



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

श्री गुरु राम दास जी अंतर्राष्ट्रीय हवाई अड्डा 143101  
SHRI GURU RAM DASS JEE INTERNATIONAL AIRPORT  
Amritsar (PUNJAB) 143101

Ref: AAI/ASR/SAU/Manpower/2018-19/

DATE: 7.08.2018

**NOTICE INVITING e-TENDER (3 BOT Envelope Open tender)**

**Tender ID: (Tender ID : 2018\_AAI\_13779\_1)**

Item rate tenders are invited through the e-tendering portal <https://etenders.gov.in/eprocure/app> by **Dy. GM (Finance), Airports Authority of India, Sri Guru Ram Dass Jee International Airport, Amritsar-143101 (PUNJAB)** on behalf of Chairman, AAI for the work **"Job contract for providing data entry operators in Finance Department of AAI, SGRDJ International Airport, Amritsar"** with an estimated cost of **Rs. 7,86,350/-** (Rupees fifteen lakh seventy twenty thousand six hundred ninety nine only) excluding of GST with period of completion 12 (Twelve) months.

The tendering process is online at e-portal URL address **<https://etender.gov.in/eprocure/app>** or [www.aai.aero](http://www.aai.aero). Aspiring bidders 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 log in to the CPP-portal **<https://etender.gov.in/eprocure/app>** or [www.aai.aero](http://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 support](http://aai.aero/tender/e-tender/help%20desk%20support).

- (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](mailto: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) 08.00 hrs to 20.00 hrs (Mon-Sat)-  
011-24632950, Ext-3512 (Six Lines), E-Mail: [-eprochelp@aai.aero](mailto:-eprochelp@aai.aero)
- (iii) 09.30 hrs to 18.00 hrs (Mon-Fri)-011-24632950Ext-3523,E-Mail:-[etendersupport@aai.aero](mailto:etendersupport@aai.aero), [sanjeevkumar@aai.aero](mailto:sanjeevkumar@aai.aero) and [snita@aai.aero](mailto:snita@aai.aero).
- (iv) 09.30 hrs to 18.00 hrs (Mon-Fri) 011-24657900, E-Mail: - [gmitichq@aai.aero](mailto:gmitichq@aai.aero)

Tender fee of Rs. **1120/- (i/c GST) Non-refundable** will be required to be paid offline in the form of Demand Draft from Nationalized or any scheduled bank (but not from co-operative or Gramin bank). The original Demand Draft against Tender fee should reach by post/ courier/ given in person to the concerned officials, within the last date of bid submission or as specified in the Critical Data Sheet. The details of Demand Draft / any other accepted instruments, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

1. Following 3 envelopes shall be submitted through online at CPP-portal by the bidder as per the following schedule: -

#### **CRITICAL DATA SHEET**

Publishing Date	Date 07.08.2018
Bid Document Download / Sale Start Date	Date 8.08.2018 from 1100 hrs.
Clarification Start Date	Date 9.08.2018 from 1500 hrs.
Clarification End Date	Date 10.08.2018 upto 1800 hrs.
Bid Submission Start Date	Date 07.08.2018 from 1500 hrs.
Bid Submission End Date	Date 23.08.2018 upto 1500 hrs.
Last date and time of submission of <b>original</b> Demand Draft against EMD and Demand Draft against Tender Fee, Signed hard copy of AAI Unconditional Acceptance Letter.	Date 23.08.2018 upto 1500 hrs.
Bid Opening Date (Envelope- I)	Date 24.08.2018 at 1100 hrs.
Bid Opening Date (Envelope- II)	To be intimated later on through CPP Portal
Bid Opening Date (Envelope- III)	To be intimated later on through CPP Portal
Tender Fee	Rs. <b>1120/-</b> (i/c GST) Non-refundable.
EMD	Rs. <b>15,750/-</b> in the form of Demand Draft

**Envelope-I (Tender Fee):** - Bid containing scanned copy of Unconditional Acceptance of AAI's Tender Conditions, Tender fee and EMD.

The tenderer shall submit their application only at CPP portal <https://etender.gov.in/eprocure/app>. Tenderers 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 along with scanned copy of Demand Draft for Tender Fee and scanned copy of DD/FDR for EMD. 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.

Scanned copy of tender fee in the form of Demand Draft of **Rs. 1120/-** and Earnest Money Deposit (EMD) of **Rs. 15750/-** in the form of Demand Draft as stipulated in the notice inviting tender may be submitted along with Unconditional Acceptance of AAI's Tender Conditions (Performa given in page no. 21-22 (Annexure-II) of Tender Document).

**Envelope-II (Pre-qualification and technical bid):-**

**Qualifying requirements of contractors / firms.**

- (i) Man power resource Firms / agencies having three years' experience, as on date of publication of e-tender, in the field of supplying data entry operators in Central Govt./ State Govt. / Public Sector Undertakings / private sectors in the last 07 (seven) years.
- (ii) Agency should have permanent account number (PAN).
- (iii) Agencies/Firms should have GST Registration No.
- (iv) Agencies / Firms should have valid EPF and ESI Registration No. in case the agencies / firms do not have EPF and ESI Registration Nos., they will be required to submit undertaking to obtain the same within two months of issue of work award letter.
- (v) Client certificate for experience should show
  - a) The nature of work done,
  - b) The value of work,
  - c) The date of start and date of completion as per agreement,
  - d) The actual date of completion,
  - e) Completion cost,
  - f) The levy of compensation for delay if any and satisfactory completion of work,
- (vi) Check-List as per Annexure-I and Declaration that documents submitted are true and correct on Page 11-12.
- (vii) Minimum wages affidavit on Page 24 as per Annexure-IV.
- (viii) Undertaking for GST compliance on Page 25 as per Annexure-V
- (viii) Declaration stating that, none of his relative is working with AAI on Page 26 as per Annexure-VI.
- (ix) Declaration regarding Blacklisting/Debaring of firm on Page 23 as per Annexure-VIII.

**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 requisite experience.**

**Envelope-III (Financial Bid):** - The Financial e-Bid through CPP portal.

- 1 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.
2. Original EMD, Tender fees, hard copy of signed Unconditional Acceptance of AAI's Tender Conditions, to be sent to the **Dy. GM (Finance), Airports Authority of India, Sri Guru Ram Dass Jee International Airport, Amritsar-143101 (PUNJAB)** and should reach to Bid Manager before the date & time mentioned in **CRITICAL DATA SHEET**. The tenderer whose EMD, Tender fees 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.
3. **Bids Opening Process is as below: -**  
**Envelope-I:** Envelope-I opening date shall be as mentioned in **CRITICAL DATA SHEET**.  
(Envelop-I Shall contain scanned copy of Tender Fees, EMD and Unconditional Acceptance of AAI tender conditions.)

**Envelope-II:** Envelope-II opening date shall be as mentioned in **CRITICAL DATA SHEET**. The intimation regarding acceptance/rejection of their bids will be intimated to the contractors/firms through e-tendering portal. (Envelop-II shall contain scanned copy of Pre-qualification documents, Scanned copy of duly notarized affidavit on Non-Judicial stamp paper of Rs. 100 regarding compliance of minimum wages, scanned copy of duly notarized declaration on non-judicial stamp paper of Rs. 100 regarding black listing/ debarring of firm, scanned copy of undertaking on GST.

***If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope – I and Envelope – II, 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.***

**Envelope-III :** The financial bids 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 & II, the date shall be intimated through CPP Portal).**

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 reserve the right to disallow issue of tender document to working agencies whose performance at ongoing contract(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. Concessions to Indian Micro & Small Enterprises (MSEs) units will be given as per the provisions (para-10) of public procurement policy for MSEs order 2012, MSEs (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/ Directorate of Handicraft and handloom etc.

**Dy. GM (Finance)**  
**AIRPORTS AUTHORITY OF INDIA,**  
**SGRDJ INTERNATIONAL AIRPORT**  
**AMRITSAR (PUNJAB) Pin-143101**