

AIRPORTS AUTHORITY OF INDIA

National Institute of Aviation Training and Management (NIATAM), Birsi, Gondia

AAI/GONDIA/NIATAM/CAFETERIA/2021-22/

DATE-23.03.2021

NOTICE INVITING E-TENDER (2 BOT – 2 Envelope Open Tender)

(e-Tender ID: **2021_AAI_73489_1**)

1. Item rates e-tenders are invited through the e-tendering CPP Portal by **AGM (E-E), AAI, NIATAM, Birsi Gondia (Bid Manager)** on behalf of Chairman, A.A.I. from Specialized, reputed, experienced and financially sound parties for the work of **“FACILITY MANAGEMENT AT NATIONAL INSTITUTE OF AVIATION TRAINING AND MANAGEMENT (NIATAM), AAI, BIRSI, GONDIA. SUBHEAD : CAFETERIA SERVICES FOR THE YEAR 2021-22.”** at an estimated cost of **Rs. 39.83 Lacs (Excluding GST)** with period of completion **12 (Twelve) Months**.

The tendering process is online at CPP Portal URL address <https://etenders.gov.in/e procure/app> or www.aai.aero. Prospective Tenders may download and go through the tender document.

Prospective tenderers are advised to get themselves register at CPP portal, obtain **‘Login ID’ & ‘Password’** and go through the instructions available in the home page after login to the **CPP portal** <https://etenders.gov.in/e procure/app> 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 tenderers may also take guidance from AAI Help Desk Support through path aai.aero/tender/e-tender/help desk support.

i) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as below:-

Tel: 0120 – 4200462, 0120 – 4001002, Mobile: 91 8826246593

E-mail: support-eproc@nic.in

Tenderers 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 further technical assistance with regard to functioning of CPP portal the tender may contact the following AAI help desk numbers on all working days only between.

ii) 08:00 hrs to 20.00 hrs (Mon – Sat)-

011-24632950, Ext – 3512 (Six Lines), E-Mail:- eprochelp@aai.aero

iii) 09:30 hrs to 18.00 hrs (Mon – Fri)-

011-24632950, Ext – 3523, E-Mail:- etendersupport@aai.aero,
sanjeevkumar@aai.aero and snita@aai.aero.

iv) 09:30 hrs to 18.00 hrs (Mon – Fri)-

011-24657900, E-Mail:- gmitichq@aai.aero,

2. Tender processing fee of **Rs. 1180.00** (including GST) Non-Refundable will be required to be paid online through payment gateway on CPP Portal.
3. As per directive of Govt. of India, Ministry of Finance there is an exemption for EMD in this tender. The bidders are requested submit the Earnest Money Declaration in Envelope-I as per Performa given in Annexure-E of the Tender document.
4. Following 2 envelopes shall be submitted through online at CPP portal by the bidder as per the following schedule:-

CRITICAL DATE SHEET	
Publishing Date	23.03.2021
Bid Document Download / Sale Start Date and Time	24.03.2021 From 0930 Hrs.
Bid Document Download / Sale End Date and Time	08.04.2021 up to 1800 Hrs.
Clarification start Date and Time	24.03.2021 From 0930 Hrs.
Clarification End Date and Time	01.04.2021 up to 1800 Hrs.
Bid submission Start Date and Time	24.03.2021 From 0930 Hrs.
Bid Submission End Date and Time	08.04.2021 up to 1000 Hrs.
Bid Opening Date and Time (Envelope-I)	09.04.2021 at 1100 Hrs.
Bid Opening Date and Time (Envelope-II)	15.04.2021 at 11.00 Hrs.
Tender processing fee	Rs. 1,180/- (Including GST) Non-refundable through online mode only.
EMD (Earnest Money Deposit)	Exempted, However EMD Declaration to be submitted.

Envelope I:-(Tender Processing Fee, Technical bid and Pre-qualification)

Bid Containing following:

Tender Processing Fee

- i. Scanned Copy of details of payment made through online SBI Payment Gateway against Tender Processing Fee.
- ii. Scanned Copy of duly filled and Signed Earnest Money Declaration **Annexure-E**
- iii. Scanned copy of Valid Tender fee Exemption letter along with Valid Registration certificate of MSE's which are registered under MSME act if applicable.

Technical Bid Containing the following: -

- i) Scanned copy of Unconditional Acceptance of AAI's tender Conditions Annexure A.
- ii) Scanned copy of valid Permanent Account Number (PAN).
- iii) Scanned copy of valid GST Registration.
- iv) Scanned copy of undertaking on GST (Performa given at page no. Annexure-B of Tender document).
- v) Scanned copy of valid Shop & Establishment Registration on the Date of issue of Tender and valid License/ Registration from Food Safety and Standard Authority of India (FSSAI)
- vi) Scanned copy of valid ISO22000 certification. In case firm do not possess the same, firm is required to obtain within 30 days of the award of work & produce the same, if becomes L1.
- vii) Should have valid EPF & ESI Registration. In case firm do not possess the same, firm is required to get themselves registered with EPF & ESI authorities, if becomes L-1 before commencement of work.
- viii) Scanned copy of undertaking regarding blacklisting/debarment on company letter head Annexure-D
- ix) Scanned copy of duly notarized affidavit on Non-Judicial stamp paper of Rs. 100/- regarding compliance of minimum wages (Performa given at Annexure-C of Tender document)
- x) Companies other than propriety firm shall submit, scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of 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 is processed by a person other than proprietor.
- xi) Scanned copy of Duly filled & Signed PQ Proforma (Check List).
- xii) Scanned copy of E-payment Proforma as per Annexure-G in Tender Document.

- xiii) Digitally Signed Tender Document.
- xiv) Agency should be in continuous catering business (excluding beverage and snacks services) and 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. 15.93 Lacs** or two works, each of **Rs. 19.92 Lacs** or one work of **Rs. 31.86 Lacs** in single contract of similar nature of work i.e. "Catering/Cafeteria Services" during last seven years ending on date of E-Bid Submission / Extended date of Submission in India.

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". The experience certificates of works 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.

In case of Hotel/Restaurant chains, 'costing' will mean the annual sales of the unit concerned) Similar nature of work shall be considered as follows:

Similar nature of work means the running of the Canteen/ Mess/ Cafeteria of Institution/ organization/ company/ Guest house/ Embassies/ High Commissions/ Multi Specialty Hospitals/ Three Star Hotel/ Restaurant Chain/ International Organization/ Bodies.

- xv) 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 copy of tax deduction at sources (TDS) certificate(s) alongwith 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.**
- xvi) Should have annualized average financial turnover of **Rs. 11.95 Lacs** against works executed during the last three years ending 31st March of previous Financial Year. As a proof, copy of Abridged Balance Sheet along with profit and Loss Account Statement of the tenderer should be submitted along with the application. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- xvii) The tenderer should have a minimum net worth of **Rs. 5.98 Lacs**, issued by certified Chartered Accountants as per ANNEXURE-H.

ENVELOPE-II : The Financial e-Bid through CPP portal.

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 Tenderers. Tenderers 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 Tenderer should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the Tenderer, the bid will be rejected.

Bid Submission:

The tenderer shall submit their application only at CPP Portal <https://etenders.gov.in/e-procure/app>. Tenderers/contractor are advised to follow the instructions provided in the tender document for Online Submission of bids. Tenderers are required to upload the digitally signed file of scanned documents as per para 2. Bid document may be scanned with 100 dpi 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 documents shall not be entertained.

Not more than one tender shall be submitted by one tenderer or tenderers 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.

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 tampered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with AAI.

Bids Opening Process is as below: -

Envelope-I (Tender processing fee, EMD Declaration, Technical bid and Pre-qualification):

Envelope-I containing documents as per Para 2 (**uploaded by the tenderers**) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If the bidder has any query related to the Bid Document of the work, they should use 'Seek Clarification' on CPP portal to seek clarifications. No other means of communication in this regard shall be entertained.

If any clarification is needed from the tenderer about the deficiency in his uploaded documents in Envelope-I, he will be asked to provide it through CPP portal or email if required. The tenderer shall upload the requisite clarification/documents within time specified by AAI, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through CPP portal.

Envelope-II (Financial Bid): Envelope-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATA SHEET. **(In case the date and time for opening of Envelope-II (Financial bid) is required to be changed, the same shall be intimated through CPP Portal).**

1. 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.
2. 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 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 tenderer then AAI shall take the following action:
3. The tenderer shall be liable for debarment from tendering in AAI, including termination of the contract apart from any other appropriate contractual/legal action.
4. Consortium / JV companies shall not be permitted.
5. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
6. Concessions to Indian Micro& Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handlooms etc., to be given as per provisions of Public Procurement Policy for MSEs order 2012 with up to date amendments, shall be applicable for tenders of supply/services and shall not be extended to construction work.

7. A.A.I is not responsible for delay in online submission of tender processing fee and also delay due to link failure/internet problem, etc. in respect of submission of any documents of e-bid. Tenderers 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 tenderer to make sure that the required documents/e-Bid submitted in time.

Asst. GM (E-E)
NIATAM, Birsi, Gondia