



Notice inviting e-tender

Name of the work: Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport.

Tender document No.: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2021/01

भारतीय विमानपत्तन प्राधिकरण

AIRPORTS AUTHORITY OF INDIA

कोल्हापूर हवाईअड्डा, कोल्हापूर – 416004



KOLHAPUR AIRPORT, KOLHAPUR - 416004

सूचना आमंत्रित ई - निविदा

Notice Inviting E-Tender

“Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport.”.

Tender ID: 2021_AAI_84064_1

Tender Ref. No.: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2021/01

ई-निविदा शुल्क : ₹ 1120/- (Inclusive of GST @ 12%)

E-TENDER FEE: Rs. 1120/- (Inclusive of GST @ 12%)

**CNS In-Charge,
For Airport Director,
Airports Authority of India,
Kolhapur Airport
KOLHAPUR - 416004
Telephone:0231-2677704
Email: cnsicvakp@AAI.AERO**



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NOTICE INVITING E-TENDER

[2 (Two) covers open bid]

1. E-tenders in the prescribed form are invited through the e-tendering portal by **The Airport Director, Airports Authority of India, Kolhapur Airport, Kolhapur - 416004**, on behalf of Chairman AAI from the "**Reputed Contractors/Agencies**" for the work of "**Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport.**" at an estimated cost of **INR 1,99,231/- (Rupees One Lakh Ninety Nine Thousand Two Hundred and Thirty One only) excluding applicable GST and Statutory charges (EPF, ESI, Bonus, etc.)** with the period of completion of **One Year from the date of agreement of the contract (i.e.) service commencing date.**
2. The tendering process is available online at e-portal URL Address <https://etenders.gov.in/eprocure/app> or www.aai.aero. Aspiring bidders can download and go through the tender document.
3. Prospective tenderers are advised to get themselves registered 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 in parallel which is essentially required for submission of their application. The process normally takes 03 days' time.
 - a. For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 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.
 - b. 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 CPPP under GePNIC <http://etenders.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 (CPPP).
 - i. 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 CPPP".



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ii. In case of any issues faced, the escalation matrix is as mentioned below:

#	Support persons	Escalation Matrix	Email address	Contact numbers	Timings*
1	Help desk team	Instant Support	eprochelp@aai.aero	011-24632950, Ext-3512	0800-2000Hrs (Mon-Sat)
2	Sanjeev Kumar, Mgr.(IT)	After 4 Hrs. of Issue	etendersupport@aai.aero sanjeevkumar@aai.aero	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
3	Prabhakar Bajpai Jt.GM(IT)	After 12 Hrs	prabhakar@aai.aero	011-24629344	0930-1800 Hrs. (MON-FRI)
4	General Manager(IT)	After 03 Days	gmitchg@aai.aero	011-24657900	0930-1800 Hrs. (MON-FRI)

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

The 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.

4. **i. Tender processing fee of Rs. 1,120/- (i/c GST), non-refundable shall be paid online through SBI gateway provided at the CPP Portal itself. (Detailed SOP for online payment of Tender Fee provided in Annexure – XIII)**

ii. EMD (Earnest Money Deposit): Not Applicable but Contractor has to submit EMD declaration as per Annexure-XI through CPP Portal.

iii. The tender fee of Rs. 1,120/- and EMD Declaration as per Annexure-XI has to be submitted through CPP portal by the bidder, within the due date of submission of the bid as above and scanned copy of said payment receipt & EMD Declaration has to be submitted in Envelope –I, failing which the bid shall be summarily rejected.

5. **Following 2(Two) covers** mentioned in para 6 & 7 shall be submitted through online at CPP-portal by the bidder as per the following schedule.

CRITICAL DATA SHEET

Publishing date	Date: 05.08.2021	From 15.00 Hrs
Bid document download / sale start date	Date: 06.08.2021	From 0930 Hrs
Seek Clarification start date	Date: 06.08.2021	From 0930 Hrs
Seek Clarification end date	Date: 16.08.2021	Upto 1700 Hrs
Bid submission start date	Date:06.08.2021	From 0930 Hrs
Bid submission end date	Date:18.08.2021	Upto 1730 Hrs
Last date for the bidders to visit CNS Dept., Kolhapur Airport if required. (Please see para 09 of Section-A of the tender document for the timings for the visit.)	Date: 16.08.2021	Upto 1700 Hrs



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Bid opening - Envelope –I(Technical Bid)	Date: 23.08.2021 At 1500Hrs
Bid opening – Envelope –II (Financial Bid)	Date: 27.08.2021 At 1500Hrs
Tender Fee	INR 1120/- (Rupees One thousand One Hundred and Twenty Only) including GST “Non-refundable” to be paid by way of online payment through SBI gateway provided at the CPP Portal itself).
EMD	Scanned copy of EMD declaration as per (Annexure-XI) [in PDF Format] to be uploaded.

AAI shall not entertain any queries on such subject after the “seek clarification end date”. All bidders are advised to upload the tender well in advance to avoid last minute issues.

6. Cover – I (Technical Bid): -

Containing qualifying requirements of contractor /firm

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.

Once the bidder has submitted the digitally signed file of tender document along with unconditional acceptance as an attachment, he is not permitted to upload any additional file or put any remark(s)/conditions(s) in/along with the Tender Document.

They are required to upload the digitally signed file of scanned documents along with scanned copy online payment receipt of tender fee of Rs.1120/- and Scanned copy of EMD declaration as per (Annexure-XI) [in PDF Format]. 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. The bidder should be "**Reputed Contractors/Agencies**".
- ii. Scanned copy of Unconditional Acceptance of AAI’s Tender Conditions. (as per ANNEXURE-I)
- iii. Bidder firm shall submit an undertaking as per Annexure-III stating its firm or its partners or its Directors have not 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 Governments Departments or Public Sector Undertaking of India.
- iv. Agency should have PAN and GST registration number.



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Valid PSU/SSI registered with NSIC certificate.

The bidders seeking Tender Fees exemption as applicable to PSU /SSI or registered with NSIC/MSME. Supporting Document to be uploaded in Cover I- (Prequel /Technical). During Technical bid evaluation, the tender fees Exemption will be granted to PSU/SSI or NSIC/MSME registered firm. In case the PSU/SSI or NSIC/MSME documents found to be invalid during evaluation, the bid of such bidder shall be rejected.

- v. The bidder should have successfully completed Job contract for conservancy work in **the last 7 years**, to Government Departments or Public Undertakings or Private sectors (within India), meeting any one of the following criteria:
 1. Three orders each of value more than or equivalent to **INR 79,693/- (Rupees Seventy Nine Thousand Six Hundred & Ninety three Only)** or
 2. Two orders each of value more than or equivalent to **INR 99,616/- (Rupees Ninety-Nine Thousand Six Hundred & Sixteen Only)** or
 3. One order of value more than or equivalent to **INR 1,59,385/- (Rupees One Lakh Fifty Nine Thousand Three Hundred & Eighty Five Only)**
 4. 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 i.e. **18.08.2021**
- vi. Bidder should have annualized average financial turnover of at least **INR 59,770/- (Rupees Fifty-Nine Thousand Seven Hundred and Seventy Only)** against works executed during **the last three financial years ending 31st March of the previous financial year**. As a proof of financial turnover, copy of abridged Balance Sheet along with Profit & Loss account of the bidder for **last three years** should be submitted along with the application. **Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.**
- vii. Duly self-attested Copy of valid Registration for working manpower.
- viii. Duly self-attested Copy of EPFO Registration.
- ix. Duly self-attested Copy of ESIC Registration.
- x. Companies other than propriety firm shall submit, scanned copy of Authorization Letter/ Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/ LLPIN/ Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney.
- xi. Proprietary firm shall submit scanned copy of Authorization Letter/ Power of Attorney only if the tender is processed by a person other than proprietor.
- xii. Digitally Signed AAI Tender Document.
- xiii. Scanned Copy [in PDF Format] E-Payment Details (Annexure-VII).
- xiv. Scanned Copy [in PDF Format] of duly notarized affidavit on Non-Judicial stamp paper of Rs.100/- regarding compliance of minimum wages as per (Annexure-X).

EMD (Earnest Money Deposit): Not Applicable but Contractor has to submit EMD declaration as per (Annexure-XI) through CPP Portal. The tender fee of Rs. 1,120/- and EMD Declaration as per (Annexure-XI) has to be submitted through CPP portal by the bidder, within the due date of submission of the bid as above and scanned copy of said payment receipt & EMD Declaration has to be submitted in Envelope –I, failing which the bid shall be summarily rejected.

All other requirements as mentioned in the tender document need to be submitted in the



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cover – I (Technical envelope).

7. **Cover II – (Financial):** All rates shall be quoted in the item rate BOQ format provided. 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 filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected. All terms and conditions mentioned in the tender in this regard need to be complied.
8. Government e-Procurement system shall not allow bidders to upload their e-tender, after the scheduled date & time. Bidders shall upload e-tender before the deadline specified in this e-tender document. The Technical bids and the Price bids will be opened online by AAI at the time and date as scheduled for the same. All the Statements, documents, certificates etc., uploaded by the bidders shall be downloaded and verified for technical evaluation. The clarifications, particulars, if any, required from the bidders, will be obtained through query provision available in CPP Portal. The result of Technical bid & Price bid evaluations shall be displayed on CPP Portal URL address www.etenders.gov.in and shall be visible to all the bidders who participated in this-Tender.
9. Online E-Tendering General Guidelines:
 - a. System shall not permit upload of bids after the scheduled time of uploading.
 - b. The bidder may correct, modify or withdraw his bid after up loading but prior to scheduled last date & time of up loading of Technical and Price bids.
 - c. Subject to Clause above, no bid shall be modified subsequent to the schedule time of uploading of bids.
 - d. To assist in the examination, evaluation and comparison of bids AAI may, at its discretion ask the bidder for the clarification / confirmation of compliance of its bid. The request for clarification / confirmation of compliance and the response shall be through query provision available in CPP E-Tendering portal.
 - e. No post bid clarification / confirmation of compliance at the initiative of the bidder shall be entertained.
 - f. The bid uploaded on CPP E-Tender portal will only be considered for evaluation.
 - g. No hard copy of the bid shall be entertained.
10. Bids Opening Process is as below
 - a. **Cover – I: (Technical Bid):** Cover-I of only those bidders who meet the requirements mentioned in the (NIT) para 4 and (Sec-C) 20 will be opened. Documents uploaded by the contractors / firms shall be opened as per **CRITICAL DATA SHEET**. If any clarification is needed from the bidder about the deficiency in his uploaded documents in Cover - I, bidders may be asked to provide the same through CPP portal. The bidder shall upload the requisite clarification/documents within time specified by AAI, failing which tender will be liable for rejection.
 - b. **Cover – II (Financial):** The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall only be opened as per



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CRITICAL DATA SHEET. (Depending on evaluation of previous covers, any changes in the date shall be intimated through CPP portal).

11. 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.
12. 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 of 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. The tenderer shall be Suspended from bidding in AAI Tenders for 01 Year.
 - b. The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual/legal action.
13. No single firm shall be permitted to submit two separate applications.

14. Concessions to Indian Micro, Small & Medium Enterprises (MSMEs) units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and handloom etc. will be given as per the provisions (para-10) of public procurement policy for MSEs Order 2012, MSMEs [Micro, Small & Medium Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of handicraft and handloom etc.

Note: - MSEs seeking exemption and benefits should enclose an attested / self certified copy of valid registration certificate, giving details of such validity stores / services etc. in Cover –I (Technical Bid), failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSME/NSIC/MSEs.

A) DOCUMENT REQUIRED FOR AVAILING EXEMPTION OF TENDER FEE AND EMD FOR NSIC/ MSEs:

The following procedure is adopted for the bidders/MSEs registered with NSIC:

i) The MSEs who intent to claim benefits under MSME act, shall fulfil the following, otherwise they run the risk of their bid being passed over as "INELIGIBLE" for the benefits applicable to MSEs and their bid will not be considered for evaluation. MSEs which are specified by the Ministry of Micro, small and Medium, Enterprises under MSMED Act 2006 and Public Procurement Policy, 2012 as Manufacturing / Service Enterprises should have registered with NSIC under its Single Point Registration Scheme (SPRS).

ii) NSIC certificate with **monetary limit** indicated should be **valid on the scheduled date** / extended date of submission of tender. Certificate without monetary limit will not considered.

iii) The items of **Manufacture/ Services** mentioned under NSIC certificate should be the **same or similar** to the tendered items (Schedule of Items of Tender).



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iv) NSIC certificate with appropriate category shall be valid for this work.

v) The Monetary limit stipulated in the NSIC certificate of MSEs should be equal or more than the value of work(s)/ Supply is/ are “In hand (Progress)” awarded under MSME benefits during the financial year plus estimated cost of this tender for availing EMD exemption.

vi) If monetary limit is less than the value of work(s)/ Supply is/ are “In hand(Progress)” awarded under MSME benefits during the financial year plus estimated cost of this tender, they should obtain “Competency Certificate” from NSIC for participating in this tender as well as to avail MSME benefits. The competency certificate should be uploaded in the Envelope-I. MSEs shall submit the Proforma attached in Annexure “XII” duly attested by Notary Public. During the bid evaluation, Tender Fees exemption shall be granted to the NSIC/ MSEs registered firm. In case the NISC/ MSEs registration certificate is found invalid during evaluation, the bid of such bidder shall be rejected.

15. Amendment to Tender document: At any time, prior to scheduled date of Uploading of bids, AAI if it seems appropriate to revise any part of this tender or to issue additional data to clarify and interpretation of provisions of this e-tender, it may issue addendum / corrigendum to this e-tender. Any such addendum / corrigendum shall be deemed to be incorporated by this reference into this e-tender and binding on the bidders. Addendum / corrigendum will be notified through NIC CPP Portal URL address www.etenders.gov.in. It is bidder’s responsibility to check for any amendment/corrigendum on the AAI website URL Address www.aai.aero or check for the same CPP Portal before submitting their duly completed bids.

16. Clarifications of Bid Documents:

- a. Bidder, requiring any clarification of the e- tender Document, may upload their queries, if any, through NIC CPP Portal URL address www.etenders.gov.in
- b. Request for clarifications received from bidders shall be responded by AAI till the schedule indicated in **CRITICAL DATA SHEET** in this NIT document or as extended thereto by AAI.
- c. Replies to clarifications by AAI will be uploaded through NIC CPP Portal URL address www.etenders.gov.in The bidders are advised to visit portal regularly.
- d. Clarifications and other documents, if and when issued by AAI, shall be in relation to the e-tender and hence shall be treated as their extension.
- e. AAI makes no representation or warranty as to the completeness or accuracy of any response, nor does AAI undertake to answer all the queries that have been posted by the Bidders.
- f. In order to provide reasonable time to bidders to take the amendments into account for preparing their bids, AAI may, at its discretion, extend the deadline for the Up loading of bids suitably.

17. e-Tendering Procedure System Requirements: Bidders may go through NIC CPP Portal URL address www.etenders.gov.in →Downloads →Resource Required.



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18. Updated help desk information and other NIC portal guidelines: Bidders may go through NIC CPP Portal URL address www.etenders.gov.in → Contact us for latest helpdesk numbers and advised to go through NIC CPP Portal URL address www.etenders.gov.in → Downloads for all other guidelines and procedures.
19. **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.**
20. **In-line with (NIT) para 4, (Sec-A) para 3.5 and (Sec-C) para 20, Only those bids meeting this requirement will be considered for Cover-I opening and evaluation. Bids of those who have not submitted the above within the deadline will not be opened.**

***CNS In-Charge,
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