



AIRPORTS AUTHORITY OF INDIA

CIVIL AIRPORT VADODARA

Airport Terminal Management TENDER DOCUMENT

For

Job contract for supply of Manpower (**Skilled-03 & Unskilled-39 Nos.**) for Up-keeping / Cleaning work of New Integrated Terminal Building and Ancillary building at Vadodara Airport (Gujarat) for a period of 12(Twelve months) or award of regular MESS contract whichever is earlier.

GeM ID NO: GEM/2022/B/1906362

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AIRPORTS AUTHORITY OF INDIA

Vadodara Airport

NAME OF WORK: Job contract for supply of Manpower (**Skilled-03 & Unskilled-39 Nos.**) for Up-keeping / Cleaning work of New Integrated Terminal Building and Ancillary building at Vadodara Airport (Gujarat) for a period of 12(Twelve) months or award of regular MESS contract whichever is earlier.

TABLE OF CONTENTS

SL.NO.	DESCRIPTION	PAGE NO.
01	Notice inviting e-tenders	03 - 09
02	General Conditions of Contract (GCC)	10 - 11
03	Special Conditions of Contract (SCC)	12 - 23
04	Annexure -I Unconditional Acceptance Letter	24 - 25
05	Annexure - II Item rate tender form	26 - 27
06	Annexure -III Declaration	28
07	Annexure -IV Affidavit	29
09	Annexure -V Undertaking for GST compliance	30
10	Annexure - VI Undertaking debarred /black list	31
11	Annexure -VII Bank Guarantee Performa	32 - 34
12	Annexure - VIII Draft Agreement	35 - 37
13	Annexure - IX - E-payment details	38
14	Annexure -X - Check list	39-40

Certified that this tender document contains total **pages 40 Nos. (Forty pages only)**.

AIRPORTS AUTHORITY OF INDIA

Civil Aerodrome, Vadodara - 390022

AAI/VAD/APD/TM-Ops/Hiring of Manpower /2021-22 /

Date: 08/02/2022

NOTICE INVITING TENDER (- 2 Envelope Open Tender)

Tender Id: GeM id

Item Rate tenders are invited through the GeM portal by Airport Director Airports Authority of India, Civil Aerodrome, Vadodara – 390022 on behalf of Chairman, AAI from the eligible contractors for the work of “**Job Contract for supply of man power (Unskilled-39 & Skilled-03 Nos.) for Up keeping / Cleaning work of New Integrated Terminal Building and Ancillary Building at Civil Airport, Vadodara for a period of 12(Twelve) months or award of regular MESS contract whichever is earlier**” at an estimated cost of **Rs. 1,44,56,715/- (Rupees One Crore Forty Four Lakh Fifty Six Thousand Seven Hundred Fifteen only)** Estimated cost put to tender is inclusive of minimum wages as prevailing labour rates, Uniform charges, Extra payment for performing duties on 03 National Holidays, contractor’s profit (Service Charges), Reimbursement of EPF, ESI, Bonus & GST as applicable as per Government of India guidelines prevailing and revised from time to time on submission of proof of payment.

The same contract can be further extended further for a period up to 06(Six) Months at the discretion of AAI and satisfactory performance of work by contractor on same terms and conditions of NIT.

1. The tendering process is online at e-portal URL address www.gem.gov.in. Aspiring bidders may download and go through the tender document.
2. Prospective tenderers are advised to get themselves register at Gem portal, obtain “Login ID” & “Password” and go through the instructions available in the home page after login to the Gem Portal www.gem.gov.in. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their tender.
3. For any technical issues, Help Desk of GeM Portal may be contacted. For clarifications relating to the tender(s) published kindly contact the Bid Manager/Tender Inviting Authority as per contact details given below via e-mail on all working days from **09.30 hrs to 18.00 hrs** (Except Saturday , Sunday and Gazetted Holiday).
In-charge (TM-Ops) : tm_vabo@aai.aero
4. All bid procedure related queries be referred to HELP DESK GeM portal only. Please note that under no circumstances bid procedure related queries shall be referred to the Bid inviting authority.

5. CRITICAL DATE SHEET

Publishing Date	09/02/2022 at 11:00 PM
Bid Document Download / Sale Start Date	09/02/2022 from 12:00 PM
Bid Submission Start Date	09/02/2022 from 12:00 PM
Bid Submission End Date	24/02/2022 up to 15:00 PM
Bid Opening Date (Envelope – I) PQQ / Technical Bid	24/02/2022 at 15:30 PM
Bid Opening Date (Envelope – II) Price Bid	10/03/2022 at 11:00 AM. Any change in opening of Envelope II shall be informed to perspective bidder via GeM Portal
Earnest Money Deposit (EMD)	Rs. 2,89,134.00 required to be paid online through NEFT/RTGS mode to AAI, Vadodara.

Note: If any of the date mentioned in above critical date sheet happens to be Closed Holiday, then the concerned action as mentioned against respective date shall be done on next working day.

Earnest money deposit (EMD) : Earnest money deposit (EMD) Rs. 2,89,134.00 will be required to be paid online through NEFT/RTGS mode to AAI, Vadodara. Bank details for making online payment is given below.

Bank account particulars are as follows:

Name of the A/c Holder	AAI VADODARA
Name of the Bank	State Bank of India
Name of the Branch	Airport Circle, Vadodara (60332)
Current A/c No.	33814709100
Branch Code	60332
IFSC Code	SBIN0060332
MICR Code No.	390002067
Permanent A/C No.	AAACA6412D
Contact Person	Mr.S.H.Kaswankar,DGM (Fin)
Email ID	shkaswankar@aai.aero
Telephone No.	0265-2486880

Note: Online payment of Earnest Money Deposit (EMD) shall be accepted and considered. Payment of EMD in the form of Cash / Demand Draft or any other form (other than online) mode shall not be accepted. Also no documents in physical form shall be entertained/accepted and those bidders shall be summarily rejected.

6. **Pre-Qualification Criteria of Contractor/ Firms.**

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. 57.83 Lakh or two works each of Rs. 72.28 Lakh or one work of Rs. 115.65 Lakh in single contract of similar nature of work i.e. supply of Skilled and unskilled Manpower during last seven years ending on 31/12/2021.

“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 done, date of start, date of completion as per agreement, actual date of completion and remarks on satisfactory completion of work.

Firms showing work experience certificate from non-government/ non-PSU organizations should submit copy of tax deduction at sources certificate (form 16A) in support of their claim for having experience of stipulated value of work.

- a. Should have annualized average financial turnover of **43 Lakh** against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Accounts Statement of the firm should be uploaded. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- b. Should have valid Permanent Account Number (PAN).
- c. Should have Goods & Service Tax (GST) Registration.
- d. Should have valid EPF Registration.
- e. Should have valid ESIC Registration.
- f. Valid MSME / NSIC/ Udyog or equivalent registration certificate for bidder seeking exemption in payment of EMD. Registration should be in similar category of services (viz Supply of manpower only). (Refer para 8.2)

Note : Bids of such bidders will be summarily rejected without assigning any reason, if they fail to pay EMD on line or do not upload scan copy of registration certificate in similar services(viz. supply of manpower) with MSME / NSIC/ Udyog or equivalent organisation if seeking exemption from paying EMD.) (Refer para 8.2)

7. **Mode of submission of bid :**

Documents in following 2 Envelopes/Packs shall be submitted online at GeM portal by the bidder as per details given below. Uploading in location other than specified below shall not be considered for evaluation.

- 1. Envelope -I (Prequalification / Technical Cover):** Following documents should be uploaded in "Prequalification / Technical Cover" of GeM portal.

Technical Bid Documents / Prequalification Bid Documents

- i.** Scan copy of Signed Unconditional Acceptance of AAI's Tender Conditions (**Performa given in Page No.24-25 (Annexure-I)** of Tender Document)
- ii.** Tender Form, **Page No.26-27 (Annexure-II)**
The bidder should ensure that the above document is signed & uploaded correctly, as uploading of unsigned or non-uploading at all will constitute denial of terms & Conditions of tender by bidder. Therefore, such bids will not form a valid offer & will make tender technically invalid.)
- iii.** Work Experience Certificate from Client as per para 6.

The certificate should show the nature of work done, the value of work done, date of start, date of completion as per agreement, actual date of completion and remarks on satisfactory completion of work.
Tax deduction at sources (TDS) certificate (form 16A), in case the work experience certificate is from non-government/ non-PSU
- iv.** Scan copy of PAN Card
- v.** Scan copy of GST registration Certificate
- vi.** Scan copy of CA certificate, which clearly mentions UDIN, for average annual turnover for last three financial year as per e-NIT.
- vii.** Scan copy of EPF Registration Certificate
- viii.** Scan copy of ESIC Registration Certificate
- ix.** Scan copy of requisite registration certificate with MSME / NSIC / Udyog or equivalent (Refer 8.2)
- x.** Declaration (as per **Annexure-III at Page No. 28)**

- xi.** Scan copy of notarised affidavit executed on Rs.300/- on Non-Judicial Stamp Paper in the format as per **Annexure -IV given at Page No.29** for Minimum wages.
- xii.** Undertaking for "Registered under GST and compliant of GST provision" as per the pro forma at **Annexure-V at Page 30.**
- xiii.** Scan copy of notarised affidavit / undertaking executed on Rs.300/- on Non-Judicial Stamp Paper for "debar/black list" as per the pro forma at **Annexure-VI at Page 31.**
- xiv.** Digitally signed complete tender document.
- xv.** Scan copy of payment of Earnest money deposit (EMD) online or MSME / NSIC / Udyog registration in similar category, if seeking exemption in payment of EMD.
- xvi.** Scan copy of e-payment details as per **Annexure-IX (Page no 38)**
- xvii.** **Scan copy of check List duly signed Annexure- X (Page No 39-40)**

8.2 Exemption from paying EMD:-

The following procedure is to be adopted for the MSEs bidders registered with **NSIC/DIC/KVIC/KVIB/Coir Board/Directorate of Handicrafts and Handloom or any other body specified by the Ministry of MSME for goods produced and services rendered by MSEs for which they are registered :-**

- i) Bidders registered with above organisation of Government of India in similar nature of services (i.e. supply of manpower) shall be exempted from paying EMD.
- ii) **Bidders seeking exemption and benefits should upload self-attested scanned copy of valid Registration Certificate in similar nature of services (i.e. supply of manpower) giving details of such validity services etc. in Envelope-I**
- iii) In case registration certificate is found invalid during evaluation, the bid of such bidder shall be rejected and action shall be taken as per rules & regulation of AAI.

2. Envelope-II (Financial bid):

All rates shall be quoted in the format provided in GeM portal only. No other format is acceptable.

NOTE: Bid of those bidders who will quote their bid for an amount less than prevailing minimum wages as on 01.10.2021 amounting Rs. 1,28,27,517.00 shall not be considered for L-1 and shall be summarily rejected without assigning any reasons.

8. Bids opening process is as below:

- a. **Envelope -I (Prequalification / Technical Cover):** Envelope I (Technical cum pre-qualification cover shall open first as per date mentioned in critical date sheet.

The bids of those contractor/firms will be accepted who have uploaded required documents as per Technical cum pre-qualification list given above at 8(1).

The Technical cum Prequalification documents of contractors/firms who have uploaded documents as per para 8(1) above will be scrutinized as per list of Prequalification bid documents and any shortfall document, if required, will be asked from Agency through GeM Portal only. The bidder shall upload the requisite clarification / documents within time specified by AAI, failing which bid will be liable for rejection.

The bids of those contractors will be accepted who are found qualified as per Technical cum Prequalification Criteria. The final evaluation of bids of each contractor/firm will be done & eligibility for opening of financial bid will be informed through GeM Portal to Agencies.

- b. **Envelope -II (Finance Cover):** The financial bids of the contractors/firms will be opened who are found to be meeting the qualifying requirements and technical criteria & whose bids are accepted during technical & PQ criteria evaluation (Envelope-I).

9. **Refund of EMD**

The refund of EMD to bidders who fail to qualify in the eligibility / technical criteria, shall be initiated online within 15 days of opening of Envelope-I. For all tenderers who qualify and their financial bids are opened, their EMD of all such tenderers, except L-1, shall be refunded to their source account via on line mode only within 15 days of opening of Envelope-II.

10. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason. AAI also reserve the right to award the whole OR part of the work to a contractor.
11. AAI reserve the right to reject bids of working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restart/ Temporary /permanent debar by any department of AAI.
12. AAI reserve the right to verify the credential submitted by the agency at any stage (before or after the award of the work). If at any stage, any information/ documents submitted by the applicant / Agency is found to be incorrect /false or have some discrepancy, which disqualifies the firm /Agency, then AAI shall take the following action:

The agency shall be liable for debarment from tendering in AAI in all future tenders, apart from any other appropriate contractual/ legal action.

13. Consortium / JV companies shall not be permitted. No single firms shall be permitted to Submit two separate applications.
14. AAI is not responsible for delay due to link failure / internet problem etc. in respect of submission / receipt of any document or in submission of E-bid. Bidders who are intending to submit E-bids are requested to submit the same well in advance before the due date & time. It is the responsibility of the bidder to make sure that the required documents / E-bids is submitted in time on GeM portal.
15. The quoted rate should not include statutory labour components of PF, ESI and Bonus as per the prevalent Govt. guidelines. All such payment will be reimbursed on production of documentary evidence/ proof of depositing/ proof of remittance of such amount to statutory, regulatory authorities. GST or any additional statutory taxes levied by Govt. will be reimbursed on production of documentary evidence of payment to statutory, regulatory authorities duly certified by the in- charge”.

No escalation on item is applicable, however agency will be entitled to get Reimbursement of hike in minimum wages, PF, Bonus, ESI contribution on production of documentary evidence.

16. Concessions to MSMEs (Micro, Medium & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and handloom or Udyog Aadhaar Memorandum or any other body specified by Ministry of MSME units will be given as per the provisions (para-10) of Public Procurement Policy for Micro & Small Enterprises (MSEs) order 2012.
17. This NOTICE INVITING e-TENDER shall form part of the contract documents.

Airport Director
Airports Authority of India
Vadodara – 390 022