

Ref. No.: AAI/BBSR/SME (E)/eNIT-016/2017 -18

Date: 04.09.2017

NOTICE INVITING e-TENDER (eNIT)
(Tender ID no:-2017_AAI_2620)

1. Item rates tenders are invited through the e-tendering portal by Sr. Manager Engg(Electrical),AAI,BP Airport, Bhubaneswar on behalf of Chairman, AAI from the eligible contractors for the composite work of **“Annual Maintenance job contract of Electrical and Mechanical installations at MSSR Station, Berhampur.”** at an estimated cost of **Rs 33.29 Lacs** with period of completion **12 months**.
2. The tendering process is online at NIC CPP e-portal URL address www.etender.gov.in or NIC CPP Portal link provided at AAI e-portal URL address www.aai.aero/public_notices/etaps.jsp. Aspiring bidders may go through the tender document by login the NIC CPP e-tendering portal.

Prospective Tenderers are advised to get themselves acquainted for e-tendering participation requirements /guidelines at “Bidders Manual Kit & Help for Contractors”, register themselves at NIC CPP e-tendering portal, obtain ‘User ID’ & ‘Password’ and go through the ‘Help for Contractors / Bidder’s Manual Kit’ available in the Home Page after log in to the NIC CPP portal www.etenders.gov.in. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days time. The tenderer may also take guidance from AAI Help Desk Support.

3. **Hard Copy of tender application / any other documents (except Original Demand Drafts against Tender Fee & EMD) shall not be entertained.**
4. **Tender fee of Rs. 590.00 (non-refundable)** will be required to be paid offline in the form of Demand Draft drawn **in favour of Airports Authority of India** payable at **Bhubaneswar** from Nationalized or any scheduled bank (but not from co-operative or Gramin bank).
5. **EMD of value of Rs.66,580/- (Rupees Sixty Six Thousand Five Hundred Eighty Only)** shall be accepted offline only in the form of Demand Draft drawn in favour of **Airports Authority of India payable at Bhubaneswar** from Nationalized or any scheduled bank (but not from co-operative or Gramin bank).

The original Demand Drafts (DD) against Tender fee and EMD shall be submitted to Senior Manager Engg(E), AAI, B.P.I Airport, Bhubaneswar-751020 on or before the due date and time as per stipulated date and time mentioned in critical date sheet. Any postal delay will not be entertained. The details of the Demand Draft / any other accepted instrument physically sent should tally with the details available in the scanned copy uploaded and the data entered during the bid submission time.

6. Mode of Bid Submission:

Bids shall be submitted online only at NIC CPP e-portal website: www.etenders.gov.in. Bidders / Contractors are advised to follow the instructions /guidelines provided at “Bidders Manual Kit” & “Help for Contractors” for online Bid Submission”.

Further it may be noted that tenders which are duly submitted on e-tender portal (CPP) shall only be final and tenders just saved without submission will not be available to the evaluation purpose. Bidders are requested to go through FAQ and Help Files available in the NIC CPP e-portal. In case of any difficulty, bidders may contact the Help Desk numbers and email IDs provided in the CPP portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

It is Three Covers on-line bidding system. The following Three Covers shall be submitted through online at NIC CPP e-portal by the bidder. Last date and time of submission of bids is **as per stipulated date and time mentioned in critical date sheet**.

Cover-I (Fee Cover): Containing scanned copy of DD against Tender Fee & EMD / scanned copy of documents for Tender Fee & EMD Exemption:

Scanned copy of Demand Drafts against Tender Fee & EMD shall be uploaded in Cover-I (Fee Cover) on CPP portal. Bidders, who are claiming for exemption from submission of Tender Fee & EMD, shall upload the scanned copy of their registration certificates with the concerned body/necessary documents in support of their eligibility for the same in Cover-I (Fee Cover) on CPP portal.

The original Demand Drafts (DD) against Tender fee & EMD shall be submitted to Senior Manager Engg (E), AAI, B.P.I. Airport, Bhubaneswar-751020 on or before the due date and time as per stipulated date and time mentioned in critical date sheet. The Bidders who neither submitted the original demand drafts against tender fee & EMD by due date & time nor found eligible for exemption from submission of tender fee & EMD, their tender application shall be summarily rejected.

Cover-II (PreQual Cover and Technical Cover): Containing qualification requirements of Contractors/ Firms:-

The tenderer shall submit their application by downloading the "e-Tender Notice /Tender Document" from the e-tendering portal, fill-up the required information and upload the digitally signed file of scanned documents in support of their meeting each criteria mentioned below in the "Cover-II (PreQual Cover and Technical Cover)" on the CPP portal. Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

Qualifying requirements of Contractors / Firms:

- (i) Should have valid Registration as on the last date of submission of Tender in appropriate class of CPWD / MES/ P&T / Railways/ State PWD/Govt. Deptt./PSU/Municipal Corporations & Development Authority of Delhi, Mumbai, Chennai and Kolkata, and the **registration certificate specify the monetary limit** in appropriate class(in case the monetary limit is not specified in the registration certificate, the bidder should submit documentary proof for the same from the relevant issuing authority of the organisation), and
- (ii) Should have Permanent Account Number (PAN), and
- (iii) Should have satisfactory 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 13.32 Lakh** or two works, each of **Rs 16.65 Lakh** or one work of **Rs 26.63 Lakh** in single contract of similar nature of **"Annual maintenance job contract of electrical & mechanical installations"** during last seven years ending on last date (extended date) of submission of eBid in India. **(For the completed work/ contract having completion period of more than one year, completed cost for one year AMC contract calculated on pro rata basis shall only be considered for assessment of eligibility).**

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. **Firms showing work experience certificate from non-government / non-PSU organizations should submit copy of Tax deduction at sources certificate in support of their claim for having experience of stipulated value of work,** and

- (iv) Should have annualized average financial turnover of **Rs 9.99 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 Account Statement of the firm should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected, and
- (v) Should have valid EPF & ESI registration , and
- (vi) Should have valid GST Registration, and
- (vii) Should have valid Electrical Contractor Licence**
- (viii) Shall submit Undertaking as per Performa given as Annexure-7 at Page-103 in GCC of Tender Document.**
- (ix) Shall submit Undertaking regarding GST as per Performa given at page no- 111 in GCC of Tender document.**
- (x) Filled PQ PROFORMA.
- (xi) Scanned copy of duly signed Unconditional Acceptance Letter as per Proforma given at page no-91 in GCC of Tender document shall be uploaded in on the CPP portal.
(Hard copy of Unconditional Acceptance Letter shall not be entertained).

Cover-III (Finance Cover): Containing the financial e-bid through CPP portal.

All rates shall be quoted in the format uploaded in the CPP e-portal and no other format is acceptable. The tenderer shall upload the digitally signed **Price Schedule (.xls type file) in Cover –III (Finance Cover).**

Bidders may please note that the Schedule of Quantities (SOQ) is uploaded in the portal. The same Schedule of Quantities (SOQ) shall be downloaded, opened and be filled in the blue colored editable (un-protected) cells only with their respective financial quotes /rates and other details (such as name of the bidder). No other cells should be changed. Once the details have been filled & completed, the bidder should save it and submit it online, without changing the filename. If the SOQ / BOQ file is found to be modified by the bidder, the bid will be rejected.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided/uploaded only and no other format is acceptable.

7. Tender who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http://etenders.gov.in/e procure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAI.

8. The following procedures shall be adopted for the eligible MSE's firms registered with MSME/DIC/NSIC/KVIC/KVIB/ Directorate of Handicraft & Handlooms etc. as per the GOI Rules & Regulations and having valid registration certificate on the last date of submission of tender;

- (i) Bidder shall upload the scanned copy of valid registration certificate with the concerned body /authorities & other necessary documents in support of their eligibility for the exemption from the submission of tender fee & EMD. Hard copy of documents /certificates shall not be entertained.
- (ii) During bid evaluation EMD exemption shall be granted to the MSE's firms registered with MSME/DIC/NSIC/KVIC/KVIB/Directorate of Handicraft & Handlooms etc. having valid registration certificate on the date of issue of tender. In case MSE's firms registered with MSME/DIC/NSIC/KVIC/KVIB/Directorate of Handicraft & Handlooms etc. registration certificate is found invalid during evaluation, the bid of such bidder shall be rejected out-rightly.

9. CRITICAL DATE SHEET:

Published Date & Time	04.09.2017 / 15:00 HRS.
Bid Document Download/ Sale Start Date & Time	04.09.2017 / 15:00 HRS.
Clarification Start Date & Time	04.09.2017 / 15:00 HRS
Clarification End Date & Time	08.09.2017 / 18:00 HRS.
Bid Submission Start Date & Time	04.09.2017 / 15:00 HRS
Bid Submission End Date & Time	15.09.2017 / 15:00 HRS.
Bid Opening Date & Time (Cover)-I	18.09.2017 / 16:00 HRS.
Last Date & Time of submission of Original Demand Drafts (DD) against EMD and Tender Fee to the office of Sr. Manager Engg(E),AAI,BPI Airport, Bhubaneswar..	18.09.2017 / 15:30 HRS.
Bid Opening Date: Cover-II	To be intimated through e-portal.
Bid Opening Date: Cover-III	To be intimated through e-portal.

10. Bids Opening Process is as below :-

Cover-I (Fee Cover): Containing scanned copy of DD against EMD & Tender Fee / scanned copy of documents for Tender Fee & EMD Exemption (uploaded by the contractors / firms) shall be opened **as per stipulated date and time mentioned in critical date sheet.** The intimation regarding acceptance/ rejection of their bids will be intimated to the contractors / firms through e-tendering portal.

Cover-II (PreQual Cover and Technical Cover):

- Containing pre-qualification documents /certificates (uploaded by the contractors / firms) shall be opened as per stipulated date and time mentioned in critical date sheet for those bidders only, who had uploaded the scanned copy (in Cover-I) & submitted the hard copy of original Demand Drafts for Tender Fee & EMD by due date & time or who had uploaded the scanned copy of valid MSE registration certificates & other documents in support of their eligibility for the exemption from the submission of tender fee & EMD,
- Also containing scanned copy of **Unconditional Acceptance Letter & Undertaking by agency/bidder regarding GST** (uploaded by the contractors / firms) shall be opened **as per stipulated date and time mentioned in critical date sheet of those bidders only who meets the pre-qualification criteria.** (Depending on Pre-qualification bid evaluation, any changes in the date shall be intimated through /uploaded in CPP e-portal).Tenderer who failed to upload the scanned copy of duly signed Un-conditional Acceptance Letter in Cover-I /Cover-II on the CPP e-tendering portal by due date & time of bid submission (or by extended date & time of bid submission, if any), his tender application will be summarily rejected. Hard copy of documents shall not be entertained.

If any clarification is needed from the bidder about the deficiency in his uploaded documents in **Cover-I and Cover-II**, he will be asked to provide it through "Upload Short Fall Documents" link in e-tendering portal. The bidder shall upload the requisite clarification / documents within time specified by AAI, failing which tender will be liable for rejection. The intimation regarding acceptance/ rejection of their bids will be intimated to the contractors / firms through e-tendering portal.

Cover-III (Finance Cover): Containing the financial e-bid through CPP portal.

The financial bids of the contractors / firms found to be meeting the qualifying requirements and technical criteria shall be opened **as per stipulated date and time mentioned in critical date sheet. (Depending on Technical Bid evaluation, any changes in the date shall be intimated through /uploaded in CPP e-portal).**

11. 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.
12. AAI reserve the right to disallow issue of tender documents to working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter or restrain / Temporary / Permanent debar by any department of AAI. **AAI reserve the right to verify the credential submitted by the agency at any stage (before or after the award the work). If at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm then AAI shall take the following action :**
 - a) **Forfeit the entire amount of EMD submitted by the firm.**
 - b) **The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual / legal action.**
13. Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
14. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
15. Benefits to micro & small enterprises (MSEs):
Price preference: Further in tender participating MSEs quoting price within the price band of L1 + 15 %, shall also be allowed to supply a portion of requirement by bringing down their prices to L1 price, in a situation where L1 price is from someone other than a Micro and small enterprises such micro and small enterprises shall be allowed to supply upto 20 percent of total tendered value. In case of more than one such MSEs, the supply will be shared proportionately (to tendered quantity). Further out of 20%, 4% (20% of 20%) shall be from MSEs owned by SC/ST entrepreneurs. This quota is to be transferred to MSEs in non-availability of MSEs owned by SC/ST entrepreneurs. In case of tender item is non-split able or no-dividable, etc. MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of policy for enhancing the Govt. procurement from MSE.
16. If the entity participating in any of the tenders is a private or public limited company, Partnership firm or proprietary firm and any of the Directors / Partners / Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the Authority, then the said entity shall not be allowed to participate in AAI tenders.

**Senior Manager Engg.(Elect.)
AAI , B.P.I. Airport, Bhubaneswar
For and on behalf of Chairman, AAI**