Website :

- <http://etenders.gov.in/e procure/app>
- www.aai.aero – E-tender–NIC–CPP PORTAL

Sd/-

(Airport Director)

BPI Airport, Bhubaneswar.

TABLE OF CONTENTS

Sr. No.	Section	PARTICULARS	PAGE
1	Section-I	Notice Inviting Tender	4-11
2	Section-II	Guidelines To Bidders	12-15
3	Section-III	General Information And Guidelines	16-20
4	Section-IV	Terms & Conditions	21-29
6	Section-V	Price Bid(Annexure-I)	30
7	Annexure-II	Proforma for Bank guarantee	31-32
8	Annexure-III	General information of Bidder	33
9	Annexure-IV	Proforma letter of E-Payment.	34
10	Annexure-V	Agreement Proforma	35-36
11	Annexure VI	Acceptance letter	37
12	Annexure VII	Details of The Vendor Firm/Company	38
13	Annexure VIII	Declaration-1 by the Contractor/ Bidder	39
14	Annexure- IX	Declaration-2 by the Contractor/ Bidder	40
15	Annexure-X	Compliance Statement	41
16	Annexure-XI	Declaration-3 by the Contractor/ Bidder	42
17	Annexure-XII	Declaration -4 by the Contractor/ Bidder	43

SECTION-I

NOTICE INVITING TENDER (3 ENVELOPE OPEN TENDER)

E - Bid No: **(BHU/HR)-01/2018-19**

Tenders are invited through CPP E- Tendering portal by Airport Director, AAI, BPI Airport, Bhubaneswar-20, on behalf of Chairman, A.A.I. from the eligible bidders for the works as detailed below.

The Central Public Procurement Portal specified throughout this document is the online system for Bidders to submit their Tender packages.

More information useful for submitting online bids on the Central Public Procurement Portal may be obtained at: <http://etenders.gov.in/eprocure/appand> www.aai.aero --- E-Tender---- NIC-CPP PORTAL

1.1 Details of works: JOB CONTRACT FOR PROVIDING SERVICES OF TRAFFIC HANDS, AFTN MESSENGER/MAINTENANCE SUPPORT STAFF AND DRIVER IN VARIOUS SECTIONS AT BIJU PATNAIK INTERNATIONAL AIRPORT BHUBANESWAR FOR TWO YEARS.

1.2 Estimated Cost (Inclusive of Taxes & excluding GST) :- **INR 73,96,074 /-**

1.3 Tender fee and EMD will be paid by way of offline payment.

Estimated cost of the purchase / work & the EMD are as given below:

S. no.	Name of the Work	Estimated Cost in INR (Excluding of GST)	EMD in INR	Last Date of Tender Submission	Cost of tender fee in INR (Inclusive of Taxes)
01.	JOB CONTRACT FOR PROVIDING SERVICES OF TRAFFIC HANDS, AFTN MESSENGER/MAINTENANCE SUPPORT STAFF AND DRIVER IN VARIOUS SECTIONS AT BIJU PATNAIK INTERNATIONAL AIRPORT BHUBANESWAR FOR TWO YEARS	73,96,074/-	1,47,921/-	09.07.2018	1180/-

1.4 The critical dates for this tender are as given below.

Schedule of Important Activities.	Date & Time
Publishing Date	19.06.2018, 16:00 Hrs
Tender Document download/sale start date (next day of publishing date)	20.06.2018, 9:30 Hrs

AIRPORTS AUTHORITY OF INDIA, B.P.I. AIRPORT, BHUBANESWAR

Clarification Start Date	20.06.2018, 9:30 Hrs
Clarification End Date	28.06.2018, 18:00 Hrs
Start Date Of Tender Submission	20.06.2018, 9:30 Hrs
Last Date For Tender Submission	09.07.2018, 18:00 Hrs
Last Date For Submission of Original BG/ Demand Draft against EMD & TENDER FEE	12.07.2018, 15:00 Hrs
Opening of FEE/ PQQ bids	13.07.2018, 11:00 Hrs
Opening of Technical bids	To be intimated
Opening of financial bids	To be intimated.

1 Eligibility Criteria :-

- 1.1.1 Agencies having experience in job contract for supply of semi skilled/skilled man power in the field of OFFICE ASST/MAINETANNACE SUPPORT AND DRIVERS.
- 1.1.2 The applicant agency should have valid EPF, ESI, PAN, GSTIN Registration no., in the name of the firm participating in E-Tender.
- 1.1.3 A party or individual falling under the following categories is not eligible:
- i) Having outstanding dues in respect of any contract with Airports Authority of India at any airport under its administrative control.
 - ii) Debarred/black-listed by Central Vigilance Commission, Central Bureau of Investigation or by Airports Authority of India (International or National Airports division).
 - iii) Parties facing action under PPE Act or AAI Act.
 - iv) His near relative is posted in any capacity in AAI between the grades of Executives and Non Executives (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in AAI.
- Bidder firm shall submit an undertaking regarding all sub clause of 1 i.e. Eligibility criteria.

Note: By the term 'near relative' is meant wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncle, aunt, cousin or their corresponding in laws.

2 Annualized average financial turnover:

Details	Amount(INR)	Duration
Bidder should have annualized average financial turnover of at least	Rs.13,09,11/-	During last 3 years ending 31 st March, 2018.

As a proof of financial turnover, copy of abridged Balance Sheet along with Profit & Loss account of the bidder for last three years should be submitted.

AIRPORTS AUTHORITY OF INDIA, B.P.I. AIRPORT, BHUBANESWAR

3 Experience :-

The bidder should have successfully executed job contract with MAN POWER FOR PSU (Public Sector undertaking)/CENTRAL GOVT./STATE GOVT. during last seven years.

S. No.	Details	Value of contract (INR)
1.	One order of value more than or equivalent to	34,90,947/-
2.	Two orders each of value more than or equivalent to	21,81,842/-
3.	Three orders each of value more than or equivalent to	17,45,474/

OR

S. No.	Details	No Of Manpower
1.	One order of Qty more than or equivalent to	12
2.	Two orders each of Qty more than or equivalent to	8
3.	Three orders each of Qty more than or equivalent to	6

4 Performance/Experience Certificate:

4.1.1 Bidder must submit performance/experience certificate in respect of the works claimed against experience as mentioned under Para 3. These certificates should be issued by the end user for whom the works have been carried out. Certificate shall be endorsed by the bidder. Such performance/experience certificates should clearly indicate the following:

- i.** Value/Qty of order or contract
- ii.** Scope of order or contract
- iii.** Order or Contract No., Award date
- iv.** Order or Contract Completion date.
- v.** That the supplied & installed systems have performed satisfactorily after commissioning.

4.1.2 The scope of works in respect of works claimed against Para 4 above, should be substantiated by submission of appropriate documentation such as relevant portion of the contract.

5 The bidder should have valid PAN & GST registration. Bidder shall submit an undertaking that they are registered for GST and compliant to GST provisions. In case of non compliance of GST provisions and blockage of any input credit, the bidder shall be responsible to indemnify AAI.

5.1 No bidder firm or its subsidiary firm or its parent firm shall be allowed to submit alternate bids. Such bids shall be summarily rejected.

5.2 Concessions to the bidders registered with NSIC, shall be applicable as per the directives of Govt. of India.

6. The tender fee should be paid as mentioned in Para 1.3 of Section-I.
The tender fee is non-refundable. Tender processing fee shall be paid to AAI, offline .

AIRPORTS AUTHORITY OF INDIA, B.P.I. AIRPORT, BHUBANESWAR

7. The bidder shall provide Earnest Money Deposit (EMD) as described in this section. Tenders not accompanied by the requisite EMD or proof of exemption from EMD, shall be rejected. EMD of the value of Rs. **1,47,921/-** shall be accepted in the form of Demand Draft only.
- 7.1 Demand Draft shall be made in INR **1,47,921/-** (Rupees one lakh forty seven thousand nine hundred twenty one only) in favour of "Airports Authority of India" payable at Bhubaneswar from a Nationalized /Scheduled bank (but not from co-operative or Gramin Bank).
- 7.2 NSIC Registered Bidders shall upload copy of valid NSIC Registration Certificate for the purpose of verifying their claim for exemption of EMD/Tender fee.
- 7.3 Payment of EMD:
- 7.4 Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument. The Bidder shall submit a non-refundable tender fee in the form of a Bank Demand draft from Nationalized/ Scheduled Banks under the Reserve Bank of India (RBI) Schedule, having a branch in India, in a sealed envelope in favor of Airports Authority of India payable at Bhubaneswar . The original should be posted/couriered/given in person to the concerned address, so as to reach latest by the date and time of 12.07.2018, 15:00 Hrs. as mentioned in 1.4 Critical Dates of page 4.
- 7.5 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, so as to reach latest by the last date and time of bid submission. The details of the DD physically sent, should tally with the scanned copy and the data uploaded in the Tender fee –Pack-1. Otherwise the uploaded bid will be rejected.
- 7.6 The EMD of the unsuccessful bidder shall be returned, on award of contract to successful bidder and EMD of bidder who are not qualified in initial eligibility requirement or Technical qualification, EMD shall be refunded after Prequalification/ Technical evaluation without any interest.
- 7.7 Any bid submitted with changed or altered or modified or conditional language /contents of the attached Annexure-I to XII, the Bid of the firm liable to be rejected.
- 7.8 The Bidder shall provide the name, designation, address, fax number, and telephone number of the bank issuing the Bank Guarantee for confirmation purposes.
- 7.9 The Bidder shall provide to AAI the requisite Bank Account details for return of EMD.
- 7.10 No interest or any other expenses, whatsoever, shall be payable by AAI on the EMD in any manner.
- 7.11 The Bidder shall pay all banking charges (and any other expenses incurred in this regard).
- 7.12 Return, Cancellation & Forfeiture of EMD
- 7.13 If a Bidder withdraws from the Tender process for any reason deemed unsatisfactory in the sole opinion of the AAI, their EMD will be encashed and forfeited.
- 7.14 Should the AAI cancel this Tender process, AAI will return the EMD of all Bidders for whom the EMD was not already forfeited and encashed without any interest.

AIRPORTS AUTHORITY OF INDIA, B.P.I. AIRPORT, BHUBANESWAR

7.15 In case AAI declare bidder as L-1, failing receipt of the Letter of Unconditional Acceptance in the time specified, it will be construed that the Bidder is not interested in the offer, and therefore has chosen to NOT accept the Letter of Intent. In such case, EMD will be encashed and forfeited.

⊖ This tender is called through the electronic tendering process and can be downloaded from the e-tender portal of : <http://etenders.gov.in/eprocure/appand> www.aai.aero --- E-Tender---- NIC-CPP PORTAL

9. The tenders will not be accepted in any other form. Further, it may be noted that tenders which are duly submitted on e-tendering portal, shall only be final and tenders just saved without submission will not be available for evaluation

10. Any amendment or corrigendum to the tender document will be posted on E-tender portal. Those bidders, who purchase the tender document by paying the tender fee, will be intimated of any amendment/corrigendum by e portal/E-mail only. For the bidders, submitting bids on downloaded tender document, it is bidders' responsibility to check for any amendment/corrigendum on the website or check for the same from the tender issuing authority before submitting their duly completed bids.

11. Following e-envelopes shall be submitted through online submission at e tender -portal (E-TAPS) by the bidder.

PACK-1 : EMD and Tender fee scanned copy & PQQ bid, Processing fee and EMD for on line e-Tendering & Eligibility Bid .

Pack– II : - The Technical e-Bid through e-portal.

PACK –III : - The Financial e-Bid through e-portal.

11.1 PQQ – : -Processing fee and EMD for on line e-Tendering & Eligibility Bid

Containing qualifying requirements of Contractor / Firm: -

The Bidder shall submit their application by downloading the "PQQ Performa" from the e – tendering portal, fill-up the required information and upload the digitally signed file of scanned documents and firm's bio-data in support of their meeting each criteria mentioned below in the "PQQ Folder" in Technical Bid / Attachments Section in the portal. Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

List of documents to be uploaded in the Eligibility Bid (PQQ Folder PACK-II)–

SI No.	Eligibility Bid e-Documents (PDF)	DETAILS	COMPLIED/NOT COMPLIED
A	GSTN & PAN document	Firm/Company Details	
B	Proof of Experience of Works claimed. (copy of relevant pages of PO / Work Order issued by the customer)	Experience PO-01 Experience PO-02 Experience PO-03	
C	Proof of completion (Completion Certificate issued by the customer) with complete details of works claimed	CC-01, CC-02 & CC-03	
D	A letter of bidder having details of customer of works claimed for experience including postal address, official Phone Number, Email Address	PO-Customer –Details	

AIRPORTS AUTHORITY OF INDIA, B.P.I. AIRPORT, BHUBANESWAR

	and URL (if any).		
E	EMD Paid and Tender fee paid.	Scanned copy of EMD & Tender fee copy attached.	
F	Audited Balance Sheet during last three years ending 31 st March 2018.	ABS-2015-16; ABS-2016-17 , ABS-2017-18	
G	Letter for Un-conditional Acceptance of terms & conditions of tender as per as Annexure-VI	Acceptance Letter	
H	Power of Attorney (POA)(In case of Signatory is other than Director of a Company or Proprietor / Partner of the Firm)	POA	
I	Declaration-1, Declaration-2, Declaration-3, Declaration-4 By The Contractor/ Bidder	Declaration-1, Declaration-2, Declaration-3, Declaration- 4	
J	Any other eligibility related documents as per tender document.	Other Docs	

11.2 Technical Bid - The Technical e-Bid (Folder PACK -II) through e-portal

S No.	Technical Bid e-Documents (PDF)	e-File :Named As	Complied/Not Complied
A	Signed Tender Document including Corrigendum (If any).	Tender Doc	
B	Compliance Statement in respect of Annexure-X.	Compliance Statement as per Annexure X to be submitted	
C	1. Rate of Statutory Taxes without price information. 2.GSTN CODE such as HSN Code.	Scanned copy	

11.3 Financial Bid – (Folder PACK -III) : -

The Financial e-Bid shall be submitted (.xlsx format) as per provision and guidelines of e-tendering portal. Price bid format is given in Annexure-I. No further content shall be added in price bid format except the pricing information.

Bid Opening Process is as below

11.4 PQQ –II : - Containing Documents for pre-qualification bid (uploaded by the contractors / firms). The intimation regarding acceptance / rejection of their bids will be intimated to the contractors / firms through e-tendering portal/Email .

AIRPORTS AUTHORITY OF INDIA, B.P.I. AIRPORT, BHUBANESWAR

11.5 Technical Bid –III: -

Technical bid open, as mentioned in Para 1.4 of Section–1 (Depending on pre-qualification, any changes in the date shall be intimated through “Notification to Bidder” section) If any clarification is needed from the bidder about the deficiency in his uploaded documents in Technical bid document , bidder will be asked to provide it through collaboration folder in e – tendering portal. The bidder shall upload the requisite clarification / documents within time specified by AAI, failing which tender will be liable to rejection.

11.6 Financial Bid – IV:

11.6.1 The financial bids of the contractors / firms found to be meeting the qualifying requirements and technical criteria shall be open as mentioned in Para 1.4 of Section–1. (Depending on Technical Bid evaluation any changes in the date shall be intimated through “Notification to Bidder” section). AAI reserves the right to accept or reject any or all application without assigning any reasons. AAI also reserves the right to call off process or short-listing of contractors at any stage without assigning any reasons.

12. Bidders shall quote prices inclusive of all statutory taxes and Duties Excluding GST . AAI shall reimburse the GST as per Rules.

13. Address for Correspondence: Applications and enquiries regarding clarification/interpretation in connection with this pre-qualification notice should be addressed to:

Airport Director
Airports Authority of India
B.P.I. Airport
Bhubaneswar-751020
Fax: 0674-2596302

14. AAI reserve the right to accept or reject any or all application without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.

15. AAI shall not be responsible if bidder fails to upload tender in time.

DECLARATION:

1.1 The terms and conditions given in Section I of this Tender Document of AAI are read understood and hereby accepted unconditionally and shall be complied with. I/We agree to abide by the terms and conditions given in Section I, contained in this section of Tender Document and shall form part of contract conditions and provisions. I/We hereby unconditionally accept(s) these terms and conditions given in Section I of AAI's tender documents in its entirety for the JOB CONTRACT FOR PROVIDING SERVICES OF TRAFFIC HANDS, AFTN MESSENGER/MAINTENANCE SUPPORT STAFF AND DRIVER IN VARIOUS SECTIONS AT BIJU PATNAIK INTERNATIONAL AIRPORT BHUBANESWAR FOR TWO YEARS.

AIRPORTS AUTHORITY OF INDIA, B.P.I. AIRPORT, BHUBANESWAR

It is certified that I/we have not stipulated any condition(s) in our bid response/offer. In case any condition(s) are found in our bid response/offer, the same shall be treated as withdrawn.

Signature of Bidder

Name:
Telephone:
Fax:
E-mail:
Stamp:

- Sd/-
Airport Director
AAI , BPI Airport, Bhubaneswar
For & on behalf of Chairman,