
AAI/SRT/SM(E-E)/e-NIT-04/Vehicle Hiring/ 2017-18/**Date: 24/08/2017****SHORT TERM NOTICE INVITING e-TENDER****(Tender Reference No. AAI/ENGG(E)/Veh. Hire/17-18_2)****(Tender ID: 2017_AAI_2470_1)**

1. Item rate(s) tenders are invited through the NIC CPP e-tendering portal by **Sr. Manager(Engg-E)**, AAI, Civil Aerodrome, Surat-394550, Phone No. 0261-2700200 Ext:303 (Bid Manager) on behalf of Chairman, A.A.I. from eligible proprietorship/ Partnership firms registered under Shop and Establishment Act / Pvt. Ltd. Company/ Company registered under Companies Act for the work of “**Job Contract for Providing and Operating Vehicles on Monthly Hire Basis for AAI for the year 2017-18.**” at an estimated cost of **Rs.17,77,800.00** (Rupees: Seventeen Lakh Seventy Seven Thousand eight Hundred Only) with period of completion **Twelve (12) Months.** (Extendable further up to one year at the discretion of AAI Management subject to satisfactory performance).
2. The tendering process is online at CPP e-portal URL address <https://etenders.gov.in/e procure/app>. Aspiring bidders may download from CPP Portal and go through tender document by login the CPP Portal.
3. Prospective tenderers are advised to get themselves acquainted for e-tendering participation requirements at “**Guidelines for bidders/Instructions for Online Bid Submission and Help for Contractors (Available in the Home Page)**”, register themselves at the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/e procure/app>).
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. The process normally takes 03 days’ time. The tenderer may also take guidance from AAI Help Desk Support.

Tender Fees

5. Tender fee of **Rs.1180.00 (Rupees One Thousand One Hundred & Eighty only) including GST** in respect of cost of the Tender Document will be required to be paid by way of offline payment in the form of Demand Draft (DD). The DD must be in favor of **Airports Authority of India payable at Surat.**
 - a. Scanned copy of Tender Fees duly digitally signed to be uploaded in Cover No./Envelope – I by **stipulated date and time mentioned in the critical dates.**
 - b. Original hard copy of Tender Fee as required, in sealed Envelope should be submitted by the bidders in the office of Bid Manager Sr. Manager (E-E), E & M Workshop complex, Dumas Road, Civil Aerodrome, Surat – 394550 Phone No. 0261-2700200 Ext-303 **by stipulated date and time mentioned in the critical dates.**
 - c. NSIC/MSME registered firms seeking for exemption from Tender Fees are to submit the valid NSIC/MSME registration certificate issued by the Competent Authority. In case of invalid/non receipt of registration certificate, the tender shall be summarily rejected.

Earnest Money Deposit(EMD)

6. Earnest Money Deposit (EMD) of value **Rs.35,556.00 (Rupees: Thirty Five Thousand Five hundred Fifty Six Only)** in favor of Airports Authority of India payable Surat in the form of Demand Draft from scheduled bank but not from Co-operative/Garmin bank.
 - a. Scanned copy of EMD duly digitally signed to be uploaded in Cover No./ Envelope-I by **stipulated date and time mentioned in the critical dates.**
 - b. Original hard copy of EMD as required in sealed Envelope should be submitted by the bidders in the office of Sr. Manager(E-E), E & M Workshop complex, Dumas Road, Civil Aerodrome, Surat – 394550 Phone No. 0261-2700200 Ext-303 **by stipulated date and time mentioned in the critical dates.**
 - c. Postal delay, if any or not receiving of original EMD by the stipulated date and time, the tender will be summarily rejected.
 - d. During bid evaluation, EMD exemption shall be granted to the NSIC/MSME registered firms. Firms asking for exemption of EMD are to submit the valid NSIC/MSME registration certificate issued by the Competent Authority. Validity date of registration should be mentioned on it. In case of invalid certificate the tender shall 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.
7. **The bidder who fails to submit the original DD towards Tender Fee & EMD of requisite amount at per NIT before the stipulated date and time then their e-bid response will be summarily rejected.** Postal delay, if any or not receiving of original EMD by the stipulated date and time, the tender will be summarily rejected.
8. Three(03) envelopes shall be submitted through online at CPP portal by the bidder as per the following schedule:-

CRITICAL DATE SHEET

e-Tender ID No.	2017_AAI_2470_1
Published Date & Time	24.08.2017 (1300 Hrs.)
Bid Document Download/Sale Start Date & Time	24.08.2017 (1300 Hrs.)
Clarification Start Date & Time	24.08.2017 (1300 Hrs.)
Clarification End Date & Time	28.08.2017 (1800 Hrs.)
Bid submission Start Date & Time	24.08.2017 (1300 Hrs.)
Bid Submission End Date & Time	31.08.2017 (1800 Hrs.)
Last date and time of submission of original documents A.) Original Demand Draft against Tender fee B.) Original Demand Draft/Bank guarantee against EMD C) Firms seeking exemption for tender fee and EMD are required to submit hard copy of exemption certificate issued by the competent authority.	05.09.2017 (1200 Hrs.)

9. Following 3 Covers/Envelopes shall be submitted through **online** at CPP e-portal by the bidders. All the Bids (Cover/ Envelope I, II & III) are required to be submitted by the stipulated date & time (Bid submission End Date) **mentioned in the critical dates** in the CPP Portal only.

- (a) **Cover/ Envelope -I**: Containing Scanned Copy and duly digitally signed of the following documents:
- Demand Draft (DD) in respect of Tender Fees,
 - EMD Fees,
 - Valid NSIC/MSME registration certificate issued by the Competent Authority, in case of seeking for exemption of EMD by the NSIC/MSME registered firms.

In case of invalid/non receipt of registration certificate, the tender shall be summarily rejected.

- (b) **Cover/ Envelope -II**: Containing Qualifying requirements of Contractors /Firms.

The tenderers shall submit their applications **in the CPP Portal** by downloading the “Pre- Qualification (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 criterion mentioned below. Uploading of applications other than “**Cover 2 : Pre-qualification**” shall not be considered. Also, Hard copy of application shall not be entertained.

Qualifying requirements of Contractors /Firms:

- i) Should be proprietorship/ Partnership firms registered under Shop and Establishment Act / Pvt. Ltd. Company/ Company registered under Companies Act. As a proof, copy of Certificate of Registration / Partnership Deed / Memorandum of Article and Memorandum of Association (MOA), as the case may be, is to be submitted
- ii) Should have satisfactorily completed three works, each of **Rs. 7,11,120.00 per annum** or two works, each of **Rs. 8,88,900.00 per annum** or one work of **Rs. 14,22,240.00 per annum** in single contract of similar nature i.e. **“Providing and operating vehicles on monthly hire basis to Government Departments/Public Sector Undertaking or reputed Private Sector Companies/firms (within India)”** during last seven years ending on **last date or extended date of submission of bids** in India. Bidder must submit performance/experience certificate in respect of work(s)/order(s) claimed against experience as mentioned above
- iii) Client certificate for experience/performance 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. The agency should submit detailed work order issued by the client. **Firm 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.**
- iv) Should have annualized average financial turnover of **Rs. 5,33,340.00** against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet 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.
- v) Firm shall submit copy PAN card, Goods & Service Tax (GST) registration, EPF and ESIC registration certificate.
***Note:** In case, firm do not possess, EPF & ESIC registration, firm is required to submit the undertaking regarding getting themselves registered with EPF & ESI authorities, if becomes L-1 before commencement of work.*
- vi) **Should have the Fleet of vehicles -**
 1. The bidder should have 05 (Five) numbers of passenger vehicles registered either in the name of proprietor/firm/company or attached to him by power of attorney (POA) on Rs100 non-judicial stamp paper duly notarized .
 2. All vehicles in the fleet shall have following valid documents from appropriate authorities.
 - i. Commercial registration certificate.
 - ii. Road fitness certificate.
 - iii. Valid insurance.
 - iv. All taxes paid up to date.
 - v. Pollution under control (PUC) certificate.
 - vi. Contract Carriage Permit issued by R.T.O.
 - vii. Vehicles should not be more than 03 (three) years old from date of publication of the tender on the CPP Portal.

- *In addition to the above Prequalification at criteria documents, Unconditional Acceptance letter of AAI's Tender Conditions as per **Annexure-I at page-7** and Declaration as per **Annexure-II at page-8** & Statement of Vehicles owned by the bidder as per **Annexure-III at page-9** of tender document and undertaking for GST as per **Annexure-IV at page-10** duly digitally signed shall be submitted in Envelope-II.*

Envelope-III: - 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.

10. 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 which 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). Incase of any difficulty, bidders may contact the help desk numbers and emails ID provided in the CPP Portal. Bid documents maybe scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 11.** 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. Debarred/black listed by CBI or AAI or any Public Sector Undertaking/Departments like Railways, Defence or any other department of Govt. of India or State Govt.
 - ii. Bidder either a firm or its partner or its Directors have been black listed or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like World Bank/International Monetary Fund/World Health Organization etc. or any Indian State/Central Government Departments or Public Sector undertaking.
 - iii. If the entity participating in the tenders is a private or public limited company, Partnership firm or proprietary firm and any of the Directors /Partners 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 Authority, then said entity shall not be allowed to participate in AAI tenders.
 - iv. Consortium/JV companies shall not be permitted to participate in tender process.

- v. 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.
12. 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.
13. 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
Further in tender participating MSEs quoting price within the price band of L1 + 15 Percent, shall also be allowed to supply a portion of requirement by bringing down their prices to L1 price, in a situation where L1 price is from someone other than a Micro and small enterprises such micro and small enterprises shall be allowed to supply up to 20 percent of total tendered value. In case of more than one such MSEs, the supply will be shared proportionately (to tendered quantity). Further out of 20%, 4% (20% of 20%) shall be from MSEs owned by SC/ST entrepreneurs. This quota is to be transferred to MSEs in non-availability of MSEs owned by SC/ST entrepreneurs.
In case of tender item is non-splittable or no-dividable, etc. MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of policy for enhancing the Govt. procurement from MSE.

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 in eligible for the benefits applicable to MSEs.

14. Bids Opening Process is as below:-

Envelope-I: - Containing Documents for Tender Fee, EMD and unconditional acceptance letter (uploaded by the contractors/firms) shall be opened on the stipulated dates mentioned in the critical date sheet. The intimation regarding acceptance / rejection of their bids will be intimated to the contractors/ firms through e- tendering portal.

Envelope-II: - Prequalification /Technical bid opening date shall be intimated via CPP portal.

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 the 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 requirement and technical criteria shall be opened. The date of opening shall be communicated via CPP Portal.

15. AAI reserves the right to call off tender process at any stage without assigning any reason.
16. AAI reserve 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 as deemed fit.**
17. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
18. **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.**
19. **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.**

Sr. Manager (Engg.-Elect)
AAI, C.A. Surat.

PQ PERFORMA**(To be uploaded in ENVELOPE- II)****NAME OF WORK: Job Contract for Providing and Operating Vehicles on
Monthly Hire Basis for AAI for the year 2017-18****(Tender ID no- 2017_AAI_2470)**

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		
i)	Valid Exemption certificate		Copy of valid Exemption certificate enclosed YES/NO
3. Cover -2 shall contain scanned copy of			
a	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

B	<p>Certificate from clients of having satisfactorily completed</p> <p>Three works of Rs. 7.11 lakhs per annum</p> <p>OR</p> <p>Two works of Rs. 8.88 lakhs per annum</p> <p>OR</p> <p>One work of Rs. 14.22 lakhs per annum In single contract of similar nature of work</p> <p>In single contract of similar nature of work “providing and operating vehicles on monthly hire basis to Government Departments/Public Sector Undertaking or reputed Private Sector Companies/firms (within India)” during last seven years ending on E-Bid submission/ Extended date of submission.</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>
C	<p>Whether experience from Govt. organizations or private Clients?</p>	<p>Govt. Organization/ Private Clients.</p> <p>(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>
d	<p>TURNOVER:</p> <p>Annualized average financial turnover equivalent to INR 5.33 lakhs during last three financial years.</p>		<p>Proof of turnover enclosed (Abridged balance sheet & Profit & Loss A/C)</p> <p>YES/NO</p>
e	<p>Permanent Account No.(PAN) No:</p>		<p>Copy enclosed: YES/NO</p>
f	<p>Goods & Service Tax (GST) Registration No:</p>		<p>Copy enclosed: YES/NO</p>
g	<p>PF and ESIC Registration No:</p>		<p>Copy enclosed: YES/NO</p> <p>Note: Incase, firm do not possess EPF & ESIC registration, firm is required to submit the undertaking regarding getting themselves registered with EPF & ESI</p>

h	Unconditional Acceptance letter as per Annexure-I at page-7 and Declaration as per Annexure-II at page-8 of tender document.		Copy enclosed: YES/NO
i	Fleet of vehicles as per e-NIT para 9(b)(vi) as per the attached Annexure-III at page-9		Enclosed: YES/NO
j	Undertaking for GST as per annexure-IV at page-10.		
4. Envelope-III shall contain scanned copy of			
a	Financial bid through e-portal		BOQ Uploaded / Not uploaded
5	Any other information		

Signature

Date:

Authorized Signatory of the Contractor/Firm

Place:

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.

Signature

Date:

Authorized Signatory of the Contractor/Firm

Place: