

AIRPORTS AUTHORITY OF INDIA
CATC PRAYAGRAJ
NOTICE INVITING E-TENDER
(2 Bid open Tender)
Tender ID: 2021_AAI_69053

Ref. AAI/CATC/MT-OM/2021-22/NIT01

Date: 04/02/2021

1. **Percentage Rate** e-tenders are invited through the e-tendering CPP Portal by **Deputy General Manager(ATM)/MTO,AAI,CATC, BAMRAULI Prayagraj-211012; Phone no. 0532-2580431 (Extension-3340) (Bid Manager)**, on behalf of Chairman, A.A.I, from the eligible contractors, for the work of “**Annual Job Contract for Operation of Vehicles and Associated Works at Civil Aviation Training College[CATC] Prayagraj during 2021-22**” at an estimated cost of **Rs.20,81,585.00 (Excluding GST, EPF,ESIC,BONUS)** with period of completion **12 Months**.

The tendering process is online at e-portal URL address <https://etenders.gov.in/eprocure/app> or www.aai.aero. Prospective Tenderers may download and go through tender document.

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://etender.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 tenderers may also take guidance from AAI Help Desk Support through path 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: 918826246593,
Email: 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 tenderer may contact to the following **AAI Helpdesk** numbers on all working days only between

- (ii) **08:00 hrs to 20:00 hrs (Monday-Saturday):**

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

- (iii) **09:30 hrs to 18:00 hrs (Monday-Friday):**

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

- (iv) **09:30 hrs to 18:00 hrs (Monday-Friday):**

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

Tender fee of **Rs. 1,120.00 i/c GST** (non-refundable) will be required to be paid online through SBI MOPS payment gateway on CPP portal. Procedure for online collection of EMD and Tender fee from bidder is given at page NIC GepNIC 1 to 20 Instruction for online bid submission. (OR **please refer tender page no. OLP-01 to OLP-31, steps for online payment procedure.**)

Tender processing fee of **Rs. 1,120.00 (i/c GST) non-refundable** will be required to be paid by way of online payment through state Bank of India gateway provided at the CPP portal itself.

2. Following **02 cover** shall be submitted through online at CPP-Portal by the tenderer as per following schedules:-

CRITICAL DATA SHEET

1	Publishing Date	:	04/02/2021
2	Bid Document Download / Sale Start Date	:	05/02/2021 From (09:30 Hrs.)
3	Clarification Start Date	:	05/02/2021 From (09:30Hrs.)
4	Clarification End Date	:	15/02/2021 Up to (18:00 Hrs.)
5	Bid Submission Start Date	:	05/02/2021 From (09:30 Hrs.)
5	Bid Submission End Date	:	16/02/2021 Up to (11:30 Hrs.)
6	Bid Document Download/Sale End Date	:	16/02/2021 Up to (15:00 Hrs.)
7	Bid Opening Date (Cover- I)	:	17/02/2021 at (11:30 Hrs.)
8	Bid Opening Date (Cover- II)	:	will be intimate via CPP portal
9	Tender Processing Fee	:	Rs.1,120.00 (i/c GST) (Non-refundable) online payment through state Bank of India gateway provided at the CPP portal
10	Earnest Money Deposit (EMD)	:	Declaration to be submitted as per Performa given in PR-VIII of Tender Document against EMD.

Cover-I - (Tender Processing Fee, EMD, Technical Bid and Pre-qualification): Following documents as per Para 2 (A), (B) and (C) are to be uploaded by the tenderers in cover-1

A. Tender Processing fee & EMD:

- I. Electronic payment details against Tender Processing Fee of **Rs. 1,120.00**.
 - II. Scanned copy of 'Bid Security / Earnest Money Declaration on Company's Letter Head. (Performa given in PR-VIII of Tender Document)
- Note:** - Tender fee in the form of cash/Demand Draft or any other form shall not be accepted.
Tenderer whose Tender Fee is not received through the payment gateway by stipulated date and time mentioned in the CRITICAL DATA SHEET then their tender will be summarily rejected.

B. Technical Bid containing the following:

- I. Scanned Copy of Unconditional Acceptance of AAI's Tender Conditions (Performa given in PR-I of Tender Document).
- II. Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- III. Scanned copy of valid EPF & ESIC registration and PR-VII
- IV. Scanned copy of duly signed Affidavit for payment of Minimum Wages on non-judicial stamp paper of Rs. 100.00 (Performa given in PR-II of Tender Document)
- V. Undertaking of GST on Company's Letter Head (Performa given in PR-III of Tender Document).
- VI. Scanned copy of 'Undertaking' regarding Blacklisting/Debarment on Company's Letter Head. (Performa given in PR-IV of Tender Document).
- ~~VII. Tenderer should submit T&P Details as per the requirement of work OR should submit scanned copy of 'Undertaking' on Company Letter Head (Performa given in PR-VI of Tender Document).~~
- VIII. 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. Proprietary firm shall submit scanned copy of Authorization Letter/ Power of Attorney only if the tender in processed by a person other than Proprietor.

- IX. Digitally signed tender document.
- X. PQ Performa duly filled (as per Annexure-A of tender document)

C. Qualifying requirement of contractors/ tenderers containing the following:-

- I. 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. 8,32,634.00** or **Two works**, each **Rs. 10,40,793.00** or **One work** of **Rs. 16,65,268.00** in single contract of similar nature of work i.e. **Providing manpower services (M.T. Drivers & Helpers)**” during last seven years ending on bid submission end date (extended date, if any) of submission of bid in India. Work experience will be evaluated on annual basis.

NOTE:- The experience certificates of work 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 “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.

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 copies of Tax Deduction at Source Certificate (TDS) certificate (s) along with 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.

- II. Should have annualized average financial turnover of **Rs. 6, 24, 476 .00** against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet and Profit and Loss Account Statement of the firm should be submitted along with the application. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

Cover-II: - 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 green coloured (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer). 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 bidders, the bid will be rejected.

In this Percentage Rate Tender, only percentage quoted in BOQ format “**Excess (+)**” shall be considered. Any Tender quoting negative percentage i.e. **Quoting Less (-) percentage will be rejected**. Bids with Nil/Blank/N.A. / Zero/ Negative percentage rate quoted in BOQ/Schedule-A will be rejected out rightly without giving any reason whatsoever.

3. Bid Submission:

The tenderer shall submit their applications only at CPP portal: <https://etenders.gov.in/e procure/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 as per Para-2. Bid documents may be scanned with 100dpi 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.

- 4. Not more than one tender shall be submitted by one tenderer or tenderers having business relationship. Under no circumstance will father and his sons(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 conditions will render the tenders of both parties liable to rejection.

5. 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 EMD would be forfeited and tenderer is liable to banned from doing business with AAI.
6. **Bid Opening Process is as below:**

Cover-I (Tender processing fee, Technical bid and pre-qualification):

Cover-I containing documents as per Para 2 (A), (B) and (C) (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 clarification. 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 cover-I, he will be asked to provide it through CPP portal or email if required. The tenderer shall uploaded 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 be evaluated accordingly.

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

Cover-II (Financial Bid):-

Cover -II containing the financial bids 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 & time for opening of cover-II (Financial Bid) is required to be changed, the same shall be intimated through CPP portal). Bids/ Tenders with Nil/Blank/N.A. / Zero/ Negative percentage rate quoted in BOQ/Schedule-A will be rejected out rightly without giving any reason whatsoever.

7. AAI reserve 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.
8. 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 of 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.**
 - a. **The tenderer shall be liable for department from tendering in AAI, including termination of contract apart from any other appropriate contractual/legal action.**
9. Consortium/JV companies shall not be permitted.
10. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

11. Concession to Indian Micro Small and Medium Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/ Directorate of Handicraft and handloom etc. to be given as per the provisions of public procurement policy for MSEs order 2012, MSEs with up to date amendments, shall be applicable for tenders of supply/services and shall not be extended to construction work.

Deputy General Manager (ATM)/MTO
AAI, CATC, Bamrauli, Prayagraj-211012
For & on behalf of Chairman
Airports Authority of India

PQ PROFARMA – CHECK LIST

(TO BE UPLOADED BY THE BIDDER IN COVER –I) submitted in support of Column 3

Name of work: “Annual Job Contract for Operation of Vehicles and Associated Works at Civil Aviation Training College [CATC] Prayagraj during 2021-22” . (FOR 01 YEARS 2021-2022)

Ref No	Qualifying Criteria / parameter supportive document	Supporting Documents must have the following salient information which AAI would like to note	Reference to the documents Submitted in support of Column 3
1	2	3	4
Cover-I : Following documents are uploaded by me/us in cover-I			
1	Name and address of the Firm. Mobile No., E-mail address	Application for issue of tender document on firm's letter head	YES / NO
2	Scanned copy of Power of Attorney/ Authorization Letter (If Applicable)	Duly signed and notarized Power of Attorney	YES / NO
3	Details of tender processing fee	Electronic payment details towards Tender Fee for an amount of Rs.1,120.00 uploaded / enclosed	YES / NO
4	Unconditional acceptance of tender conditions	Scanned duly signed & stamped copy of Unconditional acceptance of tender conditions uploaded /enclosed	YES / NO
5	Certificate from clients of Having satisfactorily works which includes Three works of Rs. 8,32,634 .00 or	Details of the three/two/one work as Applicable 1. (i)..... (ii)..... (iii).....	Copy of the Certificates enclosed:
a)	Two works of Rs. 10,40,793.00 or	2. (i)..... (ii).....	YES / NO
b)	One work of Rs. 16,65,268 .00 Each in single contract of similar nature during last 07 years ending on last date of submission	3. (i).....	
6	Whether experience is from Govt organization or private client?	Govt. organizations/ Private clients/ Both (Tick whichever is applicable)	TDS certificate enclosed – YES / NO
7	Average annual financial turnover of the last three years should be minimum Rs. 6,24,476 .00	Year	Turnover (In Lakhs)
		2017-18	Profit/ Loss (In Lakhs)
		2018-19	YES / NO
			Proof of turnover enclosed (Abridged balance sheet and profit & loss A/C)

		2019-20			
		Average			
8	Permanent Account Number (PAN)				Copy of PAN card enclosed YES / NO
9	E.S.I.C. Registration	YES / NO			
10	E.P.F. Registration	YES / NO			
11	GST Registration & under taking	YES / NO			
12	Digitally signed tender document	Digitally signed copy of Tender Document uploaded/ enclosed.	YES / NO		
13	Undertaking for minimum wages on Rs. 100 / - Non Judicial Stamp Paper duly notarized	Document uploaded/ enclosed.	YES / NO		
14	Declaration for debar/black listed by AAI or any department on letter head	Document uploaded/ enclosed.	YES / NO		
15	Undertaking for registration/ experience certificate on letter head as per PR-V	Document uploaded/ enclosed.	YES / NO		
16	Undertaking for GST provisions on letter head	Document uploaded/ enclosed.	YES / NO		
17	Bid Security / Earnest Money Declaration on letter head as per PR-VIII	Document uploaded/ enclosed.	YES / NO		

DECLARATION

I/We, (_____) hereby declare that the documents submitted / enclosed with the tender are true to the best of my/our knowledge and belief. I/We further undertake that in case any of the documents submitted by me/us, is found to be forged/false at any stage, I/We may be debarred from AAI for taking participation in tendering all future AAI works, my/our EMD may be forfeited & any other suitable contractual / legal action may be taken against me/us as deemed fit by AAI.

Place:

Date:

Authorized Signatory of the contractor / Firm / Agency

PROFORMA
UNCONDITIONAL ACCEPTANCE LETTER OF AAI'S TENDER CONDITIONS
TO BE PUT IN COVER-I ALONGWITH E.M.D. Declaration
(TO BE PRINTED ON COMPANY'S LETTER HEAD)

To
 Deputy General Manager (ATM)/MTO
 Airports Authority of India,
 CATC, Bamrauli, Prayagraj-211012

Date: _____

SUBJECT- ACCEPTANCE OF AAI'S TENDER CONDITIONS

Sir,

1. The tender documents for the work of **"Annual Job Contract for Operation of Vehicles and Associated Works at Civil Aviation Training College [CATC] PRAYAGRAJ during 2021-22."** for an estimated cost of **Rs.20,81,585.00** have been sold to me/us by Airports Authority of India and I/we hereby certify that I/we have inspected the site and read the entire terms and conditions of the tender documents made available to me/us on CPP portal <http://etenders.gov.in/eprocure/app> which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.

2. I/We hereby unconditionally accepts the tender conditions of AAI's tender documents in its entirety for the above work.

3. The contents of Notice Inviting Tender of the Tender Document have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to upload any additional file or put any remarks/conditions in the tender uploaded in COVER-I, & II. In case, any condition(s) are found in COVER I (i.e. Tender processing fee, Technical bid and pre-qualification) then COVER –II (i.e. Financial Bid) shall not be opened, or if any condition found in COVER –II(i. e. Financial Bid) the tender shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty **to debar from tendering in AAI, apart from any other appropriate contractual/legal action.**

4. I/We declare that I/We have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe / gratification, I/We will immediately report it to the appropriate authority in AAI.

5. I/We hereby submit the required earnest money declaration in PR-VIII proforma.

6. I/We agree that "If at any stage, any information / documents submitted by us are found to be false, we shall be liable for debarment from tendering in AAI, apart from any other appropriate / Legal action".

Thanking you,
 Yours Faithfully

Date:

(Signature & name of the tenderer)
 With rubber stamp

E-mail-----

Mobile No. _____

A F I D A V I T
(MINIMUM WAGES)

PR-II

(To be executed on Rs. 100 / - Non Judicial Stamp Paper duly notarized and submitted along with Pre-qualification cum technical Bid in Cover-I)

I, _____, age _____ years S/o _____ proprietor / Managing Partner / Managing Director of M/s _____ having address _____ do hereby solemnly affirm and state as follows;

I am competent to swear this affidavit on behalf of _____ (name of the agency) and hereby confirm that I am fully complying with the legal obligations with regards to payment of minimum wages as per minimum wages Act – 1948 and deduction of Provident Fund Authorities as per EPF & MP Act – 1952 and Contract Labour (Regulation and Abolition) Act, 1970.

Date:

(Signature of the Contractor)
With rubber-stamp.

(Notary)

(To be uploaded in Cover-I (PQQ) on his Letter Head)

PR-III

UNDERTAKING BY THE BIDDER FOR GST

I/We ----- (Name of company/Firm) hereby undertakes that:-

1. Our firm is registered under GST and compliant of GST provision.
2. In case of Non-compliance of GST provisions and blockage of any input credit, the bidder shall be responsible to indemnify AAI.
3. That all input credits have been passed on to AAI by the bidder.

Date _____

Place: _____

Authorized Signatory of firm with seal

To be uploaded in COVER I (PQQ)
UNDERTAKING on Agency Letter Head
(Regarding Blacklisting/Debarment)

PR-IV

I, (_____), age _____ years S/o _____ proprietor / Managing Partner / Managing Director of M/s _____ having address _____ do hereby solemnly affirm and state as follows;

1. I / we are not debarred / black listed by AAI or undertaking department like Govt. of India, Central or State Public Sector.
2. I / we are not facing any action of any act with AAI
3. I / we are do not have any dues to be paid to AAI (disputed or Undisputed)
4. I / we do not have established business with AAI in any other company name which has any outstanding dues of AAI.

Date:

(Signature of the Contractor)
With rubber-stamp.

(To be uploaded in Pre-Qualifying Bid in Cover – I on his Letter Head)

PR-V

Undertaking (Experience Certificate)

I/We _____ (Name of company/ Firm) _____ hereby undertakes that in case the Experience Certificate No. _____ dated _____ issued by _____ (Name of Department) _____ submitted by me / us, is found to be forged / false at any stage, I / We may be debarred from AAI for taking participation in all future AAI works & any other suitable action may be taken against our company / firm as deemed fit by AAI.

Signature of Director / Proprietor of the Company / Firm With rubber-stamp.

UNDERTAKING for T & P on Letter Head

PR-VI

(To be uploaded in COVER I (PQQ))

~~I/We (_____) hereby undertake that I/we shall deploy sufficient plant and machinery as per the requirement of work in consultation with Engineer In Charge (EIC) to achieve the milestones/targets and overall completion within the time period. Failing which, I/We permit AAI that at the time of making any payment to me/us for work done under the contract to deduct / withhold an amount as per terms & conditions of contract firm or as deemed fit by Engineer In Charge (EIC).~~

~~**Signature of Director / Proprietor of the Company / Firm With rubber-stamp.**~~

(UNDERTAKING on Letter Head for the agencies who do not have EPF/ESI Registration) PR-VII

((To be uploaded in COVER I (PQQ))

I/We (_____) hereby undertake that I/we shall produce the EPF / ESIC Registration after award of work and I/We shall continue these valid EPF and ESIC Registration Number till the actual completion of the contract. Failing which, I/We permit AAI that at the time of making any payment to me/us for work done under the contract to deduct / withhold an amount as per terms & conditions of contract.

Place: _____

Date: _____

Signature with Stamp
Authorized Signatory of the Contractor

Proforma for Bid Security / Earnest Money Declaration PR-VIII
(To be submitted on contractor's letter head)

Whereas, I/We.....(name of agency).....have submitted bid for(name of work)..... I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

- (1) If after the opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,
Or
- (2) If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/We shall be suspended for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order.

Signature of the contractors (s)