



Tender Fees: Rs.1180/-

**AIRPORTS AUTHORITY OF INDIA
MAHARANA PRATAP AIRPORT.
UDAIPUR-313022**

**E-TENDER DOCUMENT
(Tender ID: 2018_AAI_10502-1)**

NOTICE INVITING TENDER

Tender No: AAI/ANS/CNS/AS/VAUD/ Job Contract for support in upkeep and maintenance of AS facilities

Title: Job Contract for support in upkeep and maintenance of AS facilities. at M.P.Airport, Udaipur for 1 years .

THIS IS TO CERTIFY THAT THIS NIT CONTAINS TOTAL 40 PAGES.

Schedule of Important Activities	Date & Time
Published Date	08.05.2018 (17:00 Hrs)
Bid Document Download/Sale start date	08.05.2018 (18:00 Hrs)
Clarification Start Date	09.05.2018 (10:00 Hrs)
Clarification End Date	14.05.2018 (11:00 Hrs)
Bid Document Download/Sale End date	21.05.2018 (17:00 Hrs)
Bid Submission start Date	09.05.2018 (11:00 Hrs)
Bid Submission End Date	22.05.2018 (17:00 Hrs)
Bid Opening Date(Envelope-1)	25.05.2018 (15:30 Hrs)
Last Date and time of submission of original Demand Draft against EMD and Tender Fee, Signed hard copy of AAI unconditional Acceptance Letter.	25.05.2018 (11:00 Hrs)

DGM (CNS)
Airport Authority of
India Maharana Pratap
Airport, Udaipur-
313022 0294-2655452
0294-2655907
Email: oic_vaud@aai.aero

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NOTICE INVITING TENDER

Tenders are invited by Deputy General Manager (CNS), Udaipur on behalf of chairman, Airports Authority of India (AAI) from the eligible bidders for the works as detailed below:

1. Details of Work : Job Contract for support in upkeep and maintenance of Airport Systems Facilities at M.P.Airport, Udaipur for 1 years.

2. Estimated Cost : Rs. 200763/- (Rs Two lac Seven hundred Sixty three only)

3. Earnest Money Deposit (EMD) : 4015 /- (Rs. Four thousand fifteen only)

EMD of the tender shall be accepted offline only in the form of Demand Draft (IN FAVOR OF AAI PAYABLE AT UDAIPUR)/ Bank Guarantee from a nationalized or any scheduled bank (but not From cooperative/gramin banks). The original Demand Draft/Bank Guarantee (with six months validity) will reach in office of DGM (CNS), M.P. Airport Dabok Udaipur on or before 25/05/2018 upto 1100 hrs.

4. Eligibility Criteria:

4.1 Bidder firm shall submit an undertaking stating its firm or its partners or its Directors have not been black listed or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like World Bank/International Monetary Fund/ World Health Organization etc., or any Indian State/Central Governments/ Departments or Public Sector Undertaking of India.

4.2 Bidder should have experience in the field of maintenance of work defined in scope of work.

5. Annualized Average Financial Turnover: Bidder should have annualized average financial turnover of at least INR Rs 60229/- (30% of the estimated cost) during last three financial years, ending 31st March or 31st December of previous year, as per practice prevailing in the country of the bidder. 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 uploaded.

6. Experience:

The bidder should have successfully executed in last seven years, Annual Maintenance Contract / job contract for support in upkeep and maintenance of Airport System Facilities, or similar work meeting any one of the following three criteria:

a. Value criteria:

a1. One order of value more than or equivalent to Rs 160610/- (80% of the estimated cost)

a2. Two orders each of value more than or equivalent to Rs.100382/-
(50% of the estimated cost)

a3. Three orders each of value more than or equivalent to Rs 80305/-
(40% of the estimated cost)

7. Performance/Experience Certificate:

7.1 Bidder must upload performance/experience certificate in respect of the works claimed against experience as mentioned under Para 6. These certificates should be issued by the end user agencies for whom the works have been carried out and endorsed by the bidder. Such performance/experience certificates should clearly indicate the following:

- i) Value of order or contract,
- ii) Scope of order or contract,
- iii) Order or Contract No., Award date,
- iv) Order or Contract Completion date,

Firms showing work experience certificate from Non-Government / Non PSU organizations should submit 'Tax Deduction at Source certificate' in support of their claim for having experience of stipulated value of works).

7.2 The scope of works in respect of works claimed against Para 6 above, should be substantiated by submission of appropriate documentation such as relevant portion of the contract.

8. The bidder should have valid PAN/GST registration.

8.1 Date of publishing of NIT will be taken as reference for assessing the eligibility criteria.

8.2 No bidder firm or its subsidiary firm or its parent firm shall be allowed to submit alternate bids. Such bids shall be summarily rejected. Bidder firm shall submit an undertaking stating the same.

8.3 The bidder firm shall possess the required tools, plants, semi skilled manpower, etc. required for execution of the subject scope of work in the tender.

8.4 AAI will not agree or accept subletting or outsourcing of scope of work in the tender.

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

Proof of document for NSIC registered firm. For NSIC registered firm:

Bidder shall pay tender fee and download tender. Tender fee shall be refunded later on.. During bid evaluation EMD & TENDER Fee exemption shall be granted to the NSIC registered firm.

The Vendor shall scan and upload the documents mentioned above in e-tenders.gov.in for Technical Bid . The documents shall be digitally signed.

9. **The tender fee will be Rs. 1180/- (Rupees One Thousand one hundred Eighty only). The tender fee is non-refundable. Tender processing fee shall be paid to AAI, offline after Registration on or before upto 1100 hrs on dated 25.05.2018.** Bidders will be allowed to register, login to e-tender.gov.in and download tender document, free of cost. However bidders shall be allowed to submit their tender both Technical & Financial bids only after paying Tender Processing Fee off- line.
10. **Earnest Money Deposit (EMD) in INR Rs. 4015/- shall be made**
Tender fee and EMD will be paid by way of offline in favor of AAI Udaipur on or before upto 1100 hrs on dated 25.05.2018
- a) No interest or any other expenses, whatsoever, shall be payable by AAI on the EMD in any manner.
 - b) AAI is liable to return EMD amount in INR only as submitted by bidders.
 - c) Bidders shall provide to AAI requisite Bank Account details for return of EMD.
 - d) The EMD of the unsuccessful bidder shall be returned to bidders who fail to qualify the eligibility/technical stage shall be initiated automatically after opening of financial Bid. For all bidders whose financial bids are opened the refund of EMD except for L1 bidder shall be returned after award of work.**
 - e) If any successful shortlisted bidder, due any unsatisfactory reason in view of AAI, does not want to further participate in the tender then EMD in any form of such bidders shall be encashed and forfeited.
 - f) If due some reason, AAI cancels this tender then EMD of all bidders without any interest shall be returned.

Tender document:

11. The tender document consists of four sections. The bidder shall go through all these sections (**Section A**-General Information Guidelines; **Section B**-Terms & Conditions; **Section C**-special terms and conditions (part I) of the tender document and shall comply with each clause of all the four sections.
12. Bidders willing to participate may download the digitally signed tender document on-line from <https://etenders.gov.in/eprocure/app> and submit digitally counter signed tender document on-line at the same portal.
13. The instructions in the tender document are binding on the bidder and submission of the tender shall imply unconditional acceptance of all the terms and conditions by the bidder

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Last Date and time of submission of original Demand Draft against EMD and Tender Fee, Signed hard copy of AAI unconditional Acceptance Letter.	25.05.2018 (11:00 Hrs)
BOQ	To be intimated later

Bidder shall upload tender on E-Portal well in advance to avoid last minute hassles. AAI shall not entertain any queries on such subject after last date of downloading tender document.

14 Amendment to Tender document:

14.1 At any time, prior to scheduled date of submission of bids, AAI if it deems appropriate to revise any part of this tender or to issue additional data to clarify and interpretation of provisions of this tender, it may issue addendum / corrigendum to this tender. Any such addendum / corrigendum shall be deemed to be incorporated by this reference into this tender and binding on the bidders. Addendum / corrigendum will be notified through <https://etenders.gov.in>.

15. Clarifications of Bid Documents:

15.1 Bidder, requiring any clarification of the tender Document, may submit their clarifications, if any, through provision of e- procurement Portal at <https://etenders.gov.in>.

Request for clarifications received from bidders shall be responded by AAI till the schedule indicated in para 13 or as extended thereto by AAI.

Replies to Clarifications by AAI will be uploaded through e-Procurement Portal.

The bidders are advised to visit e-Procurement portal at <https://etenders.gov.in> regularly.

- Clarifications and other documents, if and when issued by AAI, shall be in relation to the tender and hence shall be treated as their extension.

- AAI makes no representation or warranty as to the completeness or accuracy of any response, nor does AAI undertake to answer all the queries that have been posted by the Bidders.

- In order to provide reasonable time to bidders to take the amendments into account for preparing their bids, AAI may, at its discretion, extend the deadline for the submission of bids suitably.

16.0 E- Tendering Procedure:

16.1. E-Tendering Participation Requirements: Vendors are required to carry out the following activities:

16.2 Registration: Registration shall be on CPPP's e-Procurement Portal, at <http://etenders.gov.in/eprocure/app>

16.3. General guidelines for bidders:

General guide lines for bidders to proceed further in the tender process are available in the CPPP's e-procurement portal. Bidders shall go through the guidelines before submitting their bids on-line.

16.4 On-line E-Tendering: For all AAI tenders hosted on CPPP's e-procurement site, the Financial Bid and Technical Bids shall be submitted on-line only.

CPPP under GePNIC, Help Desk Services

1. For any technical related queries please call the Helpdesk. The 24 x 7 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 Contact 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

**2. For any Policy related matter / Clarifications Please contact Dept of Expenditure, Ministry of Finance.
E-Mail: cppp-doe@nic.in**

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

(a) 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 <http://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)

(b) 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"

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

16.5 In case of any issues faced, the escalation matrix is as mentioned below:

Sl. no.	<u>Timings Between</u> (08:00-19:00Hrs)		Help Desk Number	Escalation Matrix	E-mail address
	#	From			
1.	08:00 Hrs	19:00 Hrs	011-24626632 011-24632950 Ext-3512, 08510096161 08510096262 08510096363		e-sap1@aai.aero
2.	Mr. Sanjiv Kumar JE(IT)		011-24632950, Ext-3505	After 4 hours of issue	etendersupport@aai.aero
3.	Mr A. K. Sharma Joint General Manager (IT)		011-24647596	After 12 hours	aniruddhasharma@aai.aero
4.	General Manager (IT)		011-24657900	After 24 hours	gmit@aai.aero

The above mentioned help desk numbers are intended only for queries related to the issues on 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.

17.0 Amendment to Tender document

17.1 At any time, prior to scheduled date of submission of bids, AAI if it deems appropriate to revise any part of this tender or to issue additional data to clarify and interpretation of provisions of this tender, it may issue addendum / corrigendum to this tender. Any such addendum / corrigendum shall be deemed to be incorporated by this reference into this tender and binding on the bidders. Addendum / corrigendum will be notified through AAI's e-Procurement portal at <http://etenders.gov.in/eprocure/app>

17.2 Clarifications of Bid Documents

17.2.1 Bidder, requiring any clarification of the tender Document, may submit their clarifications, if any, through provision of AAI's e-Procurement Portal at <http://etenders.gov.in/eprocure/app> Request for clarifications received from bidders shall be responded by AAI till the schedule indicated in para.9.3 above or as extended thereto by AAI. Replies to Clarifications by AAI will be uploaded through CPPP's

Procurement Portal. The bidders are advised to visit Central Public Procurement Portal at <http://etenders.gov.in/eprocure/app> regularly.

17.3 Clarifications and other documents, if and when issued by AAI, shall be in relation to the tender and hence shall be treated as their extension.

- AAI makes no representation or warranty as to the completeness or accuracy of any response, nor does AAI undertake to answer all the queries that have been posted by the Bidders.

In order to provide reasonable time to bidders to take the amendments into account for preparing their bids, AAI may, at its discretion, extend the deadline for the submission of bids suitably.

18.0 On-line E-Tendering General Guidelines

- System shall not permit upload of bids after the scheduled time of submission.
- The bidder may correct, modify or withdraw his bid after submission but prior to scheduled last date & time of submission of Technical and Price bids.
- Subject to Clause "ii" above, no bid shall be modified subsequent to the scheduled time of submission of bids.
- To assist in the examination, evaluation and comparison of bids AAI may, at its discretion ask the bidder for the clarification/ confirmation of compliance of its bid. The request for clarification/ confirmation of compliance and the response shall be through query provision available in E-Tendering portal.
 - Bidders may submit their response to AAI queries through provision of E-Tendering Portal Only
 - No post bid clarification/ confirmation of compliance at the initiative of the bidder shall be entertained.
- Bidder should not upload the file capacity of more than 10 MB in one file. If total capacity of file size is more than 10 MB then the files should be split in to less than 10 MB and uploaded. Zipping of file shall be avoided.

viii. The bid uploaded on E-Tender portal & in the required folder will only be considered for evaluation.

19.0 Address for Communication: (All the tender related queries and document submission shall be communicated **only** through e-tender portal)

DGM(CNS)

Airport Authority of India

Maharana Pratap Airport,

Udaipur-313022 0294-2655452 0294-2655907

Email: oic_vaud@aai.aero

20.0 Airports Authority of India (AAI) reserves the right to accept or reject any or all the tenders without assigning any reason. AAI reserves the right to call-off process of short listing of Bidders at any stage without assigning any reasons.

20.1 AAI shall not be responsible for delay/loss/non-receipt of application/tender document sent by post if bidder failed to up-load the tender in time.

Deputy General Manager (CNS)

AAI , M.P. Airport Udaipur

Ph.No.- 0294-2655452 0294-2655907

SECTION-A: GENERAL INFORMATION AND GUIDELINES

1. Purpose and Scope of Tender Document:

- 1.1 This tender sets out the terms and conditions, general, operational and qualitative requirements to be met Job Contract for “**Support in upkeep and maintenance of AS Facilities at C.N.S. Udaipur**”.
- 1.2 The tender must be valid for a minimum of 180 days from the date following the date of opening of ‘Technical Bid’.

2. Tender Document:

- The tender document consists of three sections. The bidder shall go through all these sections (**Section A**-General Information Guidelines; **Section B**-Terms & Conditions; **Section C**-special terms and conditions (part I) of the tender document and shall comply with each clause of all the three sections.
- 2.2 The instructions given in the tender document are binding on the bidder and submission of the tender will imply unconditional acceptance of all the terms & conditions by the bidder.
 - 2.3 **Bidder** shall be required to demonstrate / practically verify the specific / all features of the equipment, as deemed fit by AAI, for the evaluation of the bid.
 - 2.4 Each and every page of submitted tender document including technical documentation should be serially numbered, indexed and digitally signed.

3. Tender submission and enquiry for clarification

All completed tender documents and enquiries regarding clarification/interpretation should be uploaded on e-tender portal <https://etenders.gov.in>

4. Tendering Procedure:

- 4.1 Tenders once submitted/uploaded shall be final and no amendment thereto shall be permitted. One bidder shall submit/upload only one tender.
- 4.2 Tender shall consist of two stages –**Technical Bid & Financial Bid**. The documents required for Technical Bid and Financial Bid evaluation are listed hereunder.
- 4.3 Documents required to be uploaded to evaluate **Technical Bid are as follows:**
 - 4.3.1 Duly filled unconditional acceptance of tender as per Annexure - II
 - 4.3.2 Valid GST Registration.
 - 4.3.3 Bidder firm shall submit/upload an undertaking stating its firm or its partners or its Directors have not been black listed or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like World Bank/International Monetary Fund/ World health Organization etc., or any Indian State/Central Governments Departments or Public Sector Undertaking of India.

- 4.3.4 All the bidders shall provide the Permanent Account Number (PAN).
- 4.3.5 **Certified Testimonial / Certificates in support of Experience:** Bidder must submit/upload scanned copies of performance/experience certificate in respect of the works claimed by the bidder for meeting the eligibility criteria. These certificates should be issued by the end user agencies for whom the works have been carried out and endorsed by the bidder.
Such performance/ experience certificates should clearly indicate the following:
- i. Value of order or contract,
 - ii. Scope of order or contract,
 - iii. Order or Contract Number and Award date
 - iv. Order or Contract Completion date.
- Firms showing work experience certificate from Non-Government / Non PSU organizations should submit 'Tax Deduction at Source certificate' in support of their claim for having experience of stipulated value of works)..**
- 4.3.7 Certified copies of abridged balance sheets along with profit & loss account of the firm (tenderer) in support of Annualized average financial turnover during last three financial years ending 31st March.
- 4.3.8 Non submission of any of the aforesaid documents or, submission of any of the aforesaid documents in a manner which is in non conformance with the relevant clause of the tender document may result in rejection of tender submitted by the bidder.
- 4.3.9 Tenders shall accompany receipt/copy of Tender fee & EMD paid. There shall be no exemption for EMD to any bidder, on account of any reason/registration. Tenders without the requisite valid EMD shall be rejected except NSIC. Tender fee and EMD will be paid by way of offline payment .
- 4.3.10 **Valid Labour license issued by Labour Enforcement Officer (i) for the period for which experience certificate enclosed (ii) for the entire period of job contract.**
- 4.3.11 **Compliance statement** for Section-B - Terms & Conditions complete in all respect, duly digitally signed by the bidder.
- 4.3.12 Detailed information on the bidder's experience in Annual maintenance Contract.
- 4.3.13 List of Support Staff with qualification background.

- 4.3.14 Non submission of any of the aforesaid documents or, submission of any of the aforesaid documents in a manner which is in non conformance with the relevant clause of the tender document or irrelevant documents, may result in rejection of tender.
- 4.3.15 Original documents submitted online at e-portal during technical bid submission shall only be accepted for verification.

LIST OF DOCUMENTS TO BE UPLOADED IN THE TECHNICAL BID

SNO.	Technical BID E-DOCUMENTS(PDF)	E-FILE : NAMED AS
A	Unconditional acceptance	Acceptance letter
B	GST no.	Firm/Company details
C	Permanent Account Number	PAN
D	Proof of Experience of Works claimed .(copy of relevant pages of PO /Work order issued by Customer), Proof of completion (completion Certificate issued) with complete details of works Claimed if not done in AAI	Experience PO-01 Experience PO-02 Experience PO-03 CC-01,CC-02,CC-03
E	EMD and Tender fee Paid	EMD off-line
F	Audited Balance sheet during last three years ending 31 st march 2017	ABS-2015,ABS-2016,ABS-2017
G	Power of attorney (In case of Signatory is other than Director of a Company or proprietor /partner of the Firm)	POA
H	Details of the Vendor Firm /company : Annexure IV	Vendor details
I	Partnership deed in case of partnership firm	MOA
J	Valid Labour license issued by Labour Enforcement Officer (i) for the period for which experience certificate enclosed (ii) for the entire period of this AMC.	Labour license
K	P.F. and E.S.I.C registration.	Registration
L	Undertaking that Firm, its partner or its directors have not been black listed.(Annexure –V)	UBL
M	Signed tender document including corrigendum (if any)	Tender doc.
N	Compliance statement Section-B	Compliance statement
O	Annexure VI	Credentials staff

5. Financial Bid

5.1 **“Financial Bid”** shall be filled as per the price bid format given on E-Portal. The pricing schedule document as per format given in Annexure-I.

5.2 The prices quoted by the bidder shall remain firm during the entire period of contract and shall not be subject to variation on any account.

5.3 Price (Excluding Service Tax) shall be indicated as per Annexure –I.

5.4 **Taxes and duties as applicable shall be charged extra as per prevailing Govt. rates.**

5.5 Deviations in Statutory Taxes shall be payable by AAI as per the terms and conditions defined under tender.

5.6 **Currency of Quotes and other details regarding pricing:**

Bidders shall quote for supply and services in **INR (Indian Rupees) only**. Any bid with other than INR quote is liable to be rejected.

6. Opening of Tender:

6.1 Opening of Technical Bids:

6.1.1 Bidders may remain present at the venue i.e. AAI's premises during the opening of Technical bid or Bidders can monitor the “Technical Bid” opening process On-line.

6.1.2 To shortlist technically qualified bidders, Technical bid shall be scrutinized by AAI to Ensure whether the same are in conformity to Section B and Section C Requirement. Bidders shall provide complete information to substantiate compliance of the Section B listed in the tender. In case of incomplete compliance statement or inadequate information, tenders shall be finalized on the basis of the information available. It shall, therefore, be in the bidders' interest to give complete and comprehensive technical particulars while submitting the bid.

6.1.3 AAI may seek clarification on technical details or any other information deemed necessary. **Such queries raised on-line on e-Procurement portal shall be replied on-line positively by the bidder, within the time specified, failing which the evaluation shall be done on the basis of the information available.**

6.1.4 Tenders meeting Technical bid criteria as specified herein shall only be informed and considered for opening and evaluation of financial bid. However, tenders not meeting Technical bid criteria shall be informed for not meeting the technical bid criteria.

7. Opening of the Financial Bids:

7.1 Financial Bids of those bidders who qualify in Technical bid evaluation shall be opened by AAI. Venue, Date and Time of opening of financial bid shall be notified to successful bidders through e-Procurement Portal. Bidders may present at the venue during opening of financial bid or can monitor On-Line the bid opening process.

7.2 No correspondence shall be entertained from the bidders after opening of Financial Bid of the Tender. Date of acceptance and opening of tender can be extended on sole discretion of Jt. General Manager (CNS), Udaipur.

8. Comparison and Evaluation of Financial bid:

8.1 The tenders received and accepted will be evaluated by AAI to ascertain the complete scope contained in the tender document. The objective of the evaluation is to select a bidder that can provide the desired service with maximum efficiency and quality and meeting the requirements as defined in "Section- B and Section C".

8.2 The tenders found technically acceptable shall be compared on the basis of price quoted by the bidders for entire scope of work. The comparison for evaluation shall be of the total cost, indicating the pricing schedule of Annexure-IA of the bid. A short list of first three lowest bidders in ascending order shall be drawn and named L1, L2, and L3.

In the evaluation of Tenders, the overall quality and economy of system offered will be kept in view. Such offers which necessitate, additional expenditure required to be made by AAI may have to be loaded to make the offer compatible with the tender document requirement.

At no cost to AAI, as part of Technical Evaluation, bidders participating in this tender may be required to demonstrate operational and technical requirements or specifications, at a location considered fit by bidder in consultation with AAI.

8.3 While evaluating the Tenders, **the benefit of CENVAT credit available to AAI shall be taken into consideration.** The lowest Tender shall be decided on the basis of **Net Cost to AAI.** The **Net Cost to AAI** for works involving AMC cost shall be the **Gross Amount quoted by the firm .**

- **Taxes and duties as applicable shall be charged extra as per prevailing Govt. rates.**

9. **Concessions to Small Scale Industries (SSI) Units & Central Public Sector Enterprises (CPSEs) will be applicable as per Govt. of India guidelines.**

10. Rejection & Return of Tender:

10.1 Airports Authority of India (hereinafter abbreviated as AAI) reserves the right to reject any or part of tender without assigning any reason. AAI also reserves the right at its sole discretion not to award any order under the tender called. AAI shall not pay any cost incurred in the preparation and submission of any tender or any cost incidental to it.

10.2 Tenders, in which any of the particulars and prescribed information is vague, missing or is incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected. If the bidder gives wrong information in his tender, AAI reserves the right to reject such tender at any stage or to cancel the Contract, if awarded and forfeit the Earnest Money Deposit. AAI reserves the right to debar such bidders to participate in future tenders.

10.3 The information contained in the tender should be comprehensive and to the point. The tenders containing information other than sought, with a motive to confuse or delay the finalization process are likely to be rejected.

10.4 Canvassing in any form in connection with the tenders is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing are liable for rejection.

10.5 Should a bidder have a relation or relations employed in the capacity of an officer of AAI, the authority inviting tender shall be informed of the fact along with the offer, failing which AAI, at its sole discretion may reject the tender or cancel the contract and forfeit the Earnest Money Deposit.

11. Award of Contract:

11.1 The acceptance of the tender will be intimated to the successful bidder by issuing letter of intent (LOI). On receipt of letter of intent, successful bidder shall send unconditional acceptance of letter of intent to the Deputy General Manager (CNS), Airports Authority of India, Maharana Pratap Airport, Udaipur within five working days of issue of letter of intent through Fax / Courier/ E-mail / by authorized representative or as deemed appropriate, failing which it should be constituted that he is not interested in the offer and hence not accepted the letter of intent unconditionally.

11.2 AAI shall issue the Purchase order to successful bidder on receipt of unconditional acceptance of the letter of intent. Successful bidder shall return one copy of purchase order within three working days as a confirmation to acceptance of terms and conditions of purchase order duly signed by him on each page of the order.

11.3 Successful bidder has to enter into an agreement with AAI on terms and conditions mentioned in the tender, its corrigendum and technical queries and responses against which purchase order has been issued.

11.4 AAI shall be the sole judge in the matter of award of contract and the decision of AAI shall be final and binding.

12. Execution of Works:

12.1 The works shall be carried out under the supervision of the AAI, nominated project officer according to the terms and conditions of the contract.

13. Declaration:

The General Information and Guidelines given in the Tender Document are hereby accepted unconditionally and shall be complied with.

Signature of Bidder

Name Telephone Fax

E-mail

Stamp

SECTION – B: TERMS & CONDITIONS**General Conditions:**

1. For stating Compliance: Write “C” in the third column below.
2. For stating Non-Compliance: Write “NC” in the third column below.

Sl. No.	Requirements	Statement of Compliance & Agreement
1.	Liquidated Damages	
1.1	In case of delay in completion of the contract, liquidated damages (L.D.) shall be levied @ 1% of the full value of uncompleted portion of work per week (part of week to be treated as one week) subject to a maximum of 10% of total contract value. If the uncompleted work, restricts the operation of complete system then LD shall be applicable to total value of contract with approval of Competent Authority.	
1.2	Contract have following activities: a) Maintenance of Equipments defined in scope of work. b) Deputation of unskilled and semi-skilled worker. Delay in any stage of work shall invite Liquidated Damages (LD) according to value of the activity as defined above at 1.1 LD shall be calculated on per day basis and it shall not be linked with the value of job contract.	
2.	Time : The Essence of Contract	
2.1	The time and date of completion of the works as contained in the Job contract and as agreed to contractually after modifications, if any, shall be final and binding upon the Contractor. It must be understood that the Contractor has made the proposal after fully considering all such factors which may have any bearing on the time schedule of the contract, and no extension in the schedule whatsoever shall be permitted on these accounts by AAI.	
2.2	This contract is for a period of two year commencing from “Service Commencing Date” as indicated in the contract document.	

7.	Right to Accept or Reject the Tenders	
7.1	The right to accept the tender in full or in part/parts will rest with AAI. However, AAI does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason whatsoever.	
7.2	Tenders, in which any of the particulars and prescribed information is missing or is incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non responsive and are liable to be rejected.	
8.	Termination of Contract at Purchaser's Initiative	
8.1	The AAI reserves the right to terminate the contract either in part or in full due to the reasons other than specified herein. The AAI shall in such an event give 15 days' notice in writing to the Supplier of their decision to do so.	
8.2	The supplier upon receipt of such notice shall discontinue the work on the date and to the extent specified in the notice, make all reasonable efforts to obtain cancellation of all orders and contracts to the extent they are related to the work terminated and terms satisfactory to the AAI, stop all further subcontracting or purchasing activity related to the work terminated, and assist the AAI in maintenance protection, and disposition of the works acquired under the contract by the AAI.	
9.	Earnest Money Deposit (EMD)	
9.1	Each tender must accompany the earnest money, as indicated in the eligibility criteria, in the form of Off-line Payment. Tenders not accompanied by the requisite EMD or proof of exemption from EMD shall be rejected.	
9.2	The EMD of all unsuccessful bidders will be returned only after the contract has been awarded to the successful bidder (whose EMD will be retained). For NSIC registered firm Tender Fee will be returned after verifying the proof of NSIC registration document & challan of EMD submitted in technical bid.	
9.3	EMD shall be refunded to bidders who fail to qualify Pre-Qualification criteria or Technical qualification criteria immediately after Technical evaluation report is accepted.	
9.4	The EMD of the successful bidder will be treated and converted as part of the security deposit.	
9.5	If the successful bidder fails to submit the security deposit and fails to enter into an agreement with AAI within 30 calendar days after the date of acceptance of P.O., the EMD amount shall be forfeited and purchase order shall be cancelled.	
9.6	No interest or any other expenses, whatsoever, will be payable by AAI on the EMD in any manner.	

10	<p>Security Deposit:</p> <p>The contractor shall deposit 10% of the contract value towards security deposit in the form of Demand Draft drawn in favor of “Airports Authority of India”, on any Schedule bank, payable at UDAIPUR(but not from any cooperative bank or Gramin Bank).</p>	
10.1	<p>After completion of work, the Maintenance-in-Charge shall, on demand from the Contractor, refund to him the security deposit, provided that, the Maintenance-in-Charge is satisfied that there is no demand outstanding against the Contractor.</p>	
12.	Arbitration and Laws	
12.1	<p>Except where otherwise provided for in the contract, all questions & disputes relating to the meeting of the specifications, designs, drawings, and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be settled within thirty (30) days (or such longer period as may be mutually agreed upon) from the date that either party notifies in writing that such dispute or disagreement exists. Provided that any dispute that remains unresolved shall be settled under the Rules of Indian Arbitration and Conciliation Act , 1996 , The venue of Arbitration shall be New Delhi, India. The arbitration award shall be final and binding upon the parties and judgment may be entered thereon, upon the application of either party, by any court having jurisdiction.</p>	
12.2	<p>Indian laws shall govern this contract.</p>	
13.	Price	
13.1	<p>The bidder shall confirm that quoted prices shall be firm and fixed and subject to no escalation whatsoever till the validity period of the tender.</p>	

13.2	The rates shall be entered in figures as well as in words. For the purpose of the tender, the metric system of units shall be used. In the event of any discrepancy, the unit price quoted in words will be taken as the final. In case of E-Tender, follow the instructions available on E-portal.	
13.3	In case of item rate tender, only rates quoted shall be considered. Bidder shall quote the rates in figures as well as in Words (In English language only). The rates quoted in figures shall be in International numerals and whole numbers. The amount for each item shall be worked out and the all requisite totals given. Special care shall be taken to write rates in figures as well as in words, and the Total Amount in figures only. The GROSS Total shall be written both in figures and in words	
13.4	The rates should include patent rights, if any.	
13.5	That if on checks there are differences between the rates given by the contractor in words and figures or in amount worked out by him, the following procedures should be followed:	
	<p>a) When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the contractor, should be taken as correct.</p> <p>b) When the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words, then the rate quoted by the contractor in words should be taken as correct.</p> <p>c) When the rate quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor should be taken as correct and not the amount.</p> <p>D) In case of percentage rate tender, the contractors are required to quote their rates both in amount as well as in the percentage below / above the rates entered in the schedule. In such cases, in the event of arithmetical error committed in working out the amount by the contractor, the tendered percentage and not the amount should be taken into account.</p> <p>e) If agency fail to quote the rate in word & in figure and amount (both) the same shall be assume to be included in the total tendered amount.</p>	
13.10	Service Tax	
13.10.1	Bidders shall quote prices exclusive of Service Tax. Taxes and duties as applicable shall be charged extra as per prevailing Govt. rates..	
14.	Validity of Tender	
14.1	The tender must remain valid for a minimum of 180 days from the date following the date of opening of 'technical bid'.	
15.	Payment Terms	
15.1	Job contract payment shall be made on Quarterly basis.	

15.2	Payment shall be released after adjusting any compensation for delay which firm might have rendered themselves liable as per provisions of contract and applicable income tax and any applicable deductions as per laws and purchase order.	
15.3	The payment of daily wages to the employee to be paid through cheque and necessary document of payments of wages and bonus must be submitted to this office time to time. Otherwise their bill will not be processed.	
15.4	The proof of EPF& ESIC deposit of the staff deployed for this work must be submitted along with the quarterly bill. The bill will not be processed without the current documents of EPF & ESIC and EPF and ESI will be reimbursed as per actual.	
16	Taxes, Permits and Licenses	
16.1	Price break-up of the consolidated quoted price is required to be shown in Annexure-I.	
17.0	Miscellaneous	
17.1	In addition to the above any other information/description, the bidders may wish to provide, like the features/performance, figures specified/indicated should be with supporting documents/calculations. All figures indicated by the bidders must be fully qualified and subject to coordinated performance.	
17.2	AAI reserves the right to change the number of persons required to be supplied of the tendered quantity or part thereof, indicated in Annexure-I, at the time of placement of Work Order.	
18	Payment to workmen	
18.1	Contractor shall have to pay his staff in compliance of prevailing Minimum wages Act of Government of India and also abide by Contract Labour Laws as amended from time to time.	
19.0	Penalty: A fine of Rs. 500/day per person in case of manpower deployed for this work is absent.	

20.0	<p>Security Pass:</p> <p>The Maintenance engineer/ technicians deputed for the work by the contractor shall be issued Temporary Airport Entry Permit (TAEP) by Security department of AAI, The contractor has to submit the police verification report and other required documents of the persons for the same before the start of work, at own cost. The contractor shall be responsible for misuse of any TAEP and be liable for action by security agencies at the airport.</p>	
21	<p>Instructions and Notices :</p>	
21.1	<p>Subject as otherwise provided in this Contract, all notices to be given on behalf of AAI and all other actions to be taken on its behalf may be given or taken by the maintenance-in-Charge or any officer for the time being entrusted with the functions, duties and powers of the maintenance-in-Charge.</p>	
21.2	<p>All instructions, notices and communications, etc. under the Contract shall be given in by email, FAX or in writing by registered post to the last known address of the Contractor.</p>	
22	<p>Foreclosure of Contract in Full or in Part due to Abandonment or Reduction in Scope of Work:</p> <p>If at any time after acceptance of the tender AAI shall decide to abandon or reduce the scope of the Works for any reason whatsoever and hence not require the whole or any part of the Works to be carried out, the maintenance-in-Charge shall give notice in writing to that effect to the Contractor and the Contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the Works.</p>	
23	<p>Termination of Contract for Death:</p> <p>If the Contractor is an individual or a proprietary concern and the individual or the proprietor dies and if the Contractor is a partnership concern and one of the partners dies then unless the Accepting Authority is satisfied that the legal representative of the individual Contractor or of the proprietor of the proprietary concern and, in the case of partnership, the surviving partners, are capable of carrying out and completing the Contract, the Accepting Authority shall be entitled to cancel the Contract as to its incomplete part without AAI being in any way liable to payment of any compensation to the estate of the deceased Contractor and/or to the surviving partners of the Contractor's firm on account of the cancellation of the Contract. The decision of the Accepting Authority that the legal representatives of the deceased Contractor or the Surviving partners of the Contractor's firm cannot carry out and complete the Contract shall be final and binding on the parties. In the event of such cancellation AAI shall not hold the estate of the deceased Contractor and/or the surviving partners of the Contractor's firm liable in damages for not completing the Contract.</p>	

24	Inspection of work:	
24.1	The Contractor shall satisfy himself before submitting his tender as to the form and nature of the work, the quantities and materials necessary for the completion of the Work, he may require and in general shall himself obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect his tender. No extra charges consequent on any misunderstanding or otherwise shall be allowed.	
25	Sufficiency of Tender :	
25.1	The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the Works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall, except as otherwise provided, cover all his obligations under the Contract and all matters and things necessary for the proper completion and maintenance of the Works.	

The terms and conditions given under Section B – General Information and Guidelines are hereby complied and agreed.

Signature of Bidder
 Name
 Telephone/ Fax
 E-mail

AIRPORTS AUTHORITY OF INDIA
Udaipur Airport, Udaipur

Sl. No.	INTERPRETATION AND DEFINITION
1	Singular & Plural: Where the context so requires, words importing the singular only also include the plural and vice-versa.
2	Headings and Marginal Notes to Conditions: Headings and marginal notes to these General Conditions shall not be deemed to form part thereof or be taken into consideration in the interpretation or construction thereof or of the contract.
3	Definitions :
3.1	AAI shall mean Airports Authority of India having its headquarters at New Delhi and includes a duly authorized representative of AAI or any other person empowered in this behalf by AAI to discharge all or any of its functions.
3.2	The “Accepting Authority” shall mean the Airport Director, Airports Authority of India, UDAIPUR Airport,) Udaipur.
3.3	The “Contract” shall mean the notice inviting the tender, the tender and acceptance thereof and the formal agreement, if any, executed between AAI and the Contractor together with the documents referred to therein including these Conditions with appendices and any special Conditions, the specifications, designs, drawings, schedule of quantities with rates and amounts and schedule of rates. All these documents taken together shall be deemed to form one Contract and shall be complementary to one another.
3.4	The “Contractor” shall mean the individual or firm or company whether incorporated or not, undertaking the works and shall include legal representative of such individual or persons composing such firm or incorporated company, or successors of such firm or company as the case may be and permitted assigns of such individual or firm or company.
3.5	The Contract Sum shall mean the cost of the Works arrived at after extension of the quantities shown in Schedule of Quantities by the item rates quoted by the tenderer for the various items.
3.6	A “Day” shall mean a day of 24 hours from midnight to midnight irrespective of the number of hours worked in that day.
3.7	“Maintenance-in-Charge” shall mean the Officer or Officer’s appointed by the Accepting Authority or his duly authorized representative who shall direct, supervise and be in charge of the works for purpose of this contract.
3.8	“Excepted Risks” are risk due to riots (otherwise than among Contractor’s employees) and civil commotion (in so far as both these are uninsurable), war (whether declared or not), invasion, act of foreign hostilities, civil war, rebellion, revolution, insurrection, military or unsorted power, any acts of Government, damage from aircraft, acts of God, such as earthquake,

	lightning and unprecedented floods and other causes over which the Contractor has no control and accepted as such by the Accepting Authority.
3.9	“Market Rate” shall be the rate as decided by the Maintenance-in-Charge on the basis of cost of materials and labour at the Site where the work is to be executed, plus the percentage to cover all overheads and profit.
3.10	Schedule(s) referred to in these conditions shall mean the relevant schedule(s) annexed to the tender papers issued by AAI or the Standard Schedule or Rates prescribed by AAI and the amendments thereto issued from time to time.
3.11	A “Week” shall mean seven days without regard to the number of hours worked in any day in that week.

AIRPORTS AUTHORITY OF INDIA

UDAIPUR Airport, Udaipur

SECTION – C

SPECIAL CONDITIONS OF THE CONTRACT (I)

1 Standards: The requirements given in this document are firm and no deviation of any kind is acceptable.

2. Special additional Conditions of the Contract:-

a. **Minimum wages :** - The successful bidder shall comply with all the provision of contract labour (Regulation and Abolition) Act, Contract labour (Regulation and Abolition) Act of 1970 and Contract Labour (Regulation and Abolition) Central Rules 1971 and other legislations such as Employees Provident Fund and Miscellaneous Provision Act 1952 (EPF & MP Act 1952), Employees state Insurance (ESI) Act 1948 and Minimum Wages Act 1948, The payment of wages

Act 1936, the workmen"s compensation act 1923 & Rules / Acts / instructions enforced from time to time by the Central and State Governments and also as mentioned in website of Chief Labour Commissioner (www.clc.gov.in). The successful bidder has to pay the minimum wage of Central or State Govt. whichever is higher, to the staff engaged by him.

b. **Bonus** considered is **Rs.8.33%/-** per staff per annum.

c. **EPF, ESI:** The successful bidder shall *comply with EPF registration & ESI registration (norms as applicable with up to date amendment and shall get registered to local labour authority of the govt. The successful bidder shall submit proof of payment of EPF & ESI payment and the PF account code, ESI card / Pehachan card of the individual personnel engaged by him within first month of the contract, failing which AAI will withhold the EPF (25%) and ESI (8%) payment till the submission of paid receipt is received.*

d. **Liability period:** shall be for a period of **SIX MONTHS** from the certified date of completion of the contract. Security deposit shall be released after successful completion of defect liability period and on submission of EPF return filed copy.

e. **Security Clearance:** As the site of work is in the restricted area/AAI premises the successful bidder has to arrange for the security clearance and obtain Airport Entry Passes (AEP) from Security Authorities at Maharana Pratap Airport, Udaipur for the work force deployed by him under this job contract after making necessary payment of fees and submission of documents as per the procedures in vogue. Over and above, the identity card issued by the firm to be displayed while the persons are on duty. In case of loss/renewal of AEP, the cost of making new passes shall be borne by the successful bidder. The successful bidder shall be responsible for misuse of any AEP and be liable for action by security agencies at the airport.

f. Any person under this contract, whose work or conduct is found unsatisfactory by AAI, shall be replaced at no additional cost to AAI.

g. The successful bidder shall, at their sole cost and expenses, furnish and provide for rendering services covered by this contract to the entire satisfaction of Airports Authority of India.

h. The successful bidder shall comply with all applicable laws, ordinances, rules & Regulations in respect of this contract and shall pay all charges in connection therewith.

i. The successful bidder has to submit the detailed list of staff with their skill, experience certificate, address before engaging them on work and shall inform/intimate AAI in advance when there is change in the list.

j. The successful bidder shall be responsible for the recruitment, retainment and retrenchment of the employee of their establishment and for settlement of dispute arising out of the terms and conditions of services of the personnel.

k. The staff engaged by the successful bidder shall have no claim for any temporary or permanent employment in AAI.

l. Necessary safety measures shall be ensured by the successful bidder for the on-duty personnel engaged by him. AAI shall not be held responsible for any such accident arising from compromising safety measures/negligence.

m. If the services rendered by the successful bidder are not up to the standard, the same shall be brought to the notice of the firm with a view to improve the same in a stipulated period; else shall take necessary action as per the provisions of contract. AAI may even terminate the contract without any intimation at any time if the performance is found unsatisfactory.

n. The successful bidder has to ensure that the services are not disturbed either due to absenteeism or due to willful act of his staff. In case workforce deployed by the successful bidder resort to any kind of industrial action the successful bidder shall arrange to deploy alternate work force of sufficient strength.

o. The authority shall reserve the right to terminate the contract after following the conditions specified in the tender document. Even then the successful bidder shall continue to provide the services as per the contract till alternative arrangements are made by AAI.

p. This contract is initially for a period of two year commencing from the “**Date of signing of the Agreement**”.

q. All the workers under this contract are required to perform day or night duty as per requirement of AAI (8 Hrs. daily) and are eligible for one Weekly Off. They are required to attend the duty in neat and clean uniform. The uniform shall be provided by the successful bidder and no extra payments shall be made in this regard. The uniform shall consist of two pairs of shirt/pant of good quality along with cotton socks-2 pairs & shoe one pair (standard quality).

r. Terms of Payment:

i. No mobilization advance shall be paid for any activity.

ii. All the employee to be paid daily wages as per their categories along with P.F contribution @ of 13.15% of daily wages, E.S.I.C contribution @ of 4.75% of daily wages. The successful bidder is required to pay bonus @ 8.33% (at least) to their workmen employed failing which recovery/withholding @ **25%, 8% & 10%** against PF, ESIC/Accident cum Medi-claim Policy & bonus respectively from their Final Bill shall be made.

iii. The payment to the workers to be paid on monthly basis through RTGS/NEFT only and necessary document of payments of wages, pay slip, P.F and E.S.I.C and Bonus (on six monthly basis) must be submitted to this office every month. Firm will also submit the annual EPF return Form 3 (A) & 6 (A) and ESIC half yearly return form V within one month period of submission of the same. PF number, ESIC number and deductions thereof has to be mentioned in employees monthly salary slip

iv. The payment shall be made on monthly basis on raising the bill thereof along with satisfactory performance as per terms and condition and certificate from the concerned AAI unit where the manpower was deployed.

v. The 100% of the charges minus the recoveries if any shall be paid after the successful completion of each month.

vi. The payment to the workmen has to be made on or before 7th of every month. The wage register will be counter-signed by representative of AAI with the remarks "Certified that the amount shown in the column no.-_____ has been paid to the workmen concerned on _____ at _____ hrs. Firm should ensure that workers could draw the cash on or before 7th of each month.

vii. The successful bidder has to maintain the wage register for his employees and has to be produced for verification of the principal employer (AAI) as and when required.

viii. Bonus should be paid for total manpower @ 8.33% of basic wages per year for each worker (6 Month part Bonus to be paid along with the wages of the 6th Month and balance 6 Month Bonus will be paid along with the wages of the last month at the end of the contract). If proof of payment of bonus is not submitted, 33.33% of the running account bill will be withheld.

ix. Payment will be made to the successful bidder after submitting the following documents each month. · Wage Muster Copy, EPF / ESIC / Professional Tax Challan"s copy along with details of PF / ESIC / Professional Tax contribution of each worker and employer along with undertaking that working employee and firm contribution is inclusive in the challans submitted.· The successful bidder should quote the rates in Annexure-I considering current rates of minimum wages & all statutory requirements as per above.

x . Increased wages will be beared by employer after submission of increased minimum wages as per central Govt.

Quoted rates by the firm should include the following cost components:

a. Total manpower cost per year based on actual wages paid as per labour act (including PF,ESIC and Bonus),by the firm per day per worker (should not be less than minimum wages rates applicable as on date of publication of tender as per Govt. of India norms)

b. Profit and overhead charges

c. Taxes and duties as applicable shall be quoted separately as per Annexure-I x.

The successful bidder is required to submit provident fund registration number and ESI registration number of their organization within two months period after award of work

3. Nature of Duty:

A. For Semi-skilled manpower:

i) The job contract for Semi-skilled manpower includes locating & rectification of cable fault including underground cables, maintenance and cleaning of CCTV cameras , X-ray Machines, FIDS, ETD HHMD ,DFMD etc.

ii) Work Area covered under this contract are:

All offices of technical block and administrative block

All area inside terminal building including air side/city side.

B. Duty hours will be 0930-1800 hrs daily for six days in a week or as per operational requirement. Lunch break from 1330-1400. One weekly off is admissible. The duty norms are subject to change as per Govt. of India norms from time to time.

C. In case of emergency, the worker may be asked to stay back beyond 18:00 hrs for which no extra payment shall be made. If the duration of this stay is more than four hours then additional off day will be allowed on a convenient later day, but not later than one month.

D. AAI shall reserve the rights to fix responsibility for omissions & commissions and to impose a maximum penalty of 10% of the monthly bill amount for such deficiencies in services after serving notice and giving fair opportunity to the Contractor in respect of following:

a. Poor workmanship & damage to installations of AAI.

b. Not complying with instructions given by AAI.

c. Not maintaining punctuality in reporting for duty and absence without permission

4. Contractor will have to employ eligible and experienced staff for maintenance as follows. However in case of any deviation in requisite criterion, the decision of CNS In-charge shall be final.

a) **Semi-skilled Labour :**

Working knowledge in the relevant field.

5. Contractor has to maintain daily attendance of the staff and if AAI wishes to see the same, the same shall be made available to AAI for inspection.

6. The contractor has to submit the details, qualification and experience of the staff before engaging them on work and decision of CNS In-charge to take staff on duty will be final and binding.

7. AAI has the right to negotiate with L-1 after opening of Financial Bid

Annexure I

PRICE SCHEDULE FOR - JOB CONTRACT FOR CONSERVANCY WORK FOR UPKEEP AND MAINTENANCE OF AS EQUIPMENTS AT UDAIPUR AIRPORT

S.no.	Description	Unit	Qty.	Rate/month/person excluding GST	Total Amount	
					In figure	In words
1	Deployment of semi skilled Manpower 1 no. 's for upkeep and maintenance of CNS and airport systems equipments at Udaipur Airport	Mon	12			

***Annexure – I A**

INSTRUCTION TO FILL PRICE SCHEDULE (Annexure –I)

1. Price shall be quoted as per the price bid format of E-Portal and terms and conditions of tender document only. Annexure-1 price schedule table in this document is for reference only.
2. Taxes & Duties break up for bids in Indian Rupees shall be indicated in price bid (Annexure –I).
3. Prices are to be mentioned strictly as per the format and shall not include any other head.
4. In case bidder is not indicating rate of statutory taxes but fills the flat amount, then no deviation in statutory tax will be allowed at the time of supply due to increase or decrease in statutory taxes. In case, bidder has quoted the flat value towards taxes then AAI will not pay any claim towards increase in statutory Taxes. Bidder is required to produce Government of India notification towards taxes prevailing at the time of opening of technical bid versus time of supply of the items while seeking claim towards increase in statutory taxes in India. In case no extra payment is claimed by the bidder towards increase in statutory taxes, a certificate/undertaking is required to be given by bidder that statutory tax has not decreased during the period between date of opening technical bid. Any decrease in statutory taxes between the above said periods shall be passed to AAI while claiming payments. If supplies are delayed for reasons attributed to the suppliers, the increase rate of statutory taxes shall be borne by the supplier. However, any benefit accruing due to decrease in statutory taxes shall be passed on to AAI.

Annexure –II

(Unconditional ACCEPTANCE LETTER)

To

The Deputy General Manager (CNS)
Airports Authority of India,
Maharana Pratap Airport,
Udaipur-313023

Sub: Submission of Tender for “Job Contract for support in upkeep and maintenance of AS facilities at M.P.Airport, Udaipur”

Sir,

Having examined the conditions of contract and specifications including addenda, I/we, the undersigned, offer to **Job Contract for support in upkeep and maintenance AS facilities at M.P.Airport, Udaipur”** in conformity with the specifications, terms & conditions of Tender.

- i. I/We agree to abide by the terms and provisions of the said conditions of the contract and provisions contained in the notice inviting tender. I/We hereby unconditionally accept(s) the tender conditions of AAI’s tender documents in its entirety for the above work. It is certified that I/we have not stipulated any condition(s) in our tender offer. In case any condition(s) are found in our tender offer violated after opening tender, I/We agree that the tender shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to forfeit the EMD absolutely.
- ii. I/We hereby submit the earnest money of [INR.....] for the Tender for the above mentioned work in the form of demand draft/EMD Bank Guarantee offline before submission date.
- iii. Bid uploaded by us is digitally signed, and prepared so as to prevent any subsequent alteration and replacement.
- iv. That, I/We declare that I/we have not paid and shall not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe/gratification, I shall immediately report it to the Appropriate Authority in AAI.
- v. That, I/We undertake that AAI’s tender document shall form part of contract agreement.

We understand that you are not bound to accept the lowest or any bid, you shall receive.

Thanking you

Yours faithfully

dated:

Signature of Bidder

Name:

Telephone:

Fax/Email/Stamp.....

Witness.....

Signature.....

Address.....

.....

Enclosures: a)

b)

AGREEMENT (On INR 100/- Non Judicial Stamp Paper)

For Job Contract for support in upkeep and maintenance of AS Facilities at M.P.Airport, Udaipur

Between

Airport Director, Airports Authority of India, Maharana Pratap Airport, Udaipur

And

(Name of the Contractor along with address)

THIS AGREEMENT, entered into this (Date) day of (Month & Year) by and between (Name of Contractor), having its office at (Contractor's Office Address) (hereinafter called the "Contractor") and the Airport Director, Authority of India having its office at Maharana Pratap Airport ,Udaipur (hereinafter called the "AAI"), the expressions "Contractor" and "AAI" shall mean their successors, legal representatives or assigns, for the Comprehensive Annual Maintenance Contract for support in upkeep and maintenance of Airport Systems facilities. at M.P.Airport, Udaipur.

WITNESSETH,

WHEREAS, AAI invited offers for the Comprehensive Annual Maintenance Contract for support in upkeep and maintenance of AS facilities . at M.P.Airport, Udaipur.

WHEREAS, the Contractor has offered Annual Maintenance Contract for support in upkeep and maintenance of AS facilities. at M.P.Airport, Udaipur in accordance with their Price Bid dated (Date) and AAI has accepted its offer.

NOW, therefore, in consideration and mutual covenants contained herein, the Contractor and The AAI (hereinafter referred to as the "parties") agree that the following document shall be part of this agreement:-

1. AAI Tender Documents for the Comprehensive Annual Maintenance Contract for support in upkeep and maintenance of AS facilities. at M.P.Airport, Udaipur, comprised in Volumes-(Numbers), including Drawings and Maps supplied by AAI.
2. Tender corrigendum no. 1,2
3. Tender clarifications offered by AAI subsequent to the Bidders queries by AAI (Date).
4. Bid Documents submitted by the Contractor dated (Date) in fulfilling the contract requirements that includes the signed compliance.
5. Unconditional acceptance of AAI Tender conditions as given by the Contractor.

6. Queries raised by AAI during technical evaluation and technical clarifications submitted by the contractor in response thereof.

7. The price bid of the Contractor which was opened on (Date) and accepted by AAI.

8. Reference of LOI/Purchase order issued/acceptance of bidder for and on behalf of Contractor for and on behalf of Chairman, AAI.

For and on behalf of Contractor

For and on behalf of Chairman, AAI

Signature
Name of the Executive
Designation

Signature:
Name of the Executive:
Designation:

1. Witness: (Signature, Date, Name, Designation on behalf of AAI)

2. Witness: (Signature, Date, Name, Designation on behalf of Contractor)

ANNEXURE –IV

To,

The Airport Director,
Airports Authority of India,
M P Airport,
Udaipur.

Subject: Request for E-Payment.

Sir,

Following particulars are given for effecting E-payment in respect of our claim / Bill.

S.No.	Particulars /Details	Remarks
1	Name of the Vendor /Firm	
2	Office Address	
3	Type of Organisation	
	(a) Sole Proprietor	
	(b) Partnership	
	(c)Private Ltd. Company	
	(d) Public Ltd. Company	
4	Name of Bank	
5	Bank Branch Code	
6	Bank Account No.	
7	IFSC Code	
8	PAN No.	
9	VAT/Sale Tax No.	
10	MICR Code	
11	NEFT Code	

We also enclose herewith a cheque duly cancelled of our bank A/c.

Thanking You,

**Signature of authorized signatory with
seal duly verified with concern bank**

Yours Faithfully

(Authorized

Signatory)

**Note: Any erroneous information may lead to harmful transaction for which either
AAI or the Bank will not be liable/ responsible.**

DECLARATION BY THE CONTRACTOR/TENDERER

I /We, the undersigned do hereby declare that, I /We have never ever been blacklisted and /or there were no debarring actions against us for any default in supply of material /equipments/service by the Airports Authority of India.

In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid /contract shall be liable for truncation /cancellation /termination without any notice at the sole discretion of the purchaser.

Signature of the Tenderer

Name

Date:

Seal:

E-mail Address:

