



AIRPORTS AUTHORITY OF INDIA ATM WING B.M. AIRPORT, RANCHI-834002

AIRPORTS AUTHORITY OF INDIA
B.M. AIRPORT, RANCHI – 02

NOTICE INVITING e-TENDER (3 BOT – 3 Envelope Open Tender)

1. Item rate tenders are invited through the e-tendering portal by **Jt.GM(ATM), B. M. Airport, Ranchi, Telephone No.:- 0651- 6451354** (Bid Manager) on behalf of Chairman, AAI, from the eligible Contractors for the work of **“Job contract for providing bird & animal scaring and allied services in the operational area at B.M. Airport, Ranchi”** at an estimated cost of **Rs. 96,95,782.00** with period of completion **24 (Twenty Four) Months**.

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

Prospective Tenderers are advised to get themselves register 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 (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 as below:-
Tel: 0120-4200462, 0120-4001002, Mobile: 918826246593
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-3523, 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:- gmitichq@aai.aero

Tender fee of Rs. 1120.00 [i/c GST] Non-refundable will be required to be paid offline in the form of Demand Draft from Nationalized or any scheduled bank (but not from Co-operative or Gramin Bank). The original Demand Draft against Tender Fee should reach by post/courier/given in person to the concerned officials, within 3 days of the last date of bid submission or as specified in the Tender Document. The details of Demand Draft/any other accepted instruments, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

2. Following 3 envelopes shall be submitted through on-line at CPP portal by the bidder as per the following schedule:-

CRITICAL DATA SHEET

Publishing Date	10.04.2018 From (17:00 Hrs.)
Bid Document Download/Sale Start Date (Next Day of Publishing Date)	10.04.2018 From (17:00 Hrs.)
Clarification Start Date	10.04.2018 From (17:00 Hrs.)
Clarification End Date	13.04.2018 Upto (13:00. Hrs.)
Bid Submission Start Date	13.04.2018 From (13:00. Hrs.)
Bid Submission End Date	20.04.2018 Upto (15:00. Hrs.)
Last Date and time of submission of original Demand Draft against EMD and Tender fee, signed hard copy of AAI Unconditional Acceptance Letter .	24.04.2018 Upto (15:00. Hrs.)
Bid Opening Date: Envelope-I	24.04.2018 From (16:00. Hrs.)
Bid Opening Date : Envelope-II	To be intimated later on through CPP Portal
Bid Opening Date : Envelope-III	To be intimated later on through CPP Portal
Tender Fee	Rs. 1120.00 (i/c GST) Non-refundable.
EMD	Rs. 1,93,916.00 in the form of Demand Draft.

Envelope - I: - Containing qualifying requirements of Contractors/Firms:

The tenderer shall submit their application only at CPP portal <https://etender.gov.in/e procure/app>. Tenderer/contractor are advised to follow the instruction provided in the tender document for online submission of bids. Tenders are required to upload the digitally signed file of scanned documents along with scanned copy of Demand Draft for Tender Fee. Bid documents may be scanned with 100 dpi with black and white option which help in reducing 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) Agency should have Permanent Account Number (PAN).
- ii) Agency should have valid Registration on the Date of issue of Tender in appropriate class of CPWD/MES/P&T/Railways/State PWD/PSU/Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai and Kolkata, Agency specialized in the similar nature of work and Registered with Registrar of companies / Firms / Center Govt. / State Govt. / Manufacturer and their Authorized Agency as the case may be and having Permanent Account Number (PAN), GST Registration, EPF & ESIC registration.

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. 1939156.00** or two works, each of **Rs. 2423945.00** or one work of **Rs. 3878313.00** in single contract of similar nature of works (similar nature of work shall mean **any work inside operational area**) during last seven years ending on 31.12.2017 in India. (As a proof, agency/firm will have to submit self attested copy of Completion Certificate from Client for experience indicating 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 with work order). Firms 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.

“ 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. **Firms 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.**

(iii) Should have annualized average financial turnover of **Rs. 1456367.00** against work executed during last three years ending on **31st March of 2018**. 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.

Envelope - II: - Technical Bid containing scanned copy of Unconditional Acceptance of AAI's Tender Conditions and EMD.

Scanned copy of earnest money deposit (EMD) of value **Rs. 1,93,916.00** in the form of Demand Draft/FDR/Bank Guarantee as stipulated in the notice inviting tender may be submitted in “Tech Bid Folder” in Technical Bid/Attachments section of e-tendering portal along with Unconditional Acceptance of AAI's Tender Conditions (Proforma given in page no. **ATC-1** of Tender Document).

Envelope - III: - 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 standard BOQ format with the tender document, then the same is to be downloaded and to be filled by the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it on-line, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid shall be rejected.

3. Original EMD, hard copy of signed Unconditional Acceptance of AAI's Tender Conditions to be sent to the **Jt.GM (ATM), AAI, B.M.Airport, Ranchi, Telephone No.: 0651-6451354** and should reach to Bid Manager before the date & time mentioned in **CRITICAL DATA SHEET**. Tender of the tenderer whose EMD and unconditional acceptance of AAI's tender conditions are not received by the time of the opening of pre-qualification of tender then their tenders will be summarily rejected. Any postal delay will not be entertained.

4. **Bids Opening Process is as below: -**

Envelope-I: - containing Documents for pre-qualification bid (uploaded by the contractors/firms) shall be opened as per **CRITICAL DATA SHEET**. The intimation regarding acceptance/ rejection of their bids will be intimated to the contractors/firms through e-tendering portal.

Envelope-II: - Technical bid opening date shall be as mentioned in **CRITICAL DATA SHEET**. (Depending on pre-qualification, any changes in the date shall be intimated through 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 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 requirements and technical criteria shall be as per **CRITICAL DATA SHEET**. (**Depending on Technical Bid evaluation the date shall be intimated through CPP Portal**).

5. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off the tender process at any stage without assigning any reason.

6. AAI reserves the right to disallow issue of tender documents to working agencies whose performances at ongoing project(s) is below par and usually poor and has been issued letter or restrain/ Temporary/ Permanent debar by any department of AAI. **AAI reserves the right to verify the credentials 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.**

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

8. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

9. **Benefits to micro & small enterprises (MSEs)**

Benefits to micro & small enterprises (MSEs) shall not be extended for this work.(as this work cannot be treated as service rendered or supply of goods).

-SD-

ATS In-charge,

AAI, B.M.Airport, Ranchi

(For and on Behalf of Chairman, AAI)

Encl.: Annexure-A (Check List)

Annexure-B (INSTRUCTIONS FOR ONLINE BID SUBMISSION)

CHECK LIST

(TO BE UPLOADED BY THE BIDDER ALONG WITH TENDER APPLICATION)

NAME OF WORK: Job contract for providing bird & animal scaring and allied services in the operational area at B.M. Airport, Ranchi .

S. No.	Particulars	ATTACHMENTS/ ENCLOSURES CHECK LIST (To be uploaded /enclosed)	
1.	Name & registered office Address of the Applicant.		
2.	Name, address, telephone, Fax No., e mail address of the authorized contact person of the agency for further communication.	Name:	
		Address:	
		Ph. No.:	
		Mobile No.:	
		Fax No.:	
		E-Mail ID:	
3.	ENVELOPE-I: It shall contain the scanned copy of		
a)	Tender Fee	Tender fee for an amount of Rs 1120/- in the form of Demand Draft PAYABLE AT RANCHI. DD No:..... BANK:.....	Self attested copy of DD uploaded & original shall be reach to Bid Manager before due date as per e-NIT. YES/NO
b)	In case of Registered Contractor in appropriate class of CPWD/ MES/P&T/ Railways/State PWD /PSU/ (Not applicable for specializes agency)	Valid up to:	Valid Registration of the Agency /Firm Self-attested copy uploaded. YES/NO
c)	In case of Original Equipment Manufacturer (OEM) or Authorized Dealer/Distributor/service provider.	Valid up to:	Valid Registration of OEM or current authorization from OEM Self-attested copy uploaded. YES/NO
d)	In case Specialized Agency	Enclose documentary proof.	Work Completion Certificates issued by the Client (For Agency applying as Specialized Agency) YES/NO
e)	Details of PAN card	PAN NO:.....	Self-attested copy of PAN Card uploaded YES/NO
f)	Details of GST registration.	GST No:.....	Self-attested copy of GST No.

			uploaded YES/NO
g)	EPF Registration	EPF Registration : NO:	Self-attested copy of EPF Registration uploaded YES/NO
h)	ESIC Registration	ESIC Registration : NO:	Self-attested copy of ESIC Registration uploaded YES/NO
i)	Work Experience Certificates from clients of having satisfactorily completed works similar nature as mentioned in eNIT.	Details of similar nature works completed during last seven year showing 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 works as per the e-NIT. Completion Certificates should have the following details: -	Completion Certificates with PO and BOQ /Documents in support of e-NIT. Self-attested copy uploaded YES/NO
(j)	WORK NO:-1		
	Name of client :-		
	Name of work :-		
	Completion Value: -		
	Date of Start :-		
	Date of completion as per agreement :		
	Actual Date of completion of work		
(k)	WORK NO:-2		
	Name of client :-		
	Name of work :-		
	Completion Value: -		
	Date of Start :-		
	Date of completion as per agreement :		
	Actual Date of completion of work		

(l)	WORK NO:-3		
	Name of client :-		
	Name of work :-		
	Completion Value: -		
	Date of Start :-		
	Date of completion as per agreement :		
	Actual Date of completion of work		
m)	Annualized average financial turnover details (Abridged Balance Sheet and Profit & Loss Account) equivalent to Indian Rupees in Lakhs during last three financial years minimum amount Rs 1454367.00	Abridged Balance Sheet and Profit & Loss account for last three financial year as per e-NIT .	Copy of Annual Report i.e. Abridged Balance Sheet and Profit & Loss Account for the last three years. Self-attested copy uploaded YES/NO
	Annual Financial turnover		
	Year 2014-15	Rs.	
	Year 2015-16	Rs.	
	Year 2016-17	Rs.	
	Average	Rs.	
n)	Check List	As per e-NIT .	Signed Scanned copy uploaded YES/NO
o)	Whether experience from private clients?	Non-Government/ Non PSU organizations as per e-NIT.	Scanned TDS certificates of stipulated value of works from clients enclosed: YES/NO
p)	Tender document duly digitally signed as proof of having gone through the tender document?		Digitally signed copy uploaded. YES/NO
4.	ENVELOPE- II: It shall contain the scanned copy of		
a)	EMD	EMD for an amount of Rs. 1,93,916.00 in the form of Demand Draft PAYABLE AT RANCHI as per e-NIT. DDNo:..... BANK:.....	Self attested copy of DD/FDR uploaded & original shall be reach to Bid Manager before due date as per e-NIT.. YES/NO
b)	Unconditional Acceptance Letter	Format given Annexure-II) of Tender document .	Scanned copy of duly signed & stamped Unconditional Acceptance Letter uploaded & original shall be reach to Bid Manager before due date as per e-NIT .

			YES/NO
c)	Authorization Letter / Power of Attorney	As per e-NIT (if applicable)	Self attested copy uploaded & original shall be reach to Bid Manager before due date as per e-NIT. YES/NO
5.	ENVELOPE-III (PRICE BID FOLDER): It shall contain.		
a)	Price/Financial e- Bid	To be quoted online through CPP portal www.etenders.gov.in	
6.	Details of any other information regarding EMD, Tender Fee etc.		

Name of Work: - Job contract for providing bird & animal scaring and allied services in the operational area at B.M. Airport, Ranchi.

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.

Place:

Date

**Signature with stamp
Authorized Signatory of the Agency**

**AIRPORTS AUTHORITY OF INDIA
INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: www.etenders.gov.in

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: www.etenders.gov.in) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 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 / eMudra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or „“Other Important Documents area available to them to upload such documents and keep it as a repository.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BID

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official as specified in the tender document. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) 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 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 white 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 BQQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered can not be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.