



**AIRPORTS AUTHORITY OF INDIA**  
**M.T.Section, CATC, Prayagraj-211012**  
**NOTICE INVITING e-TENDER**

Ref. AAI/CATC/MT-OM/2023-24/NIT01

Date: 19/10/2023

1. **Percentage Rate** e-tenders are invited through the e-tendering GeM -Portal by **Joint General Manager(ATM)/MTO,AAI,CATC, BAMRAULI Prayagraj-211012; Phone no. 0532-2580431-38 (Extension-3340) (Bid Manager)**, on behalf of Chairman, A.A.I, from the eligible contractors, for the work of “**Annual Job Contract for Operation of Vehicles and Associated Works at Civil Aviation Training College [CATC] Prayagraj during 2023-24**” at an estimated cost of **Rs.28,73,367.00 (Including GST and Excluding of EPF,ESIC,BONUS)** with period of completion **12 Months**.

Estimated Cost is derived inclusive of all taxes, contractor's profit, ELDI, GST, and Cess but excluding of EPF,ESI, BONUS and UNIFORM.

The tendering process is online at GeM Portal URL address <https://gem.gov.in>. Aspiring bidders may download and go through the tender document. Aspiring bidders may go through the tender document by login in to the GeM portal. The tenders will not be accepted in any other form.

Any amendment or corrigendum to the tender document will be posted on GeM Portal only. As the tendering process is online on GeM portal, it is bidders' responsibility to check for any amendment / corrigendum on GeM Portal before submitting the bid online on GeM portal. Also, the bidders are advised to get themselves acquainted with the e-tendering process on GeM portal which requires registration at GeM portal, obtain 'User ID' & 'Password' and go through the 'Bid for Services – Service Provider side' available in the home page after login to the GeM portal <https://gem.gov.in>.

Bidders shall submit their bids as per scheduled date and time through GeM- procurement portal at <https://gem.gov.in> only.

GeM portal -procurement system shall not allow bidders to submit their tender, after the schedules date and time. Bidders shall submit tender before the schedule deadline specified in GeM bid document or the extended deadline notified by issue of corrigendum, as the case may be.

Tender processing fee of **Rs 1120/-(including GST), Non-refundable will be required to be paid online via Net Banking/ Mobile Banking or offline mode via bank deposit at any of the bank branches, in favour of Airports Authority of India SBI A/C No. 40652171884 ( IFSC Code-SBIN0001525)** and the proof of the same has to be submitted as mentioned in NIT Cl 2A(xiv) . **No Demand Drafts/ Bank Guarantee/ FDR would be accepted in this regard.**

**Earnest Money Deposit of Rs 57,467/ will be required to be paid online via Net Banking/ Mobile Banking or offline mode via bank deposit at any of the bank branches, in favour of Airports Authority of India SBI A/C No. 40652171884 (IFSC Code-SBIN0001525)** and the proof of the same has to be submitted as mentioned in NIT Cl 2A(xv) . **No Demand Drafts/ Bank Guarantee/ FDR would be accepted in this regard.** EMD deposit made by the Tenderers , would be refunded directly in their respective bank accounts, of all except the successful bidder to whom the contract



is awarded. **Scanned Copy of cancelled cheque or scanned signed copy of Bank Details needs to be submitted as mentioned in NIT Cl. 2A(xvi) for refund.**

2. Following **02 Covers/ Envelopes** shall be submitted through online at **GeM- Portal** by the tenderer as per GeM Portal schedules:-

**Envelope-I (Technical Bid and Pre-qualification): Bid containing following :**

Following documents shall be submitted through online GeM-portal by the bidder. Bidder shall upload scanned copy of self-attested documents in a readable format on the GeM Portal under the **Technical bid in pdf file only. Uploading of documents in location other than specified above shall not be considered. Hard copy of documents shall not be entertained.**

**A. Technical Bid** containing the following :

- I. Scanned Copy of Unconditional Acceptance of AAI's Tender Conditions on Bidder's Letter Head (Performa given in **PR-I** of Tender Document).
- II. Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- III. Scanned copy of valid EPF & ESIC registration .
- IV. Scanned copy of duly signed Affidavit for payment of Minimum Wages on non-judicial stamp paper of Rs. 100.00 (Performa given in **PR-II** of Tender Document)
- V. Undertaking of GST on Company's Letter Head (Performa given in **PR-III** of Tender Document).
- VI. Scanned copy of 'Undertaking' regarding Blacklisting/Debarment on Company's Letter Head. (Performa given in **PR-IV** of Tender Document).
- VII. Firm must have registrations with appropriate government Authorities related to providing Skilled/Semiskilled (M.T. Driver/Helper/ Mechanic) Manpower for Job Works on hire basis:
- VIII. Scanned copy of Form-A- details of **similar works completed** during last seven years with completion certificate issued by client. (**PR- V**).
- IX. Scanned copy of Form-B – Financial information (**PR-VI**)
  - X. 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 in processed by a person other than Proprietor.
- XI. Digitally signed tender document.
- XII. PQ Performa duly filled ( **as per Annexure-A of tender document**)
- XIII. Scanned Copy of MSMEs Certificate, if any.
- XIV. Screenshot/PDF copy/Scanned Copy of Tender Processing fee of value Rs 1120.00
- XV. Screenshot/PDF copy of Earnest Money Deposit of value Rs 57,467.00 OR Scanned copy of 'Bid Security / Earnest Money Declaration on Company's Letter Head for exempted bidders.
- XVI. Scanned copy of cancelled cheque or scanned signed copy of Bank details for refund of EMD to unsuccessful bidders (**PR-VII**).
- XVII. Turnover exemption shall be given to eligible Indian Micro Small and Medium Enterprises (MSEs) units. **However, bidder has to mandatorily submit UDIN generated Balance sheet/ Turnover certificate of last three years ending on 31<sup>st</sup> march 2023 as this shall be used for financial evaluation in case two or more bidders quote the same rate. Non submission of this document shall lead to rejection of bid.**

**B. Qualifying requirement 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. 11,49,347.00** or **Two works**, each **Rs. 14,36,684.00** or **One work** of **Rs. 22,98,694.00.00** in single contract of similar nature of work i.e. **“Providing manpower services ( M.T. Drivers & Helpers/Mechanic)”** during last seven years ending last day of month previous to the one in which tenders are invited in India. Work experience will be evaluated on annual basis.  
**The details of similar works completed during last seven years in the given format –Form-A (PR-V) with supporting documents issued by client.**

**NOTE:- The experience certificates of work completed pre GST era, completion amount will be divided by 1.12 (to exclude pre GST tax of VAT @ 12%) to make it at par with experience certificates of post GST era but excluding GST “The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of submission of Bid.**

Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. Tenderers showing work experience certificate from Non-government/Non-PSU organizations should submit copies of Tax Deduction at Source Certificate (TDS) certificate (s) along with a 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. 8,62,010.00** against works executed during last three years ending 31<sup>st</sup> March of the previous financial year. As a proof, copy of Abridged Balance Sheet and Profit and Loss Account Statement of the firm should be submitted along with the application.  
**The Financial information shall be submitted in the given format- Form B ( PR-VI ).** Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- III. Tenderers have to submit **UDIN** generated documents like Balance sheet, Turnover certificate, Working capital certificate (works done during last 5 financial years and works in hand), Minimum Net worth certificate (15% of one year of work i.e Rs. 4,31,005.00), Tax deduction at source (TDS) certificates for Non Govt. works etc. as per NIT conditions duly **certified by CA and having UDIN . The documents submitted by bidders without UDIN shall not be entertained and Tender will rejected.**

**Envelope -II: - The Financial e-Bid through GeM- Portal.**

All rates shall be quoted in the format provided on GeM Portal (**For all the Items i.e. ITEM-1 to ITEM-4 of Schedule-A**) and no other format is acceptable.

Bids with Nil/Blank/N.A. / Zero/ Negative percentage rate quoted in Financial Bid/Schedule-A will be rejected out rightly without giving any reason whatsoever.

**3. Bid Submission:**

The tenderer shall submit their applications only at GeM- Portal: <https://gem.gov.in> Tenderer/Contractor are advised to follow the instruction provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed pdf file of scanned documents as per Para-2. Bid documents may be scanned with 100dpi 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.**

Not more than one tender shall be submitted by one bidder or tenderers having business relationship. Under no circumstance will father and his sons(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 conditions will render the tenders of both parties liable to rejection.

Tenderer who has downloaded the tender from GeM Portal website <https://gem.gov.in>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered /modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to banned from doing business with AAI. Tenders once uploaded shall be final and no amendment there to shall be permitted.

Online Tendering on GeM portal shall not permit uploading of Bids after the schedule time of submission.

**CORRECTIONS / MODIFICATIONS AND WITHDRAWAL OF BIDS:**

The Bidder may correct, modify his signed bid after submission prior to the deadline, through provisions of GeM -tendering portal. No bid shall be modified subsequent to the deadline for submission of Bids.

**4. TENDER / Bid Opening Process and EVALUATION**

**A. OPENING OF BIDS:(Technical and Financial)**

- i. The Buyer shall open the Bids on-line through GeM-Portal as per schedule of the bid or as per intimation of Bid Opening Date & Time to Bidders.
- ii. The PQQ/Technical Bid documents and Financial Bid will be opened online by AAI, CATC Prayagraj as per the scheduled date and time in the bid.
- iii. All the statements, documents, certificates etc., uploaded by the bidders shall be verified for PQQ/Technical evaluation.
- iv. PQQ/Technical bids of bidders shall be scrutinized by AAI, Prayagraj to ensure that the same are in conformity with the requirements of tender documents and to short list the bidders qualified for opening of Financial Bid. It shall therefore be in the bidder's interest to give complete and comprehensive details while submitting the bids.
- v. AAI may seek clarifications on PQQ/Technical details or any other information deemed necessary on GeM Portal. The queries raised should be replied positively within the time specified, failing which the Technical evaluation will be done on the basis of the information available.
- vi. The clarification, if any, required from the bidders, will be obtained through "seek clarification" available in GeM-procurement portal. No other means of communication in this regards shall be entertained.
- vii. **OPENING OF THE FINANCIAL BIDS:** Financial Bids of those Bidders who qualify technically by AAI shall be opened electronically at GeM-tendering Portal.
- viii. No correspondence shall be entertained from the bidders after opening of PQQ/Technical bid, except for the clarifications sought by AAI.
- ix. The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through GeM portal.
- x. Date of acceptance and opening of tender can be extended on sole discretion of AAI, CATC, Prayagraj on GeM Portal.



## **B. COMPARISON AND EVALUATION OF TENDERS/BIDS:**

The tender received and accepted will be evaluated by AAI to ascertain the complete requirements contained in the tender document. The objective of the evaluation is to select bidder(s), who can provide the described supply/service meeting the scope of work.

Technical Bids of eligible bidders shall be scrutinized by AAI to ensure that the same are in conformity with the operational requirement and technical specifications.

Bidder should provide complete information to substantiate compliance of the technical specifications 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, description and details while submitting the bid. AAI may seek clarifications on technical details or any other information deemed necessary. The queries raised should be replied positively within the time specified, failing which the evaluation will be done on the basis of the information available.

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 GeM portal.

Bidders may submit their response to AAI queries through provision of **GeM** Portal only.

No post bid clarification / confirmation of compliance at the initiative of the bidder shall be entertained.

Bidders meeting technical bid criteria as specified shall only be informed through GeM portal and considered for opening and evaluation of financial bid. **Non submission of the document as mention in Technical bid envelope-I [ 2A (I-XVII) ] shall lead to rejection of bid.**

The tender(s) found technically acceptable shall be compared on the basis of price quoted by the bidders for the entire scope of work. The amount indicated in the Financial Bid will only be taken for price comparison.

The result of Technical bid and financial bid evaluations shall be displayed on GeM Portal and shall be visible to suitably qualified bidders.

Tender(s) submitted by NSIC/MSME/Startup registered bidder firm shall only be **evaluated** for those bidder(s) who have submitted valid NSIC/MSME/Startup registration certificate(s) in relevant field.

**In the event of receiving same financial bids (i.e. same percentage) of two or more bidders, the bidder having highest average turnover of last three financial years would be L-1 and can be considered for award of contract, subject to fulfillment of all other terms and conditions.**

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



6. AAI reserves the right to disallow the 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/black listing 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 of 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. **The tenderer shall be liable for debarment from tendering in AAI, including termination of contract apart from any other appropriate contractual/legal action and forfeit the entire amount of EMD submitted by the bidder.**
7. Consortium/JV companies shall not be permitted.
8. **Refund of EMD**  
EMD amount of the rejected /unsuccessful bidders will be refunded to their source account as mentioned in NIT CI 1 and CI 2A (xvi) , after due process of Technical/ Financial evaluation by Bid Manager.
9. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
10. Concession to Indian Micro Small and Medium 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, MSEs with up to date amendments, **shall be applicable for tenders of supply/services** and shall not be extended to construction work.

**Joint General Manager (ATM)/MTO**  
AAI, CATC, Bamrauli, Prayagraj-211012  
For & on behalf of Chairman  
Airports Authority of India



## **SCHEDULE- (A)**

**(Contract Period 12 months.)**

### **Schedule of Quantities**

<b><i>Name of Work-</i> “Annual Job Contract for Operation of Vehicles and Associated Works at Civil Aviation Training College [CATC] PRAYAGRAJ during 2023-24.”</b>						
<b>Item No.</b>	<b>Description of items</b>	<b>Category of Manpower</b>	<b>Average. No. of days in a month</b>	<b>Total quantity (12 month * No. of days in a month* No. of Manpower)</b>	<b>UNITS</b>	<b>RATES (In Rs.)</b>
1	Operation of Vehicles (to drive different type of HMV/LMV available in CATC in shift duty of 08 hours.)	05 Skilled Manpower (M.T. drivers)	26 Days	1560 Man day	PER DAY	<b>832.00*</b>
2	Associated work in M.T. section (Maintenance work of vehicles) 08 hrs. shift duty.	02 Semi-skilled Manpower (Helper)	26 Days	624 Man day	PER DAY	<b>709.00*</b>
3	Extra hours duties for skilled manpower (M.T. Drivers) beyond normal duties of 08 hours.	05 Skilled Manpower (M.T. drivers)	On Operational Requirement Only.	1800 Hours.	PER HRS.	<b>106.10</b>
4	Extra hours duties for Semi-skilled manpower (Helpers) beyond normal duties of 08 hours.	02 Semi-skilled Manpower (Helper)	On Operational Requirement Only.	720 Hours.	PER HRS.	<b>90.40</b>

(\* ) **ITEM-1 and 2** ,Rate applicable as on 01.10.2023.Minimum wages will be revised from time to time as per government norms and payment will be made on the basis of Minimum Labour Wages revised by Govt. from time to time.

**ITEM-3 and 4** Rate is fixed during the currency of contract

**Note\***- The actual requirement of services, and in terms of number of staff may increase or decrease during the currency of contract. The agency will have no claim what so ever in terms of quantity. The quantity given are only indicative for tendering purpose and for general guidance.

The rate shall be quoted by the bidder in **% Percentage only on Minimum Wage Rate given in Schedule-A**. The quoted percentage (with positive number) shall be considered up to two decimal only. The lowest responsive bidder will be considered.

Bids with NIL/BLANK/N.A./ZERO/Negative percentage rate quoted in Schedule-A above will be rejected out rightly without giving any reason whatsoever. It will be considered as non-responsive bid.

The ESI, EPF, BONUS, UNIFORM and GST amount paid to the statutory authority by the contractor shall be reimbursed on actual basis on submission of documentary evidence. **The ESI, EPF, BONUS and GST have to be paid by the agency as per the govt. prevailing rules. The rate derived for this item includes all taxes but exclusive of Uniform, BONUS, GST, ESI, and EPF.**

Joint General Manager (ATM)/MTO

AAI, CATC, Bamrauli, Prayagraj-211012



## ANNEXURE-A

### PRE-QUALIFICATION (PQ) PROFARMA – CHECK LIST (TO BE UPLOADED BY THE BIDDER IN Technica Bid Envelope –I )

Name of work: “Annual Job Contract for Operation of Vehicles and Associated Works at Civil Aviation Training College [CATC] Prayagraj during 2023-24”.

1	2	3	4
Ref No.	Qualifying criterion/parameter/ supportive document	Supporting Document must have the following salient information which AAI would like to note	Reference to the Documents submitted in support of Column 3
1.	General		
1.1	Name and address of the firm / contractor		Copy enclosed YES/NO
	Telephone, Fax, Email		
1.2	Authorized Signatory (Name and Designation)		Copy enclosed YES/NO
2.	<b>Envelope – I</b> Shall Contain scanned copy of		
	Ref.to Performa with tender documents		
2.1	Details of tender fee	Scanned copy as per NIT CI 2A(xiv) to be uploaded on GeM Portal	Copy enclosed YES/NO
2.2(a)	Details of EMD	Scanned copy as per NIT CI 2A (xv) to be uploaded on GeM portal	Copy enclosed YES/NO
2.2(b)	Cancelled Cheque	Scanned copy as per NIT CI 2A (xvi) to be uploaded on GeM portal	Copy enclosed YES/NO
2.3	Duly filled, signed & Stamped Unconditional acceptance of AAI Tender Conditions	Duly signed and stamped undertaking as per <b>PR- I</b> to be uploaded in Envelop 1 on GeM portal.	Copy enclosed YES/NO
3.1	Permanent Account No.(PAN)	Copy of PAN card to be submitted.	Copy enclosed YES/NO
3.2	E.S.I.C. Registration	Copy of ESIC Regn. To be submitted.	Copy enclosed YES/NO
3.3	E.P.F. Registration	Copy of EPF Regn. To be submitted	Copy enclosed YES/NO
3.4	GST registration Number	Copy of GST registration	Copy enclosed YES/NO
3.5	Digitally signed tender document	Digitally signed copy of Tender Document uploaded/ enclosed	Copy enclosed YES/NO
3.6	Undertaking for minimum wages on Rs. 100 / - Non Judicial Stamp Paper duly notarized as per <b>PR-II</b>	Document uploaded/ enclosed	Copy enclosed YES/NO
3.7	Scanned copy of Undertaking regarding Blacklisting/ Debarment on Company's Letter Head as per <b>PR-IV</b>	Copy of Undertaking	Copy enclosed YES/NO
	Information about firm and Details of Registration :		
3.8	Whether the firm is proprietorship or partnership or company/Authorization	Copy of proprietorship or partnership deed or Memorandum of Article in case of company and other documents as per NIT CI 2A (x)	Copy enclosed YES/NO



	Letter / Power of Attorney/ CIN Certificate/ LLPIN		
3.9	Experience details		Copy of certificates enclosed :
	i) Three separate works each costing not less than <b>Rs.11,49,347.00</b>	<p><b>Work No. 1</b>  Name of work : Work Order/Agreement No. &amp; Dt.:  Contract Cost:  Stipulated Date of completion as per contract agreement:  Actual Date of Completion:  Actual Completion Cost:  EOT granted (if any) up to ..... with/ without levy of compensation.  Completion Certificate Issuing authority name and Designation</p>	<p>YES/NO</p> <p>Details of EOT case</p>
		<p><b>Work No. 2</b>  Name of work:  Work Order/Agreement No. &amp; Dt.:  Contract Cost:  Stipulated Date of completion as per contract agreement:  Actual Date of Completion:  Actual Completion Cost:  EOT granted (if any) up to ..... with/ without levy of Compensation.  Completion Certificate Issuing authority name and Designation</p>	<p>Copy of certificates enclosed:  YES/NO</p> <p>Details of EOT case</p>
		<p><b>Work No. 3</b>  Name of work:  Work Order/Agreement No. &amp; Dt.:  Contract Cost:  Stipulated Date of completion as per contract agreement:  Actual Date of Completion:  Actual Completion Cost:  EOT granted (if any) up to ..... with/ without levy of Compensation.  Completion Certificate Issuing authority name and Designation</p>	<p>Copy of certificates enclosed:  YES/NO</p> <p>Details of EOT case</p>



	<p>ii) Two separate works each costing not less than Rs. <b>14,36,684.00</b></p>	<p><b>Work No. 1</b>  Name of work:  Work Order/Agreement No. &amp; Dt.:  Contract Cost:  Stipulated Date of completion as per contract agreement:  Actual Date of Completion:  Actual Completion Cost:  EOT granted (if any) up to ..... with/ without levy of Compensation.  Completion Certificate Issuing authority name and Designation</p>	<p>Copy of certificates enclosed:  YES/NO</p> <p>Details of EOT case</p>
		<p><b>Work No. 2</b>  Name of work:  Work Order/Agreement No. &amp; Dt.:  Contract Cost:  Stipulated Date of completion as per contract agreement:  Actual Date of Completion:  Actual Completion Cost:  EOT granted (if any) up to ..... with/ without levy of Compensation.  Completion certificate Issuing authority name and Designation</p>	<p>Copy of certificates enclosed:  YES/NO</p> <p>Details of EOT case</p>
	<p>iii) One works each costing not less than Rs. <b>22,98,694.00</b></p>	<p><b>Work No. 1</b>  Name of work:  Work Order/Agreement No. &amp;Dt.:  Contract Cost:  Stipulated Date of completion as per contract agreement:  Actual Date of Completion:  Actual Completion Cost:  EOT granted (if any) up to ..... with/ without levy of Compensation.  Completion certificate Issuing authority name and Designation</p>	<p>Copy of certificates enclosed:  YES/NO</p> <p>Details of EOT case</p>
	<p>Financial Information ( Form- B)<b>PR-vi</b></p>	<p>Scanned copy to be uploaded on GeM Portal as per Annexure-4 as per NIT CI 2A (ix)</p>	<p>Copy enclosed YES/NO</p>
	<p>Net Worth Certificate Information as per NIT CI- 2B(iii)</p>	<p>Scanned copy to be uploaded on GeM Portal issued by CA with UDIN.</p>	<p>Copy enclosed YES/NO</p>
	<p>In case of experiences from private clients, TDS certificates have to be enclosed?</p>	<p>Copy of TDS certificates from Private clients to be enclosed In support of experience.</p>	<p>TDS certificate enclosed:  YES/NO</p>



3.10	Details of similar works completed during last 7 years ( Form –A) PR-V	Scanned copy to be uploaded on GeM Portal as per PR-V		Copy enclosed YES/NO
3.11	TURNOVER: Annualized average financial turnover of not less than Rs. <b>8,62,010.00</b> against works executed during last three financial years. As a proof, copy of Abridged Balance Sheet of the firm with profit and loss account shall be submitted along with the application.	Year	Turnover Rs.(In lacs)	Proof of turn over enclosed (Abridged balance sheet & profit & loss A/C) Copy enclosed:
		2020-21		
		2021-22		
		2022-23		
		Average :		YES/NO
4.	Details of any other information			

Place:

Date:

Signature  
Authorized Signatory of the contractor/ Firm

#### DECLARATION

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

Place:

Date:

Signature  
Authorized Signatory of the contractor/ Firm



PR-I

**PROFORMA**  
UNCONDITIONAL ACCEPTANCE LETTER OF AAI'S TENDER CONDITIONS  
*TO BE PUT IN Technical Bid ALONGWITH E.M.D. Declaration*  
**(TO BE PRINTED ON COMPANY'S LETTER HEAD)**

To  
Joint General Manager (ATM)/MTO  
Airports Authority of India,  
CATC, Bamrauli, Prayagraj-211012

Date: \_\_\_\_\_

**SUBJECT- ACCEPTANCE OF AAI'S TENDER CONDITIONS**

Sir,

1. The tender documents for the work of **"Annual Job Contract for Operation of Vehicles and Associated Works at Civil Aviation Training College [CATC] PRAYAGRAJ during 2023-24."** for an estimated cost of **Rs.28,73,367.00** have been sold to me/us by Airports Authority of India through GeM portal and I/we hereby certify that I/we have inspected the site and read the entire terms and conditions of the tender documents made available to me/us on GeM- Portal **https://gem.gov.in** which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.

2. I/We hereby unconditionally accepts the tender conditions of AAI's tender documents in its entirety for the above work.

3. The contents of Notice Inviting Tender of the Tender Document have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to upload any additional file or put any remarks/conditions in the tender uploaded in Envelope/COVER-I. In case, any condition(s) are found in COVER -I ( Technical bid) then COVER –II (i.e. Financial Bid) shall not be opened, or if any condition found in Envelope/COVER –II(i. e. Financial Bid) the tender shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty **to debar from tendering in AAI, apart from any other appropriate contractual/legal action.**

4. I/We declare that I/We have not paid and will 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/We will immediately report it to the appropriate authority in AAI.

5. I/We hereby submit the required EMD earnest money declaration on GeM Portal

6. I/We agree that "If at any stage, any information / documents submitted by us are found to be false, we shall be liable for debarment from tendering in AAI, apart from any other appropriate / Legal action".

Thanking you,

Date:

Yours Faithfully

(Signature & name of the tenderer)  
With rubber stamp

E-mail-----  
Mobile No.-----



**AFIDAVIT**

**PR-II**

(MINIMUM WAGES)

**(To be executed on Rs. 100 / - Non Judicial Stamp Paper duly notarized and submitted along with Technical Bid in Cover-I)**

I, \_\_\_\_\_, age \_\_\_\_\_ years S/o \_\_\_\_\_ proprietor / Managing Partner / Managing Director of M/s \_\_\_\_\_ having address \_\_\_\_\_ do hereby solemnly affirm and state as follows;

I am competent to swear this affidavit on behalf of \_\_\_\_\_ (name of the agency) and hereby confirm that I am fully complying with the legal obligations with regards to payment of minimum wages as per minimum wages Act – 1948 and deduction of Provident Fund Authorities as per EPF & MP Act – 1952 and Contract Labour (Regulation and Abolition) Act, 1970.

Date:

(Signature of the Contractor)  
With rubber-stamp.

(Notary)

**PR-III**

**(To be uploaded in Technical Bid/ Cover-I (PQQ) on Company Letter Head)**

**UNDERTAKING BY THE BIDDER FOR GST**

I/We ----- (Name of company/Firm) hereby undertakes that:-

1. Our firm is registered under GST and compliant of GST provision. My GST Registration is.....  
.....( Copy of GST registration enclosed herewith)
2. In case of Non-compliance of GST provisions and blockage of any input credit, the bidder shall be responsible to indemnify AAI.
3. That all input credits have been passed on to AAI by the bidder.
4. In case documents at any stage found fake/incorrect, my Tender/Bid may be rejected.

Date \_\_\_\_\_

Place: \_\_\_\_\_

Authorized Signatory of firm

with seal



PR-IV

TO BE SUBMITTED IN TECHNICAL BID)

**Undertaking Regarding Blacklisting / Debarment**

(To be given on Contractor's Letter Head)

Name of Work : **“Annual Job Contract for Operation of Vehicles and Associated Works at Civil Aviation Training College [CATC] PRAYAGRAJ during 2023-24.”**

I/we, .....( name and post of authorised signatory) on behalf of ..... (name of firm ) do hereby solemnly affirm and declare as follows :

- (i) Our firm is not restrained /debarred/blacklisted by AAI or Central /State Govt Depts./ PSUs / World Bank / ADB etc. and the debarment is not in force as on last date of submission of proposal.
- (ii) None of Proprietor / Partners/ Board Members/ Directors of M/s .....(Name of firm) has remained Proprietor/ Partner/ Board Member/ Director in any firm which stands debarred / blacklisted by AAI or Central /State Govt Depts./ PSUs / World Bank / ADB etc. and the debarment is not in force as on last date of submission of proposal.
- (iii) Our firm understand that at any stage if above statements are found to be false , our firm shall be liable for debarment from bidding in AAI, apart from any of appropriate contractual legal action including debarment / blacklisting , termination of the contract etc as deemed fit.

Signature and name of the  
authorized signatory of the firm

Date

Place



PR- V

**FORM "A"**

**DETAILS OF SIMILAR WORKS COMPLETED DURING THE LAST SEVEN YEARS ENDING ON.....**

Sl No	Name of work/project and location	Name and Address of client	Awarded Cost of work Rs (in Lakhs)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Whether the work was done on back to back basis Yes/No
1	2	3	4	5	6	7	8

**(Signature of the tenderer)  
With rubber stamp**

**Note:** The contractor should give list of only of eligible category works of requisite amount with supporting documents issued from client



PR- VI

**FORM "B"**

**FINANCIAL INFORMATION**

1. Financial Analysis –Details to be furnished profit and loss account for the last five years duly certified by the Chartered Accountant as submitted by the applicant to the Income Tax Department  
**Fig in lakhs Rs**

SI No	Particulars	Financial year (Last five years)				
1	Gross Annual Turnover					
2	Turn-Over vide Contract Receipts					
3	Profit/loss after Taxes ( consolidated)					
4	Profit/ loss after Taxes ( standalone)					

The bidder should give information strictly in above format

2. Financial arrangements for carrying out the proposed work

**Unique Document Identification Number (UDIN).....**

**Signature of Chartered Accountant with Seal**

**SIGNATURE(S) OF BIDDER(S)**



PR- VII

**PERFORMA FOR DETAILS OF ACCOUNT FOR E-PAYMENT**

Date.....

To  
Joint General Manager (ATM)/MTO  
Airports Authority of India  
Civil Aviation Training College, Prayagraj

Subject : Request for E-Payment

Sir

The following particulars are given below for effecting E- Payment in respect of our Claim / Bill

- i) Name of the Company :
- ii) Address :
- iii) Bank A/C No :
- iv) Bank/ Branch Name & Address :
- v) Branch Code :
- vi) IFSC Code of the Bank :
- vii) Permanent A/C No of the Company :

We also enclosed herewith a Cheque duly cancelled of our above Bank A/C

Thanking you

Your's faithfully

( Authorised Signatory)