



# **AIRPORTS AUTHORITY OF INDIA**

**OFFICE OF THE AIRPORT DIRECTOR  
CIVIL AERODROME, VADODARA**

## **TECHNICAL SECTION**

### **TENDER DOCUMENT**

(Tender No. : AAI/VADO/TECH/NIT-02/2020-21)

(Tender ID. : 2021\_AAI\_70604\_1)

**NAME OF WORK: - HIRING OF 01 NOS. AC INOVA CRYSTA VEHICLE WITH COMMERCIAL REGISTRATION ALONG WITH TWO DRIVER, (ONE DRIVER IN EACH SHIFT) FOR TERMINAL MANAGER, AIRPORTS AUTHORITY OF INDIA, CIVIL AERODROME VADODARA, FOR A PERIOD OF TWO YEARS(APR2021-MAR2023).**

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Sr. Manager (Technical)  
Airports Authority of India  
Civil Aerodrome Vadodara

# AIRPORTS AUTHORITY OF INDIA

## TENDER SCHEDULE

TENDER NO. AAI/VADO/TECH/NIT-02/2020-21

Sr. No.	NAME OF WORK: - HIRING OF 01 NOS. AC INOVA CRYSTA VEHICLE WITH COMMERCIAL REGISTRATION ALONG WITH TWO DRIVER (ONE DRIVER IN EACH SHIFT) FOR TERMINAL MANAGER, AIRPORTS AUTHORITY OF INDIA, CIVIL AERODROME VADODARA, FOR A PERIOD OF TWO YEARS (APR2021-MAR2023).	
01	NIT NO.	AAI/VADO/TECH/NIT-02/2020-21
02	PERIOD OF CONTRACT	Two Years (Apr-2021 To Mar-2023)
03	TOTAL ESTIMATED COST (for Two years contract)	<b>Rs. 27,64,940.00 Excluding GST, EPF, ESIC, Bonus</b>
04	COST OF TENDER DOCUMENTS	Rs. 1120/- (Including GST@12%)
05	PUBLISHING DATE	18.02.2021 From 17:30 Hrs.
06	BID DOCUMENT DOWNLOAD / SALE START DATE	18.02.2021 From 17:30 Hrs.
07	CLARIFICATION START DATE	18.02.2021 From 17:30 Hrs.
08	BID SUBMISSION START DATE	18.02.2021 From 17:30 Hrs.
09	CLARIFICATION END DATE	25.02.2021 Up to 18:00 Hrs.
10	BID DOCUMENT DOWNLOAD/SALE END DATE	01.03.2021 Up to 18:00 Hrs.
11	BID SUBMISSION END DATE	01.03.2021 Up to 18:00 Hrs.
12	LAST DATE & TIME FOR SUBMISSION OF ORIGINAL COPY OF DD AGAINST TENDER FEE/EMD AND UNCONDITIONAL ACCEPTANCE & OTHER OFFLINE SUPPORTING DOCUMENTS TO BID MANAGER	05.03.2021 Up to 15:00 Hrs.
13	BID OPENING DATE COVER /ENVELOPE -1 & 2 PQQ/ TECHNICAL BIDS	05.03.2021 At 16:00 Hrs.
14	BID OPENING DATE COVER /ENVELOPE -3 FINANCIAL BIDS	10.03.2021 At 15:00 Hrs. and if any changes it Will be intimated later to the shortlisted technically qualified bidders.

### **Note:-**

1. AAI may at its discretion extend / change the schedule of any activity by intimating the bidders through a notification on the e-tendering portal (<https://etenders.gov.in>).
2. Corrigendum if any will be uploaded only on e-tendering portal.

Signature of the tenderer  
(Seal)

Civil Aerodrome Vadodara, Vadodara



## **NOTICE INVITING E-TENDER**

### **Tender ID No. 2021\_AAI\_70604\_1**

1. Item rate tenders are invited through the e-tendering portal by Sr. Manager (Technical), Airports Authority of India, Civil Aerodrome Vadodara, Vadodara – 390022(GUJARAT) (Bid Manager) on behalf of Chairman, A.A.I. from registered Firms / Companies / specialized agencies / Contractors of repute having experience for the work of Job Contract for the work " Hiring of Vehicles for Airport Terminal Manager" at Civil Aerodrome Vadodara, Vadodara for Two Year(Apr-2021 To Mar-2023) for an estimated cost of **Rs. 2764940.00/- (Twenty Seven lakhs Sixty Four Thousand Nine Hundred Forty Rupees Only)** Excluding GST, EPF, ESIC, Bonus, e.t.c. with period of completion 24 (Twenty Four ) Months. (Extendable for further 01 year if desired by AAI) under given below details:
  - i. 01 (One) Number AC INOVA CRYSTA, Model 2019 onwards (24 Hrs. X 7 Days), 1000 KM per month with Fuel Oil & Lubricants (POL), maintenance & repair expenses, WITH 02 Nos. SKILLED CATEGORY DRIVER in Two-shifts.(1 Driver in each shift), the Vehicle should not have covered more than 40000 Kms.

**Note:-** Vehicle must be Diesel variant and Drivers must be having 2 year experience of working with Head of Govt. Agency/CPSE/State Govt./State PSU.

The tendering process is online at NIC CPP e-portal URL address <http://etenders.gov.in/e procure/app>. Prospective tenderers are advised to get themselves acquainted for e-tendering participation requirements of the NIC CPP e-tendering portal <http://etender.gov.in/e procure/app>.

For any technical assistance with regard to functioning of E-tender portal the bidder may contact to the following AAI help desk numbers between 09:00 hrs. to 18:00 hrs. on all working days:- 011-24632950 Ext: 3512 (six lines), 011-24632950 Ext-3505 E-mail Address: [eprochelp@aai.aero](mailto:eprochelp@aai.aero)

2. Following **3 covers / Envelopes** shall be submitted through online at CPP e-portal by the bidder. Last date and time of submission of bids (Cover I, II) is **01/03/2021 up to 1800 Hrs.** Clarifications needed (if any) shall be sent through "seek clarification" tap of e- tendering CPP portal only **up to 1800 Hrs. on 25.02.2021**

**Cover-I (Fees & EMD):** Containing scanned copy of Tender Fee, Proforma For Earnest Money Declaration(Annexure-IX) and Unconditional Acceptance of AAI's Tender Conditions & Containing qualifying requirements of Contractors / Firms.

## **EMD & FEES :**

The tenderer shall submit scanned copy of tender fee of value of **Rs. 1120/- (i/c. GST) (nonrefundable)** in the form of Demand Draft of Nationalized or scheduled bank (but not from cooperative or Gramin Bank) drawn in favour of “**Airports Authority of India**” payable at **Vadodara** in envelop-1 of NIC CPP e-tendering portal along with Proforma For Earnest Money Declaration (Annexure-IX) and Unconditional Letter of Acceptance (Annexure-I of Tender Document). If Tender Fee is not paid, then valid exemption certificate shall be submitted as per NIT criteria otherwise their bid will be rejected by AAI. **Proforma For Earnest Money Declaration(Annexure-IX)(EMD) is mandatory.**

## **Concessions to Indian Micro & Small Enterprises (MSEs) Units :**

Procurement Policy for MSEs order 2012, MSEs (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc. following concessions shall be applicable and extended to the MSEs i.e.

Tender Document Fee Exemption: The agency registered with MSEs is eligible for exemption of Tender Document Fee and Earnest Money Declaration & required to submit documentary proof (viz. requisite clearance/ license/permit from statutory Authority) in Envelope – I for exemption of the same.

- The agency should post Original Demand Draft Only against Tender Fee Or Self-Attested paper related to MSEs for MSEs Bidders for exemption in Tender Fee Envelope-I (Fee) qualification documents. The same has to be uploaded in envelope-I (Online in CPP portal).

- No any other documents are required for Envelope-I (Fee) qualification.

## **Cover-II (PRE QUALIFICATION/TECHNICAL)**

The tender shall submit their application by downloading the qualifying requirements of Contractors / Firms from the e-tendering portal, fill-up the required information and upload the digitally signed file of scanned documents and firm’s bio-data in support of their meeting each criterion mentioned below in the “Envelop No-2” in the CPP portal. 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. Should have valid registration on the date of issue of tender in appropriate class of State PWD/PSU/Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai and Kolkata (OR Agency specialized in the similar nature of work for Providing Motor transport Vehicles on hire basis and Registered with Registrar of Companies/ Shops & Establishment Department/ Firms / Central Govt. /State Govt.).
- ii. Should have Permanent Account Number (PAN).
- iii. 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, not less than Rs. 1105976/- or two works, not less**

**than Rs. 1382470/- or one work not less than Rs. 2211952/-** cost in single contract of similar nature of work (Providing & Operating of Vehicle to Govt./Private bodies) during last seven years ending on last date (extended date) of submission of bids.

Client certificate for experience should be submitted along with Work order, Schedule of Quantities (BOQ) showing the nature of work done and corresponding completion certificate should show the nature of work done, the value of work, date of start, 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 (TDS) in support of their claim for having experience of stipulated value of work.

- iv. Should have annualized average financial **turnover of Rs. 829482/-** 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.
- v. Should have Vehicles, with the details of Registration Number, Make, Model, Year of Manufacture, Road Tax Paid up to, Insurance valid up to, Fitness Valid up to, Name of Owner or duly Registered Power of Attorney (If, vehicle is not in the name of Tenderer) and they must be registered under Commercial Use Registration Category. It's not mandatory only in condition of New/Fresh vehicle provision.
- vi. All the above vehicles (Para 2 (v)), should not be more than Two year ( $\pm$  ONE MONTH) old on the date of opening of Cover-I & II (Fees & Pre Qual /Technical). The vehicles should be registered in the Commercial use category. Copy of RC Book with update Fitness Certificate, Insurance and Pollution under Control Certificate (if applicable) should be deposited along with the Cover-II. At the time of actual deployment, the vehicle should not have covered more than 40000 Kms.
- vii. The Duly digitally signed Tender Document, Checklist as per Proforma at 'Annexure-X' (duly filled & signed) and Scanned copy of Power of Attorney /Authorization letter (if applicable) for signing tender document/bidding on e-Tender Portal (if applicable) shall be submitted.
- viii. Should possess valid GST Registration certificate.
- ix. Should possess valid copy of EPF and ESIC Registration certificate. (If not available then provision of Undertaking as Performa (Annexure - IV)

**Cover-III (Finance):** The Financial e-Bid shall be submitted in e-tendering CPP portal

Bidders are required to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The price bid has been given as a **standard BOQ template in e-tendering CPP portal**, the same is to be downloaded and filled by all bidders. Bidders are required to download the BOQ file, open it and complete the unprotected cells with their respective financial quotes and 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 file name. **If the BOQ file is found modified by the bidder, the bid will be rejected.**

3. Original Demand Draft of Tender Fee, Tender Fee exemption certificate (cover-I) if applicable and hard copy of signed Unconditional Letter of Acceptance and Proforma For Earnest Money Declaration(Annexure-IX) is to be sent to the Office of “Airport Director, Airports Authority of India, Civil Aerodrome Vadodara, Vadodara-390022” and should reach before 05.03.2021 upto 15:00 Hrs. Tender of the tenderer whose tender fee, Proforma For Earnest Money Declaration and Unconditional Letter of Acceptance are (Physical Document) not received by the time mentioned above, their tenders will liable to be rejected. Any postal delay will not be entertained.

#### 4. BID OPENING PROCESS IS AS BELOW:

**Cover (Fee) / Envelope-I & II :** - Containing tender fee, EMD(Annexure-IX) and Unconditional Letter of Acceptance (Uploaded by the contractors / firms), Pre-qualification documents shall be opened on **05.03.2021 at 16:00 Hrs.** along with Original requisite documents submitted offline. The intimation regarding acceptance / rejection of their bid will be intimated to the contractors / firms through e- tendering CPP portal.

**Cover (Finance) / Envelope-III:** - The opening of cover / envelope-II shall be opened on 10.03.2021 at 15:00 Hrs through e-tendering CPP portal. (Depending on pre-qualification, changes in the dates, if any shall be intimated through e-tender CPP portal). If any clarification is needed from the bidder about the deficiency in his uploaded documents in Cover-I, they will be asked to provide it through e-tendering CPP portal. The bidder shall upload the requisite clarification/ documents within time specified by AAI, failing which tender will be liable for rejection.

5. AAI is not responsible for any postal delay or delay due to link failure /internet problem etc. in respect of submission /receipt of any documents or in submission of e-Bid. Bidders who are intending to submit responsive e-Bids are requested to submit the same well in advance before the due date & time. It is the responsibility of the Bidder to make sure that the required documents /eBid is submitted in time.
6. 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 any stage without assigning any reason.
7. AAI reserves the right to disallow issue of tender documents to working agencies whose performance 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 SD submitted by the firm.
  - b) The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual / legal action
8. Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.

9. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
10. 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.

Sr. Manager (Technical)  
Airports Authority of India  
Civil Aerodrome Vadodara, Vadodara