

AIRPORTS AUTHORITY OF INDIA
CIVIL AIRPORT, JAMMU
DEPARTMENT OF OPERATIONS

Tender ID No.: 2020_AAI_62493

Ref No.:AAI/JU/TM/2020-21/OPSW-2

DATE: 23.11.2020

NOTICE INVITING e-TENDER

1. Item rate e-tenders are invited through the e-tendering portal <https://etenders.gov.in/eprocure/app> by Incharge(Ops.), AAI Airport, Jammu on behalf of Chairman, AAI, from registered Firms / Companies / specialized agencies / Contractors having experience, for the work of "Mechanized Environmental Support Services (Up-Keeping) at Civil Airport, Jammu" at an estimated cost of **Rs. 3,97,43,200/- with period of completion Three (03) years and extendable for Two (02) years subject to satisfactory performance.**

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

Prospective Tenderers are advised to get themselves acquainted for e-tendering participation requirements at "Guidelines for bidders", register themselves at AAI e-tendering portal, obtain 'User ID' & 'Password' and go through the 'Self Help Files' available in the Home Page after log in to the 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](http://aai.aero/tender/e-tender/help%20desk%20support).

- i. For any technical related queries please call the help desk. The 24x7 Help Desk details are as below:
Tel: 0120-4200462, 0120-4001002, Mobile: +91-8826246593, 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 the following AAI Help Desk numbers on all working days only between:

- ii. 08.00 hrs to 20.00 hrs (Mon to Sat)-
011-24632950, Ext-3512(Six lines), E-mail: support-eproc@nic.in
- iii. 09.30 hrs to 18.00 hrs (Mon to Fri)-
011-24632950, Ext-3523, E-mail: etendersupport@aai.aero,
sanjeevkumar@aai.aero & snita@aai.aero

- iv. 09.30 hrs to 18.00 hrs (Mon to Fri)-
011-24657900, E-mail: gmitchq@aai.aero

Tender processing fees of Rs. 1,180/- (Tender fee of Rs. 1000/- + GST of Rs. 180/-) non-refundable will be required to be paid by way of offline in the form of Demand Draft / Bankers cheque from Nationalized or scheduled bank (but not from co-operative or Gramin Bank) . Last date and time of submission of tender documents is **07.12.2020 upto 1800 hrs**.

The original Demand Draft/ any other accepted instruments against tender fee & EMD should reach be **Post/Courier/given in person to the concerned official** by the date as specified in critical date sheet of 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 two envelopes shall be submitted through on-line at CPP Portal by the tenderer as per the following schedule:

S.No	Activity	Date	Time in IST
1	Publishing Date	23.11.2020	1800 Hrs
2	Bid Document Download/Sale Start Date	23.11.2020	1800 Hrs
3	Clarification Start Date	23.11.2020	1800 Hrs
4	Clarification End Date	27.11.2020	1500 Hrs
5	Bid Submission Start Date	23.11.2020	1800 Hrs
6	Bid Submission End Date	07.12.2020	1800 Hrs
7	Last Date and Time of Submission of Original Demand Draft against EMD and Demand Draft against Tender processing fee.	10.12.2020	1500 Hrs
8	Bid opening Date (Envelope-I)	11.12.2020	1500 Hrs
9	Bid opening Date (Envelope-II)	21.12.2020	1500 Hrs
10	Tender processing Fee (Non-Refundable, in the form of Demand Draft)	Rs. 1,180/-	
11	Earnest Money deposit (EMD)	Rs. 7,94,864/-	

Envelope-I (Tender processing fees, EMD, Pre-Qualifying Requirements (PQ) & Technical Bid):

A. Tender processing fee, EMD:

- i) Scanned Copy of DD against Tender Processing Fee.
- ii) Scanned copy of DD against EMD

B. Pre-Qualifying requirements (PQ) :-

The tenderer shall submit their application on 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 criteria mentioned below in the portal. Hard copy of application shall not be entertained.

Qualifying requirements of contractor / firms:

- i) Scanned copy of the Unconditional Acceptance of AAI's Tender Conditions(Performa given in Annexure- 1 of GCC).
- ii) Scanned copy of the Integrity pact (Performa given in Annexure- 5 of GCC)..
- iii) Scanned copy of Permanent Account Number (PAN).
- iv) Scanned copy of Goods and Services Tax Registration and Undertaking of GST (Performa given in Annexure-6 of GCC).
- v) Scanned copy of PF & ESI Registration Number.
- vi) Scanned copy of Affidavit (regarding payment of minimum wages & deduction of EPF/ESIC on non-judicial stamp paper value of 100/-)(Performa as per Annexure-7 of GCC).
- vii) Undertaking stating Agency has not been black listed by AAI/ Any Govt. / PSU Organization (Performa given in Annexure-8 of GCC).
- 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 tender is processed by a person other than proprietor.

ix) **Work Experience:**

The Bidder should have experience of similar works (definition of similar works as below) during the last seven years ending on 31.10.2020. The bidder has to submit the relevant work experience certificates to the tune of 03 works each of 40% of annual estimated value, each **Rs. 1,58,97,280/- (One Crore Fifty Eight Lakhs Ninety Seven Thousand Two Hundred and Eighty only)** (or) 02 works each of 50% of the annual estimated value **Rs. 1,98,71,600/- (One Crore Ninety Eight Lakhs Seventy One Thousand Six Hundred only)** (or) 01 work of 80% value of the annual estimated value **Rs. 3,17,94,560 /- (Three Crore Seventeen Lakhs Ninety Four Thousand Five Hundred and Sixty only)** in last 07 years ending on 31.10.2020.

'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 (or extended date of submission of e- bids, if any)'.

Similar works mean – *Mechanized cleaning of airport terminals, non-residential corporate office buildings / Cyber city, MNC Buildings, shopping malls / complex, Five Star Hotels/ Corporate Hospitals/ metro rail premises.*

Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement / status of ongoing work. Firms showing work experience certificate from non-government / non-PSU organizations should submit copy of tax deduction at

sources certificate 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.

- x) Should have annualized average financial turnover of **Rs. 1,19,22,960/-** (One Crore Nineteen Lakhs Twenty Two Thousand Nine Hundred and Sixty only) (30% of the estimated cost) against works executed during last three years ending **31st March** of the previous financial year. As a proof, CA verified/ attested 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.
- xi) The tenderer should have a minimum net worth of **Rs. 59,61,480/-** (Fifty Nine Lakhs Sixty One Thousand Four Hundred and Eighty only) (**15% of estimated cost of Rs. 3,97,43,200/-**) issued by certified Chartered Accountant (Performa given in Annexure-9 of GCC).
- xii) **The Bidders to submit the proof of the owning the machineries or hire agreement with the Equipment Owners (On Stamp Paper of Rs 100/-) as mentioned in Annexure –A.**
- xiii) PQ Performa Duly filled checklist (as per Annexure-B)

Scanned copy of all the Documents of Envelope-I mentioned above shall be submitted on the CPP portal. Original/Hard Copies of DD against Tender processing fee and DD against EMD is required to be submitted/sent to the Incharge (Ops.), O/o Airport Director, Airports Authority of India, Civil airport, Jammu on or before date & time mentioned in CRITICAL DATE SHEET. The Tenderer, whose DD against Tender processing fee and DD against EMD are not received by the date & time mentioned in critical data sheet, then their tenders will be summarily rejected. Any postal delay will not be entertained.

EMD of the value of **Rs. 7,94,864/-** shall be accepted offline only in the form of Demand Draft from a Nationalized or any scheduled bank (but not from Co-operative or Gramin Bank).

Refund of EMD

The refund of EMD to tenderers who fail to qualify in the eligibility/technical criteria, shall be initiated within seven days of their rejection. For all the tenderers who qualify and their financial bids are opened, the refund of EMD of all such tenderers except L-1 shall be processed within seven days of opening of financial bid.

C. Technical Bid:-

Documents for Technical Evaluation (Segregated type) having separate file of each criteria including hard copy of presentation in PPT (<15slides).

TECHNICAL BID EVALUATION.

The technical bids of qualifying bidders (i.e. only those, who fulfill the complete PQ criteria as per tender conditions) shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.

If a bidder does not provide clarifications of its bid by the date and time set in the Client's request for clarification, its bid may be rejected.

Client also reserves right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

TECHNICAL BID EVALUATION (SEGREGATED TYPE) (Additional Eligibility Criteria)

1. The Client shall follow the system where the technical bid and financial bid shall be evaluated separately.
2. The tendering evaluation shall be done on weightage with **70% to technical evaluation** and **30% to financial evaluation.**
3. The technical bid evaluation shall be done based on the following criteria:
4. During the technical evaluation stage, each bidder shall be assigned different marks out of a total of 100 marks, as per the criteria specified below:

TABLE- I

S.No	Criteria	Max Marks	Conditions & Score	Remarks/Documents for submission in technical bid folder
01	Firm turnover	20	(a) If firm turnover >50 Cr (20 Marks) (b) else If firm turnover more than 40 Cr but up to 50 Cr range (15 Marks) (c) else If firm turnover more than 30 Cr but up to 40 Cr range (10 Marks) (d) else If firm turnover 20 - 30 Cr range (05 Marks) (e) firm turnover < 20 Cr (02 Marks)	<i>Firm turnover is defined as the average turnover from facility management services over the last 3 years.</i> <i>Chartered Accountant verified / audited turnover statements to be furnished as proof for the same</i>

02	Scale & Size of Operations	15	<p>(a) Single work of similar nature > 5 Cr during awarded work duration- 15Marks</p> <p>(b) Single work of similar nature greater than 3.5 Cr but up to 5 Cr during awarded work duration - 10 Marks</p> <p>(c) Single work of similar nature greater than 2 Cr but up to 3.5 Cr during awarded work duration - 05 Marks</p> <p>(d) Single work of similar nature equal to or lesser than 2 Crores during awarded work duration - 02 Marks</p>	<p>Similar works mean – Mechanized cleaning of airport terminals, non-residential corporate office buildings / Cyber city, MNC Buildings, shopping malls / complex, Five Star Hotels/ Corporate Hospitals/ metro rail premises etc.</p> <p><i>Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement / status of ongoing work</i></p> <p><i>Level of satisfaction of client with work needs to be mentioned in the work experience certificate.</i></p> <p><i>Highest work value performed over the last 7 years of the single work will be considered for evaluation with min. of 1 year of execution of contract completed (Ongoing works meeting above criteria will be considered)</i></p>
03	No. of Projects	15	<p>(a) No. of works of similar nature ≥ 7 - 15 marks</p> <p>(b) No. of works of similar nature greater than 4 but lesser than 7 - 10 marks</p> <p>(c) No. of works of similar nature greater than or equal to 2 and lesser than or equal to 4 - 05 marks</p> <p>(d) No. of works of similar nature lesser than 2 - 02 marks</p>	<p><i>Definition of similar works - same as above but with at least 1 year duration. Work can be completed work / ongoing work and should have at least 1 year of work executed and should have been performed over the last 7 years.</i></p> <p><i>Value of each works contract should not be < 02 Cr over awarded duration.</i></p> <p><i>Self-Attested copy of experience certificates for completed work / ongoing work issued by the Organization awarding work shall be acceptable. References of clients are also requested.</i></p>
04	Manpower on Roll	15	<p>(a) Overall manpower on roll > 2000 - 15 marks</p> <p>(b) Overall manpower on roll between 1001 - 2000 - 10 Marks</p> <p>(c) Overall manpower on roll between 500-1000 - 05 Marks</p> <p>(d) Overall manpower <500 - 02 Marks</p>	<p><i>Manpower on roll will be all employees on the books of the company on the date of release of the tender</i></p> <p><i>Duly CA audited statement of manpower wages/ manpower roll for the previous four quarters to be submitted as part of the technical bid.</i></p> <p><i>For winning contractor, EPFO Challan /bank account statement in</i></p>

				support of available manpower (duly submitted to EPFO) in respect of the previous four quarters may be verified during award of contract. Inability to produce the same will lead to blacklisting of agency from future AAI MESS tenders
05	Quality Focus & Capability	10	OHSAS:18001 or 45001 (>1 yr) - 10 Marks	QA certification should have been obtained at least a year before the date of the tender release. Certification should be valid with undertaking for periodic renewal
06	Possession of Machinery	10	(a) If Book Value/Rent Value of Machinery > 5 Cr -10 Marks (b) If Book Value/Rent Value of Machinery between 3 Cr to 5 Cr -06 Marks (c) If Book Value/Rent Value of Machinery 1 Cr or more but less than 3 Cr - 04 Marks (d) If Book Value/Rent Value of Machinery < 1Cr -02 Marks	The Bidders to submit the proof of the owning the machineries (invoice etc) OR Hire agreement with the Equipment Owners (On Stamp Paper of Rs 100/-) with details of the Book value/Rent Value of machineries as mentioned in Annexure-A on 31st March of the previous financial year. The machines in the possession of bidder should not be more than 05 years old.
07	Presentation	15	'Presentation by the firm on the work to be done; (a) Work plan methodology (Chemicals / Machinery / Manpower) with cleaning plan for critical areas of referred airport - (05 marks) (b) Worker retention / incentive plan (05 Marks) (c) New Technology usage / Innovations in Housekeeping - (05 Marks)	'Presentation will be evaluated by a panel appointed by AAI on the aspects defined in scoring criteria Bidders are encouraged to study the referred airport and also suggest improvements for upkeep. Bidder is supposed to explicitly detail out work plan of chemical usage (make and monthly consumption quantity), manpower deployment (quantity and qualifications) as well as machinery plan (no. of machines and make) in the presentation. Work plan details of machinery, chemicals, manpower as well as innovations showcased in presentation will be added to work contract / agreement and contractor will be bound to adhere to it at all costs <u>Presentation needs to be given In-person or through Online Mode and Date of Presentation will be intimated.</u>

5. A Bidder should secure mandatorily a minimum of 70% marks (i.e. 70 marks out of total 100 marks as per para 4) in Technical Evaluation in order to be a qualified bidder for

being eligible for Technical weightage and subsequently for opening of financial bids.

AAI reserves the right to lower the qualification marks of 70% if at least 2 bidders do not achieve the 70 marks out of total 100 marks as per para 4.

6. The total marks obtained by a Bidder in the technical bid (as per 4) shall be allocated 70% of technical weightage and the financial bids shall be allocated 30% of the financial weightage, and thereby making a total of 100% weightage for the complete bidding.

Illustration 1 (for Technical weightage)

If a Bidder has secured 80 marks out of the total 100 marks in technical evaluation after following para 4, his technical evaluation value shall be: 56 i.e. (80x70%)

7. The Bidder shall be required to produce attested copies of the relevant documents in support of 4 in addition to the documentary evidences for (PQ **documents**) for being considered during technical evaluation.

8. A substantially **responsive bid** shall be one that meets the requirements of the bidding document in **totality**. The technical bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial proposals will be returned unopened.

- (i) The responsiveness of the bid, i.e. receipts of duly filled, signed and accepted bid documents in complete form, including Authorization letter.
- (ii) Receipt of valid EMD with requisite amount in acceptable format.
- (iii) Documents in proof of meeting the minimum eligibility criteria.
- (iv) Any other documents as required to support the responsiveness of the **bidder, as per tender**.

9. The bidder who qualified in the technical evaluation stage shall only be considered for opening of financial bids. Client shall intimate the bidders, the time / venue for the **financial Bid opening**.

10. FINANCIAL BID OPENING PROCEDURE

10.1 The Financial Bids of all the technically qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders / their authorized representatives, who choose to be present at the time of opening of the financial bids.

10.2 Absence of bidders or their authorized representatives shall not impair the legality of the process.

10.3 The financial bid price, as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid price would be arrived at after detailed scrutiny /correction of arithmetical error in the financial bid.

10.4 Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the Lowest bidder to claim that he is successful in the bidding process. The successful bidder (L-1) shall be decided only after following due procedure as explained in Para 11.

11. FINANCIAL BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL BIDDER

11.1 The financial evaluation shall be carried out and financial bids of all the bidders shall be given 30% of weightage.

11.2 The Bidder with the lowest bid Prices (L1) shall be assigned full 30 Marks (i.e.30% x 100) and his total scores of the bid shall be as per Illustration 2 below:

Illustration 2

If the Bidder at Illustration 1 is L-1 Bidder and quoted Rs. 500/- for being L-1, then his total value shall be **86** i.e. (56 Technical Value + 30 financial Value)

11.3 The financial scores of the other bidders (i.e.L-2, L-3 ... ad so on) shall be computed as under and as explained at Illustration 3 below:

$$30 \times 500 (\text{Lowest prices i.e. L1 Price}) / \text{Quoted Value (L-2 OR L3..)}$$

Illustration 3

If the Bidder at Illustration 1 is L-2 Bidder and he quoted Rs. 625/-, therefore 30% being the weighted value, the financial scores for L-2 shall be computed as under.

$$30 \times 500 (\text{Lowest prices i.e. L1}) / 625 (\text{Quoted prices- L2}) = 24 (\text{financial score})$$

Therefore L-2 Bidder shall have total value of **80** (56 Technical Value + 24 Financial values)

11.4 The bidder's ranking shall be arranged depending on the marks obtained by each of the bidder both in Technical Evaluation and Financial Evaluation.

11.5 The Bidder meeting the minimum eligibility criteria and with the **highest Marks/rank** (i.e. the **total** of technical evaluation marks and financial evaluation marks) shall be deemed as the **successful Bidder** and shall be considered eligible L-1 Bidder for further process.

11.6 If there is a discrepancy between words and figures, the amount in words shall prevail.

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 white colored (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/eprocure/app>. Tenderer/Contractor are advised to follow the instructions 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 relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (ie 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/eprocure/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, Pre-qualification and Technical bid):

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 DATE 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 regards 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. The tenderer shall upload 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 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):

Envelope-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 CRITICAL DATE SHEET. **(In case the date and time for opening of Envelope-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 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 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 tenderer then AAI shall take the following action:**
 - a. **Forfeit the entire amount of EMD submitted by the tenderer.**
 - b. **The tenderer shall be liable for debarment from tendering in AAL 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.
11. Concessions to Indian Micro & Small 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 with up to date amendments, shall be applicable for tenders of supply/services and shall not be extended to construction work.

(Bid Manager)
Airports Authority of India,
Jammu Airport