



E-TENDER NOTICE

Ref. No. AAI/MDU/E-E/MDU-291/NIT-08/2020-21

Dated: 07.12.2020

NOTICE INVITING e-TENDER (2 BOT – 2 Envelope Open Tender)
Tender ID 2020_AAI_63295_1

1. Item rate e-tenders are invited through the e-tendering CPP portal by Asst. General Manager (E-E), Airports Authority of India, Madurai Airport, Madurai – 625 022, (Bid Manager) on behalf of Chairman, A.A.I from the eligible contractors for the work of **“Job Contract for retrieval of trolleys, at NITB Madurai Airport.”** at an Estimated cost of **Rs. 6.45 Lakh** (excluding GST) with period of completion **06 (Six) months**.

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

Prospective Tenders are advised to get themselves register at CPP-portal, obtain 'Login ID' & 'Password' and go through the instructions available in the Home page after login to the CPP-portal <https://etenders.gov.in/e procure/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 support.

- i. For any technical related queries please call the Helpdesk. The 24x7 Help Desk details are below:-
Tel: 0120-4200462, 0120-4001002, Mobile:91 8826246593,
E-mail: 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
- iii. 09.30 hrs. to 18.00 hrs.(Mon-Fri)
011-24632950 Ext-3253, E-mail: etendersupport@aai.aero,
sanjeevkumar@aai.aero and snita@aai.aero.
- iv. 09.30 hrs. to 18.00 hrs. (Mon - Fri)
011-24657900, E-Mail: gmitchq@aai.aero

1.1 Tender processing fee (i/c GST Non –Refundable) of **Rs. 1120/- (Rupees One Thousand One Hundred and Twenty Only)** will required to be paid online through Payment Gateway On CPP Portal. Procedure to be followed for Online Collection of EMD and Tender Fee from Bidders is at page NIC-GePNIC 1 to 20.

1.2 **EMD of the Value of Rs. 12,900.00 shall also be paid online through payment Gateway on CPP Portal. Procedure to be followed for Online Collection of EMD and Tender Fee from Bidders is at page NIC-GePNIC 1 to 20.**



- 1.3 Bidders can deposit these fees through Net Banking (SBI and other Banks) and NEFT/RTGS.
- 1.4 The settlement of the tender processing Fee, forfeiture/refund of the EMD as per case will be executed through online mode to the bidder.
- 1.5 State Bank of India (SBI) has been authorized as Nodal Bank and its payment gateway has been integrated / mapped with CPP Portal for the collection of Tender processing Fee and EMD through e-procurement portal from various bidders participating in e-Tendering / e-Procurement process is enclosed page no. NIC-GePNIC 1 to 2.

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	07.12.2020
Bid Document Download/ Sale Start Date	08.12.2020 from 0930 hrs.
Clarification Start Date	08.12.2020 from 0930 hrs.
Clarification End Date	14.12.2020 upto 1800hrs.
Bid Submission Start Date	08.12.2020 from 0930 hrs.
Bid Submission End Date /Sale end date	16.12.2020 upto 1800 hrs.
Last date and time of submission of Scanned of payment towards tender Fee, EMD and other offline supporting documents.	18.12.2020 upto 1100 hrs.
Bid Opening Date (Envelope- I) (Tender Fee, EMD, PreQual & Technical)	18.12.2020 at 1530 hrs.
Bid Opening Date (Envelope- II) (Financial bid)	21.12.2020 at 1530 hrs. (Change in opening date, if any will be intimated through CPP portal only)
Tender Fee	Rs.1120/- (i/c GST) Non-refundable through online mode of CPP portal.
Earnest Money Deposit (EMD)	Rs. 12,900.00 through online mode of CPP portal or Valid MSEs registration (original Appendix – C).

Envelope-I (Tender processing fee, EMD, Technical Bid and pre qualification):- bid containing scanned copy of following documents:

Bid containing following:

A. Tender Processing Fee, EMD:

- i) Scanned copy of challan of the e-procurement RTGS / NEFT Remittance Information against Tender processing fee.



- ii) Scanned copy of challan of the e-procurement RTGS / NEFT Remittance Information in case EMD is paid through online portal.
- iii) The copy of online payment against Tender Fee, EMD and duly stamped and signed hard copy of AAI's Unconditional Acceptance letter shall reach the office of Tender Inviting Authority (Asst. Gen. Manager (E-E/ Ops) - AAI, Madurai Airport, on or before 18.12.2020 upto 1800 hrs The bidder who fails to submit the copy of online payment towards Tender Fee & EMD before the stipulated time, their tender shall be rejected out-rightly. Any postal delay will not be entertained.

If any applicable documents as mentioned above is found not available in Envelope-I (offline & online), then their tenders will be summarily rejected.

B. Technical Bid Containing the following:

- i) Scanned copy of signed Unconditional Acceptance of AAI's Tender Conditions (Performa given in page No AL 01 of Tender Document).
- ii) Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- iii) Scanned copy of duly notarized declaration on non-judicial stamp paper of Rs.100.00 regarding Blacklisting/Debarment of firm as per **Appendix-B** & Minimum wages affidavit of firm as per **Appendix-A**.
- iv) 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 is processed by a person other than proprietor.

- v) PQ Performa duly filled (**Annexure-A**).

C. Qualifying requirements 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. 3.04 Lakh** or two works, each of **Rs. 3.80 Lakh** or one work of **Rs. 6.08 Lakh** in single contract of **Similar nature of work i.e. Annual Maintenance Contract / Annual Rate Contract / job contract / Man power contract / Day to Day maintenance contract at Airports / PSU's / state & Central Government** during last seven years ending on **30.11.2020** 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 to the last date of submission 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, completion cost and satisfactory completion of work. Experience certificate should contain work order copy, bill of quantities & completion



certificate. **Firms showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (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. 2.28 Lakh** 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 during the last three years in the balance sheet shall be summarily rejected.
- iii) GST registration or undertaking.
- iv) EPF & ESI registration copy or undertaking that the concern will register with EPF on award of work.
- v) Digitally signed AAI Tender Document.
- vi) The tenderer should have a minimum net worth of **Rs. 1.14 Lakhs** issued by certified Chartered Accountants (**Appendix-C**).

The tenderer shall upload the digitally signed file of scanned documents and all other documents in support of their meeting each criteria mentioned above in the CPP Portal. Hard copy of application shall not be entertained except Documents mentioned at Para 6 Below. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Refund of EMD

The refund of EMD to tenderers will be processed as below:

Refund and Settlement process:

- a. After opening the tender, bid submitted successfully along with the online payment, the tender fee settled to 'Tender Fee Settlement Account' and EMD amount will remain in 'Pooling Account'.
- b. **On Technical Evaluation:** After submission of technical evaluation report on the CPP portal, the 'EMD of Technically Qualified bidders will remain in the pooling account' and EMD amount of rejected bidders will be refunded to their source account.
- c. **On Financial Evaluation:** After submission of financial evaluation report on the CPP portal, the 'EMD of L1 bidder will remain in the pooling account' and EMD amount of rejected bidders will be refunded to their source account.
- d. **EMD Refund of L1:** After AOC completion on the portal, the L1 bidders EMD amount will be refunded to their source account till Adjustment of Security Deposit (SD) as per NIT Condition:
- e. **In the case of "Cancellation of tender" before opening and "Re-Tender":**
- All the submitted amount will be refunded to the bidders.
- f. **In the case of "Cancellation of tender" after opening and "Re-Tender":**



- The tender fee has already settled to the AAI's tender fee settlement account at the EoD of tender opening.
- Now only EMD residing in the collection pooling account, the EMD will be refunded to the bidders.

g. In case of 'Withdraw of bid' by the vendor:

- Procurement system allows the bidder to withdraw till the bid submission closing date, assume that the bidder has paid the amount and withdrawn the bid, eProcurement system will initiate the refund of EMD on the day of tender opening.

h. In case of Revocation Corrigendum:

- AAI will ask EMD again via offline mode before publishing the revocation corrigendum.

Envelope-II: 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 blue 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. Bid Submission:

The tenderer shall submit their application 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 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.

4. Not more than one tender shall be submitted by one tenderer or tenderers having business relations. Under no circumstance will father and his son(s) or other close relation 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.
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 be banned from doing business with AAI.

6. Bids Opening Process is as below:



Envelope-I (Tender Processing fee, EMD, Technical bid and Pre-qualification):

Envelope-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 clarifications. 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 Envelope-I, he will be asked to provide it through CPP portal or email is required. The tenderer shall upload the requisite clarification/documents within time specified by AAI, failing which it shall be presumed that the bidder does not have anything to submit and bid shall be evaluated accordingly.

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

Envelope-II: (Financial Bid):

Envelop-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in per CRITICAL DATA SHEET. **(In case the date and time for opening of Envelop-II (Financial Bid) is required to be changed, the same shall be intimated through CPP portal).**

7. 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.
8. 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 tenderer shall be liable for debarment from tendering in AAI, including termination of the 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.

-Digitally signed-
Asst. General Manager (Engg. – Electrical)
AAI, Madurai Airport
Madurai -625 022



Annexure-A

PQ Performa

(To be uploaded in Envelope 'I')

Name of Work: "Job Contract for retrieval of trolleys, at NITB Madurai Airport."

Ref No	Qualifying criterion	Particulars		Enclosure check list
(1)	(2)	(3)		(4)
1	Name and address of the firm/contract			
2	Envelope-I shall contain scanned copy of			
A	Scanned copy of tender fee (Rs.1120/-) (through online mode) paid			Tender Fee paid : Yes/No
B	Scanned copy of EMD fee (Rs. 12,900/-) (through online mode) paid			EMD paid : Yes/No
C	Scanned copy of Unconditional Acceptance of AAI's Tender Conditions (Performa given in page No AL 01 of Tender Document).			YES/NO
D	Permanent Account No. (PAN)			Copy enclosed: YES/NO
E	Proof of experience a) 01 work of 80% of estimated cost (OR) b) 02 works of 50% of estimated cost (OR) c) 03 work of 40% of estimated cost (completion certificate, work order copy & Bill of quantities)	Work	Value	Copy of certificates enclosed: YES/NO
		1		
		2		
		3		
F	Whether experience from Govt. organizations of Private clients?			Govt. Organization/ Private client (Tick whichever is Applicable)
G	If nongovernmental/non PSU experience enclose TDS certificate			TDS certificate enclosed: YES/NO
H	TURNOVER: Annualized average financial turnover equivalent to Indian Rupees Rs. 2.28 Lakhs during last three financial years	Financial Year	Rs. In Lakhs	Proof of turnover enclosed (Abridged balance sheet & profit & Loss A/c) YES/NO
		2017 - 2018		
		2018 - 2019		
		2019 - 2020		
I	Scanned copy of duly notarized affidavit on Non-Judicial stamp paper of Rs.100 regarding compliance of minimum wages (Appendix-B)			YES/NO
J	Scanned copy of duly notarized declaration on non-judicial stamp paper of Rs.100 regarding black listing/debarring of firm (Appendix-C)			YES/NO
K	Scanned copy of GST registration or undertaking			YES/NO
L	EPF & ESI registration copy or undertaking that the concern will register with EPF on award of work			YES/NO
M	The tenderer should have a minimum net worth of Rs.1.14 Lakhs issued by certified chartered accountants (Scanned copy of certificate of net worth from chartered accountant (appendix- C)			YES/NO
N	PQ Performa (Annexure-A)			YES/NO
O	Digitally signed tender documents			YES/NO



P	Tenderer should 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 only if the tender is processed by a person other than proprietor.		YES/NO
2	Envelope-II		
a	Financial bid through e-portal		YES/NO
3	Any other information		YES/NO

I/We hereby declare that

1. The documents attached to the application for 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 all future AAI works & any other suitable action may be taken against our company/firm as deemed fit by AAI.
2. *I/we have already registered with EPF. The document copies attached.

(OR)

*I/we will register with EPF authorities and abide by the laws & rules on the matter at the immediate opportunity on award of work and the documents to that effect will be furnished to AAI at the latest along with First bill.

* Score out the Para not applicable.

Signature of Director / Proprietor of the company/firm

Note : If any of the supporting documents is submitted in any language other than English, a self-attested English Version shall be submitted with the respective documents, however as mentioned all the documents duly self-attested shall be submitted.