

**AIRPORTS AUTHORITY OF INDIA**

**E-TENDER ID: 2020\_AAI\_56240\_1**

**NOTICE INVITING E-TENDER**

1. Item rate Tenders are invited through the e-tendering portal by AGM (OPS), AAI, Tirupati Airport, on behalf of Chairman, A.A.I from the eligible contractors for the work of “**Job Contract for supply of manpower for ESS Up-Keeping of Terminal and Ancillary Buildings at Tirupati Airport**” for an estimated cost of **Rs. 55,03,544/- (Rupees Fifty five lakhs three thousand five hundred and forty four only) (Excluding GST, ESIC, EPF & BONUS)** for a period of 06 months.
2. The tendering process is online at NIC Central Public Procurement Portal URL address <http://etenders.gov.in/eprocure/app>. Aspiring bidders may go through the tender document by Login CPP Portal.
3. Prospective Tenderers are advised to get themselves acquainted for e-tendering participation requirements at “Instruction for online bid submission” (Refer –Annexure –“A” of Tender Document), register themselves at NIC e-tender portal, obtain ‘User ID’ & ‘Password’ and go through the ‘Self Help files’ available in the Home Page after log in to the portal <http://etenders.gov.in>”. They should also obtain Class III Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 day time. The tenderer may also take guidance from AAI Help Desk Support (contact details mentioned in tender document).
4. Tender document may be downloaded from CPP portal: <https://etender.gov.in/eprocure/app> and Airports Authority of India web site [www.aai.aero](http://www.aai.aero) (for reference only) as per the schedule as given in **CRITICAL DATE SHEET** as under.

<b>Critical Dates</b>	
1.Publishing Date	Date 28.08.2020 (1800 Hrs)
2.Bid Document Download/Sale Start Date	Date 28.08.2020 (1800 Hrs)
3.Clarification Start Date	Date 28.08.2020 (1800 Hrs)
4. Bid Document Download/Sale End Date	Date 07.09.2020 (11:00Hrs)

5. Clarification End Date	Date 07.09.2020 (10:00Hrs)
6. Bid Submission Start Date	Date 28.08.2020 (1600 Hrs)
7. Bid Submission End Date	Date 07.09.2020 (11:00Hrs)
8. Last date for submission of original copy DD against tender fee/EMD and unconditional acceptance and other offline supporting documents to bid manager	Date 07.09.2020 (11:00Hrs)
9. Bid Opening date: Cover / Envelope I (tender fees/ EMD/ Unconditional acceptance/ Power of Attorney / NSIC/ MSME registration)	Date 08.09.2020 (11:30Hrs)
10. Bid Opening date : Cover / Envelope – II (PQQ)	Date 08.09.2020 (12:00Hrs)

Tender fee (Non- Refundable) of **Rs.1180/-** shall be paid off line in the form of NEFT/RTGS drawn in favor of Airports Authority of India, payable at Tirupati.

## 5. Bid Submission:

Bidders are advised to visit website regularly to keep themselves updated, as any change/modification in the tender will be intimated through this web site only. Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>. Tender/ Contractors are advised to follow the instructions “General instructions and guidelines to Tenderer for Online Bid Submission” provided for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. The Following 3 covers shall be submitted through online CPP-portal by the bidders. **Last date and time of submission of bids is 07.09.2020 till 1100Hrs**

- a) Notification of Award of contract will be made in writing to the successful Bidder by the Accepting Authority or his representative. The contract will normally be awarded to the qualified and responsive Bidder offering lowest evaluated bid in conformity with the requirements of the specifications and contract documents and the Accepting Authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or, any tender or to give any reason for his decision.
- b) A responsive bidder is one who submits priced Tender and accepts all terms and conditions of the specifications and contract documents.
- c) The Accepting Authority reserves to himself the right of accepting the whole or any part of the Tender and Tenderer shall be bound to perform the same at his quoted rates.

d) On acceptance of Tender earnest money will be treated as part of the security deposit.

A tenderer shall submit the tender which satisfies each and every condition laid down in this notice failing which the Tender will be liable to be rejected. Also if the credential submitted by the firm found to be incorrect or have some discrepancy which disqualifies the firm then the AAI shall take the following action:

a) Forfeit the entire amount of EMD submitted by the firm.

a) Debar the firm for a period to be decided by the committee duly constituted by the competent authority for this purpose.

Quarries, if any, may be sent through AAI e-portal in “Quarries & Replies” section only.

If at any stage, any information / documents submitted by the applicant are found to be false; the agency shall be liable for debarment from tendering in AAI, apart from any other appropriate / legal action.

AAI reserves the right to accept / reject any or all applications without assigning any reasons.

**6.1 Cover – I:** -containing scanned copy of Unconditional Acceptance of AAI’s Tender Conditions, Tender fee and EMD.

Cover – I shall contain:

- (a) Scanned copy of earnest money deposit (EMD) of value **Rs. 110075/-** (one lakh ten thousand and seventy five only) in the form of NEFT/RTGS in favour of Airports Authority of India, Tirupati (as applicable) as stipulated in Notice inviting Tender. NEFT/RTGS details are furnished below.
- (b) Scanned copy of Tender fee of **Rs.1180/-**(Rupees One thousand one hundred and Twenty only) in the form of NEFT/RTGS in favour of Airports Authority of India, payable at Tirupati.
- (c) Scanned copy of duly signed Unconditional Acceptance letter (**ANNEXURE 1**) of AAI’s Tender Conditions, Authorization Letter/Power of Attorney/Undertaking if the Agency is a Proprietary concern.
- (d) Scanned copy of Valid EMD Exemption letter if applicable. And valid registration certificate of MSE’s which are registered under MSME act if applicable (For EMD exemption, refer para 14 )
- (e) Original EMD, Original Tender fee and Duly signed stamped Unconditional Acceptance letter shall be sent to the Airport Director, Airports Authority of India, Tirupati Airport, Andhra Pradesh - 517520 and should reach on or before **07.09.2020 11:00 hrs**

Name of Work	Estimated Cost	EMD	Cost of Tender
<b>Job Contract for supply of manpower for ESS Up-Keeping of Terminal and Ancillary Buildings at Tirupati Airport</b>	<b>Rs.55,03,544.00 (Rupees Fifty five lakhs three thousand five hundred and forty four only) (Excluding GST, ESIC, EPF &amp; BONUS)</b>	<b>Rs. 110075/-</b> (one lakh ten thousand and seventy five only)	<b>Rs.1180/-</b> (Non-refundable)

**The particulars pertaining to "Airports Authority of India, Tirupati" Bank account for RTGS/ NEFT are as follows:-**

<b>Account Name</b>	<b>Senior Manager (ATC), Revenue, AAI</b>
<b>Account Type</b>	<b>Current</b>
<b>Account No.</b>	<b>75520200000085</b>
<b>Bank Name</b>	<b>Vijaya Bank (Now Bank of Baroda)</b>
<b>Branch</b>	<b>Tirupati</b>
<b>IFSC Code</b>	<b>BARB0VJTIPA</b>

**6.2 Containing qualifying requirements of Contractor / Firm: -**

The tenderer shall upload the digitally signed file of scanned documents, PQQ Proforma and firm's bio-data in support of their meeting each criteria mentioned below on the CPP Portal. Hard copy of application shall not be entertained.

**Qualifying requirements of contractors / firms:**

i) Should have valid Registration on the Date of Submission of bid through e-portal in appropriate class of Agencies "who have satisfactorily completed three works (AMC / Supply of manpower agencies etc.) each costing not less than Rs. 22,01,418/- or two works costing not less than Rs. 27,51,772/- or one work costing not less than Rs.44,02,836/- pertaining to "**Job Contract for supply of manpower for ESS Up-Keeping of Terminal and Ancillary Buildings at Tirupati Airport**", during last seven years ending last day of the month of March, 2020. 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. (Firm showing work experience certificate from Non-Government / Non PSU organization should submit '**Tax Deduction at Source certificate**' in support of their claim for having experience of stipulated value of works)". Specialized in the similar nature of work or copy of at least three Nos. work completion certificates issued by AAI for having completed similar works during last seven years ending on the last date of March 2020.

ii. **Client's should have annualized average financial turnover of Rs. 16,51,064/- Against works executed during last three years ending 31<sup>st</sup> March of the previous financial year.** As a proof, copy of CA certified 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

ii. Agency should have **Permanent Account Number (PAN)**. Agency may also submit **EPF & ESIC Registration, /GST Registration** (if applicable) which will be essential before award of work in case of L1. **Affidavit on Minimum wages** (Annexure 2) may also be submitted

iii. Should have Valid **registration certificate of MSE's** which are registered under MSME act if applicable.

**Cover no.I will be opened on 08.09.2020 @ 1130 Hrs online.**

### **6.3 Cover - II:**

a) The tenderer shall upload the digitally signed **Schedule of Quantities**.

Bidders may please note, the schedule of quantities is attached in the portal. The same (SOQ) shall be downloaded and be filled in the editable (un-protected) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, name of the bidder etc.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard SOQ 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 SOQ 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 SOQ file is found to be modified by the bidder, the bid will be rejected.

## **7. MODE OF SUBMISSION OF ORIGINAL TENDER COST AND EMD AMOUNT :**

(a) Original EMD, (b) Tender Cost, and (c) hard copy of signed Unconditional Acceptance of AAI's Tender conditions to be sent to the Office of AGM(OPS), Airports Authority of India, Tirupati Airport, Andhra Pradesh – 517520, and should reach before the date & time of opening of Cover-I . Tender of the tenderer

whose EMD and unconditional acceptance of AAI's Tender conditions are not received on or before **07.09.2020**, then their tenders will be summarily rejected. Any postal delay will not be entertained.

The details of the Tender Cost, Earnest Money Deposit (EMD) and Unconditional Acceptance letter document submitted physically to the Bid manager and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.

## **8. BID OPENING PROCESS IS AS BELOW:-**

8.1 **Cover-I**: Containing Documents for bid (uploaded by the contractors/firms) shall be opened on **08.09.2020 at 1130 hours**. The intimation regarding acceptance / rejection of their bids will be intimated to the contractors / firms through CPPP e-tendering portal.

8.2 **Cover-II**: The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall be opened on **08.09.2020 at 12.00 hrs**.

Financial bid opening date is **08.09.2020 at 1200 hours**. (Depending on pre-qualification, any changes in the date shall be intimated through e-tendering portal). If any clarification is needed from the bidder about the deficiency in his uploaded documents in Cover-I, he will be asked to provide it through Short fall documents folder in e-tendering portal. The bidder shall upload the requisite clarification/documents within time specified by AAI, failing which tender will be liable for rejection.

9. 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.

10. AAI reserves 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.

11. AAI reserve the right to verify the credential submitted by the agency 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 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.

12. Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.

13. Public procurement policy for Micro, small and medium enterprises registered under MSME shall be followed as per the directives of Government of India prevailing at the date of acceptance.

14. **The agency should be able to take over the contract within 01 (One) day of award of the contract.**

## **15. EXEMPTION FROM PAYING TENDER FEES & EARNEST MONEY DEPOSIT**

15.1 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 per MSMED Act 2006, and further amendments for goods produced and service rendered – shall be issued Tender Documents free of cost and shall be exempted from paying Earnest Money Deposit (EMD).

15.2 Price Preference: The price preference to MSEs shall be applicable as per prevailing government norms/public procurement policy.

#### **16. DOCUMENT REQUIRED FOR AVAILING EXEMPTION OF TENDER FEE AND EMD FOR NSIC/MSEs:**

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

i) 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 shall be eligible for the exemption.

ii) If the entity participating in any of the tenders is a private or public limited company or 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.

#### **17. Manpower to be deployed at Tirupati Airport**

<b>Sl.no</b>	<b>Category</b>	<b>Number of manpower required</b>	<b>Minimum Wages as per. Ministry of Labour &amp; Employment circular dated : 08-05-2020 (Per Person Per day)</b>
<b>1</b>	Skilled	<b>03</b>	Rs. 593
<b>2</b>	Semiskilled	<b>08</b>	Rs. 492
<b>3</b>	Unskilled	<b>49</b>	Rs. 420

17. For any query related to the inspection of the site & premises, prospective bidders may contact:-

**AGM(Operations)**  
**Airports Authority of India,**  
**Tirupati Airport - 517520.**  
Tel: +91 9493173121, e-mail: [atm-tp@aai.aero](mailto:atm-tp@aai.aero)

**ANNEXURE 1**

**UNCONDITIONAL ACCEPTANCE**

**TO BE PUT IN Cover -I**

To  
The Airport Director  
Airports Authority of India  
Tirupati Airport  
Andhra Pradesh-517520

Sir,

**ACCEPTANCE OF AAI'S TENDER CONDITIONS**

1. The tender documents for the work **“Job Contract for supply of manpower for ESS Up-Keeping of Terminal and Ancillary Buildings at Tirupati Airport”** 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: <https://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 accept the tender conditions of AAI's tender documents in its entirety for the above work.
3. The contents of the tender documents have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks/ conditions (except unconditional rebate on quoted rates, if any in the bill of quantity) in the tender uploaded in envelope-I,II&III. In case, any condition(s) are found in Envelope II(i.e. Technical Bid) then Envelope – III(i.e. Financial Bid)shall not be opened, or if any condition found in envelope –III (i. e. Financial Bid)the tender shall be rejected and AAI shall without

prejudice to any other right or remedy be at liberty to forfeit the 10% of earnest money.

4. 'That, 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 will immediately report it to the Appropriate Authority in AAI'.

5. The required earnest money for this work is enclosed herewith.

Sl. No.	Name of Bank	NEFT/RTGS reference NO.	Date	Amount

6. The required earnest money for this work has been submitted and the scanned copy of Tender Processing Fees\* &EMD\* is attached along with duly filled and signed annexure 3.

7. 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".

Yours Faithfully

*Date:*

*(Signature of the Contractor/firm)*

**With Rubber Stamp**

**Encl:** NEFT/RTGS Payment receipt.

**ANNEXURE 2**

**AFFIDAVIT**

I..... (Name), aged ..... years, s/o ..... (Name),  
Proprietor/ Managing Partner/ Managing Director of ..... (Name of the  
Agency) do hereby solemnly affirm and state as follows

I am competent to swear this affidavit on behalf of ..... (Name of agency). I state  
that, in the event of work is awarded to our agency, the wages to be paid to the workers engaged  
shall not be less than the minimum wages determined by Ministry of Labour & Employment from  
time to time.

Dated this, the ..... day of ..... month ..... Year.

**DEPONENT**

**Place:**

**Date:**

**Note: This affidavit is to be attested by a First Class Magistrate / Notary Public on non-judicial stamp  
paper of Rs. 100/-.**

# Schedule of Quantities

Tender Inviting Authority: Senior Manager(Ops), AAI, Tirupati Airport.

Name of Work: Job Contract for ESS Up-Keeping of Terminal and Ancillary Buildings at Tirupati Airport

Tender ID:

Name of the Bidder/ Bidding	
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**PRICE SCHEDULE**

**NOTE: In the event of no rate has been quoted for any item(s) leaving space (or) amount blank, it will be presumed that the contractor has included the cost of this / these item(s) in other items and rate for such item(s) will be considered as zero. (Bidders are allowed to enter the Bidder Name and Values only).**

NUMBER	TEXT	TEXT	NUMBER	TEXT	TEXT	NUMBER	NUMBER	TEXT
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Quoted Currency in INR / Other Currency	BASIC RATE(Excluding GST, PF, ESI & Bonus and as per point 4 of Special terms and conditions of Contract) in Figures To be entered by the Bidder in Rs. P up to two	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT in Words
1	2	3	4	5	12	13	53	55
1	Engagement of following Manpower at Tirupati Airport 1.Skilled -03 no's 2.Semisilled -08 no's 3. Unskilled -49 no's	item1	6	Months	INR		0.00	INR Zero Only
<b>Total in Figures</b>							<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>							<b>INR Zero Only</b>	