

SECTION - A
NOTICE INVITING e-TENDER

TENDER REF No:

[TENDER ID:-.....]

Dt. – 07.02.2020

1. Item rate (s) tenders are invited through the e-tendering portal by DGM (ATM), AAI, Surat Airport, Surat - 394550 on behalf of Chairman, AAI from the eligible contractors for the work of “**Job Contract for Provision of Bird & Wildlife Scaring/Hazard Control and allied services in operational area at Surat Airport, Year 2020-22**”. At an estimated cost of **Rs. 67,32,909.00** with period of completion **24 (Twenty Four)** Months (Further extendable upto 1 year upon satisfactory performance).

Tender documents may be downloaded from CPP portal etenders.gov.in and Airports Authority of India web site www.aai.aero (for reference only).

Tender fee (Non-Refundable) of **Rs 1120/- including 12% GST** will be required to be paid in the form of Demand Draft drawn in favour of ‘**Airports Authority of India**’ payable at Surat. The Hard Copy of original instruments **in respect of cost of tender document must be delivered to the** DGM (ATM), AAI, Surat Airport, Surat - 394550 by stipulated date and time mentioned in the critical dates. Postal delay, if any for not receiving of original hard copy of tender fee by the stipulated date and time, shall not be entertained & such Tenders will be summarily rejected.

Bid Submission:

Bidders are advised to visit this website regularly to keep themselves updated as any change/ modification in the tender will be intimated through this website only.

Bids shall be submitted online only at CPP portal: etenders.gov.in. Tenderers/Contractors are advised to follow the instructions “Instructions To Bidder for Online Bid Submission” provided in the Tender Document for online submission of bids.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2. Critical Dates for Tender are as below: -

| Sl. No | Activity | Date & Time |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| 1 | Publish Date & Time | 07.02.2020 on 1600 hrs |
| 2 | Bid Document Download/Sale Start Date & Time | 07.02.2020 on 1600 hrs |
| 3 | Clarification Start Date & Time | 07.02.2020 on 1600 hrs |
| 4 | Clarification End Date & Time | 14.02.2020 on 1800 hrs |
| 5 | Bid submission Start Date & Time | 07.02.2020 on 1600 hrs |
| 6 | Bid Submission End Date & Time | 24.02.2020 on 1800 hrs |
| 7 | Bid Document Download/Sale End Date & Time | 24.02.2020 on 1800 hrs |
| 8 | Last Date & Time for submission of Original DD against Tender fee and EMD , Exemption certificate issued by the competent authority . | 28.02.2020 on 1400 hrs |
| 9 | Opening of envelope-1 | 28.02.2020 on 1600 hrs |
| 11 | Opening of Price/ Financial Bids (Envelope 2) | To be notified to bidder after bid evaluation for Envelope-I |

3. Following 2 envelopes shall be submitted through online at e-portal by the bidder. Last date and time of submission of bids (Envelop I&II) is mentioned in the **critical date sheet**.

Envelope – I (cover I -Fee/Prequal/Technical): - Containing qualifying requirements of Contractor / Firms, tender Fee, EMD and acceptance letter

The tenderer shall submit their application by downloading the “PQ Proforma” from the e-tendering portal, fill-up the required information and upload the digitally signed file of scanned documents and firm’s bio-data in support of their meeting each criteria mentioned below in the ‘PQQ’ folder in ‘Fee/PreQual/Technical’ Section in the portal. Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained. Upload the scanned copy of Earnest Money Deposit (EMD) of **Rs. 1,34,659/-** only through Demand Draft in favour of ‘**Airports Authority of India**’, payable at Surat in ‘EMD’ folder in ‘Fee/Prequal/Technical’ section. Tender fee (Non-Refundable) of **Rs 1120/- including 12% GST/-** will be required to be paid in the form of Demand draft drawn in favour of ‘**Airports Authority of India**’ payable at Surat. Upload the scanned copy of demand draft of tender fee of Rs1120/- in ‘tender fee’ folder in the ‘Fee/Prequal/Technical’ section. The Hard Copy of original instruments **in respect of cost of tender document & EMD must be delivered to the O/o DGM (ATM), AAI, Surat Airport, Surat - 394550** by stipulated date and time mentioned in the critical dates. Postal delay, if any for not receiving of original hard copy of tender fee and EMD by the stipulated date and time, shall not be entertained & such Tenders will be summarily rejected.

Note: 1. EMD amount in the form of cash or any other form like online payment shall not be accepted. Vendors shall also note that they are not required to contact any AAI employee or submit any documentary evidence of submission of EMD during the process of the tender.

2. Refund of EMD: EMD of unsuccessful bidders received shall be refunded except for L-1 bidder after completion of all formalities of bid.

Qualifying requirements of Contractors / firms to be submitted by the bidder in the ‘PQQ’ folder in ‘Fee/PreQual/Technical’ Section (Envelope-I):-

- (a) Containing Scanned Copy and duly digitally signed of the following documents:
1. Demand Draft (DD) in respect of Tender Fees,
 2. Demand Draft (DD) in respect of EMD Fees,
 3. Power of Attorney or Authorization (If applicable)
 4. Valid MSME registration certificate issued by the Competent Authority, in case of seeking for exemption of EMD by the MSME registered firms.
 5. Copy of Certificate of Registration / Partnership Deed / Memorandum of Article and Memorandum of Association (MOA), as the case may be for proprietorship/ Partnership firms registered under Shop and Establishment Act / Pvt. Ltd. Company/ Company registered under Companies Act.

6. Should have satisfactorily completed (Phase/Part completion of the scope of work in a contract shall not be considered), three works, each of **Rs. 13,46,582.00 /- Per annum** or two works, each of **Rs. 16,83,228.00/- Per annum** or one work of **Rs. 26,93,164.00/- Per annum** in single contract of similar nature of work or any manpower supply related work during last seven years ending on **31-12-2019** in India. 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.**
7. Should have annualized average financial turnover of **Rs 10,09,937.00/-** against works executed during last three years ending **31st March 2019**. As a proof, copy of Abridge Balance Sheet alongwith Profit and Loss Account. Statement of the firm should be submitted alongwith the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
8. Firm shall submit copy of PAN card, Goods & Service Tax (GST) registration, EPF and ESIC registration certificate.

➤ *In addition to the above Prequalification criteria documents, Unconditional Acceptance letter of AAI's Tender Conditions as per **Annexure-I** and Declaration as per **Annexure-II** of tender document and Undertaking for GST registration & complying its provisions as per **Annexure-III** of tender document duly digitally signed shall be submitted in Envelope-I.*

In the event of any such information pertaining to the aforesaid matter found incorrect 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 AAI.

4. Envelope-II: - The Financial e-bid through CPP Portal.

The tenderer shall upload schedule of price bid duly digitally signed in the form of BOQ.xls

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the **blue colored (unprotected)** cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

5. Bid Submission:

Bids shall be submitted online only at CPPP website: **www.etenders.gov.in** Tenderers/Contractors are advised to follow the instructions "**Instructions to Bidder for Online Bid Submission**".

Further it may be noted that tenders who are duly submitted on e-tender portal (CPPP) 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 portal

(CPPP). In case of any difficulty, bidders may contact the help desk numbers and emails ID 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.

6. Any party either a firm or an individual or a company falling under any of the following categories are not eligible to participate in tender.
 - i. Consortium/JV companies shall not be permitted to participate in tender process.
 - ii. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(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 condition will render the tenders of both parties liable to rejection.
7. Tenderer 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 tempered/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. Benefits to micro & small enterprises (MSEs)
 - (i) **Exemption from paying tender fee & earnest money deposit:** Micro and small enterprises (MSEs) – registered with district industries centers or khadi and village industries commission or khadi and village industries board or coir board or national small industries corporation or directorate of handicraft and handloom or any other body specified by the ministry of micro, small and medium enterprises as MSMED Act,2006 for goods produced and services rendered-shall be issued tender documents free of cost and shall be exempted from paying earnest money deposit(EMD).
 - (ii) **Price preference:** Price preference will be given to MSEs as per government guidelines

Note:

- a) The benefit as above to MSEs shall be available **only for goods / services produced and provided by MSEs for which they are registered.**
- b) MSEs seeking exemption and benefits shall enclose an attested/ self-certified copy of valid registration certificate, giving details of such validity, stores/services etc. in Envelope-I, failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.

9. Bids Opening Process is as below: -

Envelop – I (Cover-I): Containing Documents for pre-qualification bid (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. Scanned copy of Earnest Money Deposit (EMD) of **Rs. 1,34,659/-** and Tender fee (Non-Refundable) of **Rs 1120/- including 12% GST** shall be submitted only through Demand Draft in favour of **Airports Authority of India, payable at Surat.** The Hard Copy of original instruments **in respect of cost of tender document & EMD must be delivered to the O/o DGM (ATM), Surat Airport, Surat-394550, (Contact No. 9904165732)** by stipulated date and time mentioned in the critical date sheet. Postal delay, if any for not receiving of original hard copy of tender fee and EMD by the stipulated date and time, shall not be entertained & such Tenders will be summarily rejected. If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelop – I (Cover-I), he will be asked to provide it through collaboration folder in e-tendering portal. The bidders upload the requisite clarification / documents within time specified by AAI, failing which tender will be liable for rejection.

Envelop – II (Cover-II): The financial bids of contractors / firms found to be meeting the qualifying requirements and technical criteria shall be opened. **The date of opening shall be communicated to bidder after bid evaluation for envelope-I.**

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

- 10. AAI reserves the right to disallow issue of tender document to working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain / Temporary / Permanent debar by any department of AAI. AAI reserves 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.

- 11. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on date of acceptance.**

- 12. If the entity participating in any of the tenders is a private or public limited company, Partnership firm or proprietor 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.**

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- 13. AAI is not responsible for postal delay in submission of original Demand Drafts against tender cost and EMD and also delay due to link failure/internet problem etc. in respect of submission/receipt of any documents or in submission of e-bid. Bidders who are intending to submit responsive 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 DD/documents/e-Bid is submitted in time.**

DGM (ATM)

AAI, Surat

PQ PROFORMA**(To be uploaded in ENVELOPE- I & II')****NAME OF WORK: "Job Contract for Provision of Bird & Wildlife Scaring/Hazard Control and allied services in operational area at Surat Airport, Year 2020-22".****(Tender ID no-----)**

| 1 | 2 | 3 | 4 |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------|
| Ref. No. | Qualifying Criteria | Particulars | Enclosed check list |
| 1 | Name and address of the firm/contractor | | |
| 2. | Cover -1 shall contain scanned copy of | | |
| a. | Tender Cost details (DD Copy) | | YES/NO |
| b. | EMD Details (DD Copy) | | Enclosed DD copy : YES / NO |
| c. | If EMD and tender Fee not paid | | |
| d. | Valid Exemption certificate | | Copy of valid Exemption certificate enclosed YES/NO |
| e. | Power of Attorney or Authorization (if applicable) | | Copy enclosed YES/NO |
| f. | Should have valid registration under Shop and Establishment Act for proprietorship/ Partnership firms or Pvt. Ltd. Company/ Company registered under Companies Act | | Registration certificate copy enclosed: YES/NO |

| | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| g. | <p>Certificate from clients of having satisfactorily completed</p> <p>Three works of Rs. 13,46,582.00 per annum</p> <p style="text-align: center;">OR</p> <p>Two works of Rs. .16,83,228.00 per annum</p> <p style="text-align: center;">OR</p> <p>One work of Rs. 26,93,164.00/- Per annum In single contract of similar nature of work “Job Contract for Provision of Bird & Wildlife Scaring/Hazard Control and allied services in operational area at Surat Airport, Year 2020-22” or any manpower supply related work during last seven years ending on 31/12/2019.</p> | <p>Details of the Three/Two/One work(s) as applicable to Client:</p> <p>Name of Work:</p> <p>Work Order/ Agreement No. & Date:</p> <p>Cost:</p> <p>Stipulated date of Completion as per contract agreement:</p> <p>Actual Date of Completion:</p> <p>Completion Cost:</p> | <p>Copy of certificates enclosed:</p> <p>YES/NO</p> |
| h. | <p>Whether experience from Govt. organizations or private Clients?</p> | <p>Govt.Organization/ Private Clients. (Tick whichever is applicable. In case of experience with private client, TDS certificate from clients to be enclosed)</p> | <p>TDS certificate enclosed:</p> <p>YES/NO</p> |
| i. | <p>TURNOVER: Annualized average financial turnover equivalent to INR 10,09,937.00 during last three financial years.</p> | | <p>Proof of turnover enclosed (Abridged balance sheet & Profit & Loss A/C) YES/NO</p> |
| j. | <p>Permanent Account No.(PAN) No:</p> | | <p>Copy enclosed: YES/NO</p> |

| | | | |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------|
| k. | Goods & Service Tax(GST) Registration No: | | Copy enclosed: YES/NO |
| l. | PF and ESIC Registration No: | | Copy enclosed: YES/NO |
| m. | Unconditional Acceptance letter as per Annexure-I at page-36 and Declaration as per Annexure-II at page-37 of tender document. | | Copy enclosed: YES/NO |
| 3. Envelope-II shall contain scanned copy of | | | |
| a | Financial bid through e-portal | | BOQ Uploaded / Not uploaded |
| 4. | Any other information | | |

DECLARATION

I, (_____) hereby declare that the documents submitted/enclosed are true and correct. In case any document at any stage found fake/incorrect, my EMD may be forfeited & action as deemed fit by AAI can be taken against me.

Date:

Signature

Place:

Authorized Signatory of the Contractor/Firm