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**NOTICE INVITING
e-Tender (for website)**

C-Nil

I-Nil

O-Nil

Ow-Nil

AIRPORTSAUTHORITYOFINDIA
SGRDJ INTERNATIONAL AIRPORT, AMRITSAR

No.: AAI/ASR/ENGG(C)/W-191

Dated: 18.08.2017

NOTICE INVITING e-TENDER (3 Envelope Open Tender)
(TENDER ID No: 2017_AAI_2286)

1. Item rate tenders are invited through the e-tendering portal by **Asstt. General Manager (Engg-civil), Airports Authority of India, SGRDJ International Airport, Amritsar - 143101**, on behalf of Chairman, A.A.I from the eligible contractors for the work of **'Improvement of Signage in Car Park area at SGRDJI Airport, Amritsar.'** at an estimate cost of **Rs 9.19 Lakh** with period of completion **60 Days**. The broad scope of the work includes providing & fixing of Retro - Reflective Signages. **Tender documents may be downloaded from CPP portal: <http://etenders.gov.in/eprocure/app> and Airports Authority of India website www.aai.aero (for reference only) as per the schedule as given in CRITICAL DATE SHEET as under.**

a) **Critical Dates**

Publishing Date	18.08.2017
Bid Document Sale Start Date	18.08.2017
Clarification Start Date	18.08.2017
Clarification End Date	28.08.2017 upto 1500 HRS
Bid Document Sale End Date	30.08.2017 upto 1700 HRS
Bid Submission Start Date	18.08.2017
Bid Submission End Date	30.08.2017 upto 1700 HRS
Bid Opening Date: Envelop-I (Pre-qualification bid)	05.09.2017 at 1100HRS
Last Date for Offline submission of Original DD for tender fee & EMD and other offline supporting documents.	04.09.2017 upto 1700 HRS
Bid opening Date: Envelope-II (Technical Bid)	To be decided later
Bid opening Date: Envelope-III (Price Bid)	To be decided later

Prospective Tenderers are advised to get themselves acquainted for e-tendering participation requirements, register themselves at e-tendering portal, obtain 'Use ID' & 'Password and go through the Help desk support, FAQ, Bidder Manual Kit, System Settings available in the Home Page of the portal <https://etenders.gov.in>. or www.aai.aero. 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 Help Desk Support.

b) **Tender Fee**

Tender fee (Non-Refundable) of **Rs 560.00** is to be paid in the form of Demand Draft drawn in favour of **Airports Authority of India payable at 'Amritsar'**. The Hard Copy of original instruments in respect of cost of Tender Document and EMD amount must be delivered to the **Asstt. General Manager (Engg-civil), Airports Authority of India, SGRDJ International Airport, Amritsar-143101** and should reach within the dates mentioned in Critical Dates.

c) **Earnest Money Deposit (EMD)**

EMD of the value of **Rs. 18,380.00** in form of Demand Draft / Banker's Cheque / ~~bank Guarantee~~ from a Scheduled Bank but not from any co-operative or Gramin Bank drawn in favour of "**Airports Authority of India**" payable at '**Amritsar**'.

~~For the EMD submitted through Bank Guarantee (BG) of value as mentioned above, a scanned copy of BG along with Letter of Understanding from the Depositor to Bank, shall be uploaded in the Envelope I.~~

Refund of EMD

Refund of EMD of unsuccessful bidders who fail to qualify the eligibility in PQ or technical stage, shall be returned within minimum 7 days of the rejection. For all bidders who qualify and their financial bids are opened, the refund of EMD of all unsuccessful bidders shall be processed within minimum 7 days of opening of the financial bid.

Hard copy of the following must be delivered to the Asstt. General Manager (Engg-civil), Airports Authority of India, SGRDJ International Airport, Amritsar -143101 and should reach within time stipulated in critical dates above:

1. Tender fee
2. EMD

The tenders of the bidders who fail to submit the above before the stipulated time shall be rejected outright. Any postal delay will not be entertained.

2. 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:
<http://etenders.gov.in/eprocure/app>.

Tenderer / Contractor are advised to follow the “Instructions to Bidder for Online Bid Submission” provided in the Annexure ‘AA’ 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.

Following 3 envelopes shall be submitted through online CPP-portal by the bidder.

Envelope-I: - Following documents shall be uploaded in Envelope-I:-

- a) Scanned copy of Tender Fee in Form of Demand Draft.
- b) Scanned copy of Demand Draft / Bankers Cheque / ~~Bank Guarantee~~ towards EMD.
- c) Copy of NSIC / MSME registration documents of firm in suitable category in support of seeking exemption from paying tender fee and EMD.

Envelope-II: - Containing qualifying requirements of Contractor/ Firm:-

The tenderer shall upload the digitally signed file of scanned documents, PQ Proforma / Check List and firm’s bio-data in support of the meeting each criterion mentioned below, on the CPP Portal. Hard copy of application shall not be entertained.

Qualifying requirements of contractors/ firms

- i. Should have valid Registration on the Date of Submission of bid through e-portal in appropriate class of CPWD/ MES/ P&T/ Railways/ State PWD/ PSU/ Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai and Kolkata/ Agency Specialized in the similar nature of work and having Permanent Account Number (PAN) & registration under GST.
- ii. 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. 3.68 lakh** or two works, each of **Rs. 4.60 lakh** or one work of **Rs. 7.35 lakh** in single contract of similar nature of work “**Retro - Reflective Signages**)” during last seven years ending on 31.07.2017 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.**

- iii. Should have annualized average financial turnover of **Rs 2.76 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.

Documents to be uploaded in Envelope-II: Following digitally signed documents are to be uploaded in Envelope –II.

- i. Copy of Registration Documents of contractor / Certificate of Incorporation of firm.
- ii. Copy of Work Experience documents along with Completion certificates.
- iii. Copy of Permanent Account Number (PAN) and GST registration document.
- iv. Scanned Copy of duly filled PQ Performa / Check List.
- v. Copy of Balance sheets and Profit & Loss accounts as on 31.3.2016, 31.3.2015 and 31.3.2014
- vi. Scanned copy of duly signed Unconditional **Acceptance of AAI's Tender conditions** as per Annexure-I on page no. 101.
- vii. Scanned copy of duly signed Undertaking as per Annexure-II on page no. 102.
- viii. Scanned copy of duly signed Affidavit for payment of Minimum Wages as per Annexure-III on page no. 103.

Envelope-III:-

- (a) The tenderer shall upload the digitally signed **Schedule of price bid in the form of BOQ.xls**

Bidders are requested to note that they should necessarily submit their financial bids in the BOQ.xls format provided on CPP portal which needs to be downloaded and filled by all the bidders. Bidders are requested to download the BOQ file, open it and complete the Blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder etc). No other cells should be changed by the bidder. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

3. **Original Demand Drafts / Bankers Cheque / ~~Bank Guarantee~~ towards Tender fee & EMD and Original of signed Unconditional Acceptance of AAI's Tender Conditions, Undertaking, Affidavit towards Payment of Minimum Wages to be sent to the Asstt. General Manager (Engg-Civil), Airports Authority of India, SGRDJ International Airport, Amritsar- 143101. No postal delay will be entertained and tender will be rejected if original DD / Banker Cheque / ~~Bank Guarantee~~ for tender fee & EMD along with other stipulated documents are not received within stipulated time periods.**
4. 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.
5. 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 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.
6. Consortium/ JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
7. Purchase preference to Central Public Sector undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
- a) 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.

8. Exemption from paying tender fees & Earnest Money Deposit

- a) 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 per MSMED Act 2006, and further amendments, for goods produced and services rendered – shall be issued Tender Documents free of cost and shall be exempted from paying Earnest Money Deposit (EMD).
- b) **Price Preference:** The price preference to MSEs shall be applicable as per prevailing government norms/ public procurement policy.

Note: MSE firms seeking exemption from tender fee & EMD, must check their MSME registration documents and ensure their eligibility for exemption otherwise their tender may not be considered further due to non submission of tender fee or EMD or both. No claim in this regard shall be entertained later on.

**Asstt. General Manager (Engg-civil),
Airports Authority of India,
SGRDJ International Airport,
Amritsar.
Contact No: 0183-2204023**

Instructions to Bidders for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://etenders.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the Procurement module of the Central Public Procurement Portal (URL: <http://etenders.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ nCode/ eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs into the site through the secured log-in by entering their user ID/password and the password of the DSC/ e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, where in the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF/ XLS/RAR/ DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" are available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should login to the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

- 3) Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender document critical date sheet. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids 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 white coloured (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 filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to a symmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the Authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 x 7 CPP Portal Helpdesk.

CPP under GePNIC. Help Desk Services

- 1) For any technical queries related to CPP portal, please call the Helpdesk Tel: 0120-4200462, 0120-4001002. Mobile: 918826246593
E-Mail: support-eproc@nic.in

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 / Bid Manager.

- 2) 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, Helpdesk services have been launched between 0800 - 2000 hours for the CPP under GePNIC <https://eprocure.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 (CPP).
 - 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 CPP”.
- 3) In case of any issues faced, the escalation matrix is as mentioned below:

SL No	Support Persons	Escalation Matrix	E-MailAddress	Contact Numbers	Timings*
1.	HelpDesk Team	Instant Support	eprochelp@aai.aero	011-24632950, Ext-3512 (SixLines)	0800-2000Hrs. (MON-SAT)

C-Nil

I-Nil

O-Nil

Ow-Nil

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

- 4) The above mentioned help desk numbers are intended only for queries related to the issues one – 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.