

AIRPORTS AUTHORITY OF INDIA
CIVIL AIRPORT, SHIMLA
HIMACHAL PRADESH-171011

Ref. No.:- AAI/SML/Tech/2021-22/D01

Date: 21/02/2022

NOTICE INVITING e-TENDER (2 Envelope Open Tender)

(Tender ID No: 2022_AAI_106812)

1. Item rate e-tenders are invited through the e-tendering portal by **In-Charge (MT), O/o Airport Director, Airports Authority of India, Jubberhatti Airport, Shimla -171011 (Bid manager)** on behalf of Chairman, A.A.I. from the eligible contractors for the composite work of **"Tender for Providing 01 no Manpower for Job Works of driving various types of vehicles at Shimla Airport [for 02 Years]"** at an estimated cost of **Rs 4,42,752/- [Excluding GST]** with a period of completion in **Twenty Four (24) Months.**

The tendering process is online at NIC CPP e-portal URL address <https://etenders.gov.in/eprocure/app> aspiring bidders may go through the tender document by "Guest User" Login.

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 log in to the CPP-Portal <https://etenders.gov.in/eprocure/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 tenderer may also take guidance from AAI Help Desk Support through path [aai.aero/tender/e-tender/help desk](http://aai.aero/tender/e-tender/helpdesk) support.

- (i) For any technical related queries please call the Helpdesk. The 24x7 Help Desk details are as below:

Tel.: 0120-4200462, 0120-4001002, Mobile 91-8826246593, Email: support-eproc@nic.in

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 further technical assistance with regard to functioning of CPP Portal the bidder may contact to the following AAI help desk numbers on all working days only between

- (ii) 0800 Hrs to 2000 Hrs. (Mon-Sat) - 011-24632950, Ext-3512 (six lines), Email: eprochelp@aai.aero

- (iii) 0930 Hrs. to 1800 Hrs. (Mon-Fri) - 011-24632950, Ext-3523, Email: etendersupport@aai.aero, sanjeevkumar@aai.aero and snita@aai.aero

- (iv) 0930 Hrs. to 1800 Hrs. (Mon-Fri) - 011-24657900, Email: gmitqh@aai.aero

In case of Technical support regarding e-tender portal, if AAI Help Desk is non responsive, the Bid manager can be contacted. All bid procedure related to queries be referred to HELP DESK as above and then to Bid Manager only.

Tender Processing Fee (Rs.1180/-) will be required to be paid online as per the laid down procedure attached in the e-NIT.

2. Following 2 envelopes shall be submitted through online at CPP-Portal by the bidder as per the following schedule:

CRITICAL DATA SHEET

Publishing Date	22/02/2022 from 11:00 Hrs
Bid Document Download/Sale Start Date	22/02/2022 from 11:00 Hrs.
Clarification Start Date	22/02/2022 from 11:00 Hrs.
Clarification End Date	02/03/2022 upto 18:00 Hrs.
Bid Submission Start Date	22/02/2022 from 11:00 Hrs.
Bid Submission End Date	04/03/2022 upto 15:00 Hrs.
Bid Opening Date: Envelope-I	05/03/2022 at 15:00 hrs.
Bid Opening Date: Envelope-II Price bid	To be intimated later on through CPP Portal
Tender Processing fee	Rs.1180.00 (i/c GST) (Non-refundable) Online Payment through state bank of India gateway provided at the CPP portal
Details of Earnest Money Deposit (paid online as per the laid down procedure attached in the e-NIT.	Rs. 8,855/- paid online as per the laid down procedure attached in the e-NIT.

Envelope-I:- Bid containing scanned copy of Unconditional Acceptance of AAI's Tender Conditions, Tender Fee and EMD, Pre- Qualification and technical bid.

The tenderer shall submit their application only at CPP portal <https://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instruction provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents alongwith scanned copy of online Tender Processing Fee details and Details of online Earnest Money Deposit (**paid online as per the laid down procedure attached in the e-NIT.** or MSES Registration in case exempted). Bid documents 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 application shall not be entertained.

Qualifying requirements of contractors / firms:-

- i) Electronic Payment details against Tender Processing Fee of Rs. 1180.00/-
Note: Tender fee in the form of Cash/demand Draft or any other form shall not be accepted.
- ii) Scanned Copy of Unconditional Acceptance of AAI's Tender conditions (Performa given in **Annexure -2** , of Tender Document)
- iii) Scanned Copy of Electronic Payment details against EMD or MSES Registration in case exempted)

- iv) Agency should submit the scanned copy of Permanent Account Number (PAN), PF & ESI Registration.
- v) Tenderer should submit the GST Registration and GST undertaking (as per Performa given in **Annexure-5**, of Tender Document.
- vi) ~~Should possess documentary proof of owning and possessing required **Machinery and T&P** shall also be submitted along with the application. Ownership can be either freehold or lease hold. In case agency do not have their own or possess required plant and machinery, an undertaking to this effect that the same shall be provided either by purchase or lease hold basis if work is awarded to them, to be submitted along with the application and deployment shall be as per requirement at site decided by the Engineer-in-charge.~~
- vii) Scanned copy of **Affidavit etc. regarding payment of minimum wages & deduction of EPF, ESIC** on non-judicial stamp paper of Rs. 100/- duly attested by First Class Magistrate/ Notary Public) (Performa given in **Annexure-7**, of Tender Document).
- viii) Scanned copy of **Declaration regarding black listing/ debarring** of firm on no judicial stamp paper of Rs. 100/- duly attested by First Class Magistrate/ Notary Public).
- ix) 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. 1,77,101.00** or two works each of **Rs 2,21,376.00** or one work of **Rs. 3,54,202.00** in single contract of similar nature of work (**Tender for Providing 01 no Manpower for Job Works of driving various types of vehicles [for 02 Years]**) during last seven years ending on **31.03.2021** 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 of the last date of submission of bid"~~. Client certificate for experience showing nature of work done, value of work, date of start, date of completion as per agreement, actual date of completion & satisfactory completion of work. **Firms showing work experience certificate (completed work) from Non-government/Non-PSU organizations should submit copies of Tax Deduction at Source Certificate (TDS) in support of their claim for having experience for stipulated value of work.**
- x) Should have annualized average financial turnover of **Rs. 1,32,826.00** 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 for the last three years in the balance sheet shall be summarily rejected.
- xi) Undertaking as per **Annexure-6**
- xii) Tenderer should submit the Valid Labour license issued by Labour Commissioner for providing manpower service
- xiii) Tenderer should submit the scanned copy of Authorization letter/Power of attorney. (If any)

xiv) Digitally Signed Tender Documents.

Envelope-II (Financial Bid) :- 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 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.

~~3. Original EMD, hard copy of signed Unconditional Acceptance of AAI's Tender Conditions to be sent to the In-Charge (MT), O/o Airport Director, Airports Authority of India, Jubberhatti Airport Shimla, Himachal Pradesh - 171011 and should reach to Bid Manager before the date & time mentioned in. Tender of the tenderer whose EMD and Unconditional Acceptance of AAI's Tender Conditions are not received by the time as per CRITICAL DATA SHEET, then their tenders will be summarily rejected. Any postal delay will not be entertained.~~

4. **Bids opening process is as below:**

Envelop-I: Opening date shall be as mentioned in **CRITICAL DATA SHEET**. (Envelope-I shall contain scanned copy of Tender Fees, EMD and Unconditional Acceptance of AAI tender condition.)

Opening date shall be as mentioned in **CRITICAL DATA SHEET**. The intimation regarding acceptance/ rejection of their bids will be intimated to the contractor/ firms through e-tendering portal. **(Envelope-I shall contain scanned copy of pre-Qualification documents,)**

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelop-I he will be asked to provide it through CPP Portal. The bidder shall upload the requisite clarification/documents within time specified by AAI, failing which tender will be liable for rejection.

Envelop-II: The Financial Bid of the contractors/firms found to be meeting the qualifying requirements shall be opened as per **CRITICAL DATA SHEET**. (Depending on evaluation of Envelop I, the date shall be intimated through CPP Portal).

5. 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.

6. AAI reserves the right to disallow issue of tender document to working agencies whose performance at ongoing project(s) is below par and unusually poor and has been issued letter of restrain/temporary/permanent debarred 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.
7. Consortium/ JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
8. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

In-Charge (MT)
O/o Airport Director
AAI, CA, Shimla

Copy to :

1. G.M.(Fin). AAI, Operational Offices, Rangpuri, New Delhi.
2. G.M. (Tech), AAI, Operational Offices, Rangpuri, New Delhi.
3. Jt.GM. (Tech), AAI, Operational Offices, Rangpuri, New Delhi.
4. Airport Director, Shimla Airport
5. NIT / Concerned File.

Annexure- AA**Instructions 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 e-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 username 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 in to 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, wherein 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" area 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 log into 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 documents. 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 asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie 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.
- 9) 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 24x7 CPP Portal Helpdesk.

CPP under GePNIC, Help Desk Services

1) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002

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.

Tel: 0120-4200462, 0120-4001002.

E-Mail: support-eproc@nic.in

For any Policy related matter / Clarifications Please contact Dept of Expenditure, Ministry of Finance. E-Mail: CPP-doe@nic.in

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, Help desk 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 Person	Escalation Matrix	E-Mail Address	Contact Number	Timings
1.	Help Desk	Instant	eprochelp@aai.aero	011-24632950 -Ext-3512 (Six Lines)	0900- 1800 hrs. Mon-Fri *
2.	Team	Support			

*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 on e-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 through e-portal.

ANNEXURE-1**Pre-Qualification Performa****TO BE UPLOADED BY APPLICANTS ALONG WITH TENDER APPLICATION IN PRE-QUALIFICATION BID (Envelope - I).**

Name of work : "Tender for Providing 01 no Manpower for Job Works of driving various types of vehicles at Shimla Airport [for 02 Years]."

1	2	3	4
S. No	Qualifying criterion	Supporting Document must have the following salient information which AAI would like to note	Enclosure Check-list
1.0	General		
1.1	Name and registered office address of the Applicant Contractor / Firm / Joint venture company		Copy enclosed: Yes / No
1.2	Telephone , Fax & E-mail		
1.3	Authorized Signatory (Name & Designation)		Copy enclosed: Yes / No
1.4	Details of Tender Fees (To be submitted online)		Copy enclosed: Yes / No
2.0	<u>Envelope - I Shall contain scanned copy of :</u>		
2.1	Undertaking regarding Unconditional Acceptance (Performa given on page A13 of tender document) Annexure-2		Copy enclosed: Yes / No
2.2	Details of Earnest Money Deposit (To be submitted online and submit the Scanned copy or MSES Registration in case Exempted)		Copy enclosed: Yes / No
2.3	Permanent Account No.(PAN)		Copy enclosed: Yes / No
2.4	EPF Registration		Copy enclosed: Yes / No
2.5	ESIC Registration		Copy enclosed: Yes / No
2.6	Good & Service Tax Registration and GST Undertaking (as per Performa given in Annexure-5)		Copy enclosed: Yes / No
2.7	Affidavit regarding payment of minimum wages & deduction of EPF, ESIC on non-judicial stamp paper of Rs. 100/- duly attested by First Class Magistrate/ Notary Public) (Proforma given in Annexure-7 of Tender Document).		Copy enclosed: Yes / No
2.8	Declaration regarding black listing/debarring of firm on non-judicial stamp paper of Rs. 100/- duly attested by First Class Magistrate/ Notary Public)		Copy enclosed: Yes / No



3.1	Experience details: Works experience in Similar nature of works i.e. Providing of Driver for LMV vehicle.		
(A)	Should have satisfactorily completed the specified work i.e.	A) Certificate of completion and work order of the Three / Two / One work(s) for meeting eligibility criteria as applicable.	Copy Enclosed: YES / NO
i)	Three works of Rs 1,77,101.00 each in single contract of similar nature of work during last seven years ending on last date/extended date of submission of bids.	<u>Work No. 1, 2 & 3</u> -Name of work: -Work Order & Agreement No: -Nature of work done: -Value of work: -Date of start: -Date of Completion as per agreement: -Actual Date of Completion : -Satisfactory completion of work: -EOT granted (if any) up to with/ without levy of compensation.	Copy enclosed: Yes / No
ii)	Two works of Rs. 2,21,376.00 each in single contract of similar nature of work during last seven years ending on last date/extended date of submission of bids	<u>Work No. 1 & 2</u> -Name of work: -Work Order & Agreement No: -Nature of work done: -Value of work: -Date of start: -Date of Completion as per agreement: -Actual Date of Completion : -Satisfactory completion of work: -EOT granted (if any) up to with/ without levy of compensation.	Copy enclosed: Yes / No
iii)	One work of Rs. 3,54,202.00 each in single contract of similar nature of work during last seven years ending on last date/extended date of submission of bids	<u>Work No. 1</u> -Name of work: -Work Order & Agreement No: -Nature of work done: -Value of work: -Date of start: -Date of Completion as per agreement: -Actual Date of Completion : -Satisfactory completion of work: -EOT granted (if any) up to with/ without levy of compensation.	Copy enclosed: Yes / No
(B)	Whether experience from Govt. organizations or private clients?	Govt. Organization / Pvt. Clients. (Tick whichever is applicable). Tax Deduction certificate from client to be enclosed.	Tax Deduction certificate enclosed: YES / NO
3.2	TURNOVER		



	Annualized average financial turnover of not less than Rs. 1,32,826.00 against works executed during last three financial years. As a proof, copy of Abridged Balance Sheet of the firm with profit and loss account shall be submitted along with the application.	Year	Turnover (In Lakhs)	Copy enclosed: Yes / No
		2018-19		
		2019-20		
		2020-21		
		<u>Average:</u>		
3.3	Undertaking as per Annexure-6			Copy enclosed: Yes / No
3.4	Valid Labour license issued by Labour Commissioner for providing manpower service			Copy enclosed: Yes / No
3.5	Authorization letter / power of attorney (if any).			Copy enclosed: Yes / No
3.6	Digitally Signed Tender Documents			Copy enclosed: Yes / No
4	Any other information			
5	Remarks			

Note: Submit only relevant document as per NIT. Don't upload unnecessary contents in PQQ/ Technical Bid

DECLARATION

I/WE _____ hereby declare that the documents uploaded / 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/us.

Place:

Date:

Signature
Authorized Signatory of the contractor/ Firm