

**AIRPORTS AUTHORITY OF INDIA
CIVIL AERODROME, VADODARA – 390022**

Ref. No.: AAI/SM (E-C)/E-NIT-14/2018-19

Date: 03.05.2018

**NOTICE INVITING e-TENDER (3 BOT-3 Envelope Open Tender)
Bid No.2018_AAI_10319_1**

Item rate tenders are invited through the e-tendering portal by **Senior Manager (Engg. -Civil), Airports Authority of India, Civil Aerodrome, Vadodara – 390022**, on behalf of Chairman, A.A.I from the eligible contractors for the work of **“Job Contract for Computer Operator/Clerk & Office Boy for 2018-19 at C.A. Keshod.”** at an estimated cost of **Rs. 10.93 Lakhs (including GST)** with period of completion **12 (Twelve) months**.

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

Prospective tenderer 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://etender.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 24 x 7 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)-
011-24632950Ext-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:- gmitchg@aai.aero

All bid procedure related queries be referred to HELP DESK as above and then to Bid Manager only on Telephone No.0265-2475531 or Mobile No.7408417193.

Tender fee of Rs. **1120/-** (i/c GST) non-refundable will be required to be paid offline in the form of Demand Draft in favour of Airports Authority of India payable at Mumbai, from Nationalised 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/ drop in the tender box kept in the office of Bid Manager {Sr. Manager (Engg. -Civil)-, Airports Authority of India, Vadodara Airport, Vadodara-390 022} before the date & time mentioned in CRITICAL DATA SHEET. 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.

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

CRITICAL DATA SHEET

Publishing Date	04.05.2018 (1730 Hours)
Bid Document Download / Sale Start Date (Next day of publishing date)	05.05.2018 (0930 Hours)
Clarification Start Date	05.05.2018 (0930 Hours)
Clarification End Date	12.05.2018 (1800 Hours)
Bid submission Start Date	05.05.2018 (1800 Hours)
Bid submission/Sale End Date	14.05.2018 (1800 Hours)
Last date and time of submission of Demand Draft against EMD and Tender Fee and Signed hard copy of AAI Unconditional Acceptance Letter.	17.05.2018 (1500 Hours) (Note: Tender of the Tenderer whose hard copy of Demand Draft against EMD and Tender Fee and Signed hard copy of AAI Unconditional Acceptance Letter. not received within the stipulated date and time as mentioned in critical dates above shall not be considered for further tendering process and their tender will be summarily rejected. AAI will not be responsible for postal delay, if any)
Bid opening Date (Envelope-I)	17.05.2018(1530 Hours)
Bid opening Date (Envelope-II)	To be intimated later through CPP Portal
Bid opening Date (Envelope-III)	To be intimated later through CPP Portal
Tender Fee	Rs.1120/- (including GST) Non-refundable in the form of Demand Draft in favour of “ Airports Authority of India ” payable at Mumbai.
EMD	Rs. 21,860/- in the form of Demand Draft.in favour of “ Airports Authority of India ” payable at Mumbai.

Envelope-I: - Containing qualifying requirements of Contractor / Firm: -

The tenderer shall submit their application only at CPP portal

<https://etender.gov.in/eprocure/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 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.

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 in the similar nature of works.

OR

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.4.37 Lakh** or two works, each of **Rs. 5.47 Lakhs** or one work of **Rs.8.75 Lakhs** in single contract of similar nature of works **i.e. General civil works or supply of Manpower (Computer Operator & Office Assistant) work**” during last seven years ending on **31.03.2018** 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 (extended 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. 3.28 Lakhs** against works executed during last three years ending **31st March' 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.
- IV Should have valid Permanent Account Number (PAN).
- V Should have Goods & Service Tax (GST) Registration.
- VI Should have valid EPF Registration.
- Vii Should have valid ESIC Registration.

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

Scanned copy of earnest money deposit (EMD) of value **Rs. 21,860/-** in the form of Demand Draft in favour of Airports Authority of India payable at **Mumbai**, from Nationalized or any Scheduled Bank (but not from Co-operative or Gramin bank), 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 (Performa given in page no.**A-13** of Tender Document) and minimum wages affidavit (Performa given in page No.**A-14** of Tender Document).

The original Demand Draft is required to be submitted to the (Bid Manager) **Senior Manager(Engg-Civil), Airports Authority of India, Civil Aerodrome, Vadodara – 390 022**, upto three days after bid submission end date or as specified in the tender documents.

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 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.

2. Original EMD, hard copy of signed Unconditional Acceptance of AAI's Tender Conditions and tender fees to be send and should reach by post/courier/given in person to the concerned officials / Bid Manager **{Senior Manager (Engg.-Civil), Airports Authority of India, Vadodara Airport, Vadodara-390 022}** before the date & time mentioned in **CRITICAL DATA SHEET**. Tender of the tenderer whose tender fees, EMD and hard copy of Unconditional Acceptance of AAI's tender conditions are not received by the time of opening of pre-qualification of tender then their tenders will be summarily rejected. Any postal delay will not be entertained.

3. **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 tender process at any stage without assigning any reason.
6. AAI reserve the right to disallow issue of tender document to working agencies whose performance at on-going 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 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. AAI is not responsible for delay due to link failure / internet problem etc. in respect of submission / receipt of any document or in submission of E-bid. Bidders who are intending to submit 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 / E-bids is submitted in time.
10. a) All tendered rates should be inclusive of all taxes including GST and labour cess. In case of change in the rate of tax or any provision relating to levy of tax resulting in increase in burden of tax on contractor after the last date and time of submission of financial bid, the contractor shall be entitled to receive any compensation for such increase in quantum of tax payable by the contractor. Similarly recovery shall be made from the contractor on account of decrease of rate of tax or any provision relating to levy of tax.

b) The contractor shall keep necessary book of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorized representative of Airports Authority of India and / or Engineer-In-Charge and further shall furnish such other information/document as the Engineer-In-Charge may require from time to time.

**Senior Manager (Engg.-Civil)
Vadodara Airport, AAI, Vadodara
For & on behalf of Chairman,
Airports Authority of India.**

PQ Proforma (checklist)

[Check List Format to be uploaded by applicants along with tender application in Pre-Qualification Bid (Envelope)]

कार्य का नाम:केशोद हवाई अड्डा पर 2018-19 के लिए कम्प्यूटर ऑपरेटर / क्लर्क और ऑफिस बॉय के लिएजॉब कॉन्ट्रैक्ट।

Name of work:“Job Contract for Computer Operator/Clerk & Office Boy for 2018-19 at C.A. Keshod.”

Ref No.	Qualifying Criterion	Supporting document must have following information which AAI would like to note	Enclosure check list
1	2	3	4
Envelope – I Shall contain scanned copy of			
1	Name and Address of the applicant firm / Contractor		Copy enclosed Yes / No
1.1	Telephone no / fax & Email		
1.2	Authorized Signatory (Name and Designation)		Copy enclosed Yes / No
2	Details of Registration Registered with: Category & Limit: Valid Upto:		Registration certificate copy enclosed. Yes / No
3	Certificate from Client of having satisfactorily completed		
a	Three works each of Rs.4.37 Lakh during last 07 years ending on 31/03/2018 , as per NIT.		Copy enclosed. Yes / No
i)	Name of work		
	Value of work		
	Date of Start of work as per agreement		
	Date of Completion as per agreement		
	Actual date of completion		
	Compensation levied on account of delay		
	Certifying satisfactory completion of work		
ii)	Name of work		
	Value of work		
	Date of Start of work as per agreement		

	Date of Completion as per agreement		
	Actual date of completion		
	Compensation levied on account of delay		
	Certifying satisfactory completion of work		
iii)	Name of work		
	Value of work		
	Date of Start of work as per agreement		
	Date of Completion as per agreement		
	Actual date of completion		
	Compensation levied on account of delay		
	Certifying satisfactory completion of work		
b)	Two works each of Rs. 5.47Lakh		
i)	Name of work		
	Value of work		
	Date of Start of work as per agreement		
	Date of Completion as per agreement		
	Actual date of completion		
	Compensation levied on account of delay		
	Certifying satisfactory completion of work		
ii)	Name of work		
	Value of work		
	Date of Start of work as per agreement		
	Date of Completion as per agreement		
	Actual date of completion		

	Compensation levied on account of delay		
	Certifying satisfactory completion of work		
c)	One work each of Rs. 8.75 Lakhs		
	Name of work		
	Value of work		
	Date of Start of work as per agreement		
	Date of Completion as per agreement		
	Actual date of completion		
	Compensation levied on account of delay		
	Certifying satisfactory completion of work		
4	Whether experience from Govt., Organization or Private clients?	Govt. Organization / Private Clients. (Tick whichever is applicable. In case experience of private client, TDS certificate from client to be enclosed)	TDS certificate enclosed: Yes / No
5	Turn Over Annualized average financial turnover equivalent to Rs. 3.28 Lakh value of estimated cost during last three financial years ending 31 st March 2018.	Year INR (in Lakh) 2015 – 16 = 2016 – 17 = 2017 – 18 = Average	Proof of turn over enclosed (Abridged balance sheet & profit & loss A/c) Yes / No
6	Permanent Account Number		Copy of PAN card enclosed Yes / No
7	Declaration	Page A - 10	Copy enclosed Yes / No
8	Scanned copy of requisite tender Fee in form of Demand Draft drawn in favour of Airports Authority of India payable at Mumbai.		Copy enclosed Yes / No
9	Details of EPF & ESI Registration Certificate		Copy enclosed Yes / No

10	Details of GST Registration		Copy enclosed Yes / No
Envelope – II (Technical Bid) shall contain scanned copy of			
		Ref. to Performa with tender documents.	
11	Unconditional acceptance of AAI's Tender conditions to be put along with EMD (Proforma given on A – 13 of tender documents	Page A - 13	Copy enclosed Yes / No
12	Scanned copy of requisite Earnest Money deposit in form of Demand Draft drawn in favour of Airports Authority of India payable at Mumbai.		Copy enclosed Yes / No
13	Authorization Letter / Power of Attorney	Document to be enclosed in case of firm	Copy enclosed Yes / No
14	Digitally signed tender documents	Confirm uploaded complete tender documents	Yes / No
15	Signed & scanned copy of Affidavit for minimum wage. (Proforma given on A – 14 of tender documents)	Page A - 14	Copy enclosed Yes / No
Envelope – III (Price Bid) shall contain			
16	Financial bid through e-portal (not to put in envelop I & II)	Uploaded on NIC- CPP Portal.	Yes / No
17	Any other documents		

Place:

Date:

Signature with Stamp
Authorized Signatory of the Contractor / Firm

Declaration on Agency / Firms Letterhead

I / we

hereby declare that the documents uploaded / 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 Contractor / Firm**

(To be submitted by bidders in Envelope-I on their letter head)

Undertaking for Registered under GST and compliance of GST provision

I/We _____ (Name of company/Firm)
_____ hereby undertakes that we are registered under
GST and complying the GST provision.

Name & Signature of contractor / Firm

(with official rubber stamp)

Date: _____

(To be submitted by L-1 bidder before award of work on his letter head)

Undertaking for Input Tax Credit have been passed on to AAI

I/We _____ (Name of company/Firm) _____ hereby undertake that all the Input Tax Credit (ITC) related to the Invoices raised by us for this work has been considered in our quoted rates and passed on to AAI.

Name & Signature of contractor / Firm
(With official rubber stamp)

Date: _____

UNCONDITIONAL ACCEPTANCE LETTER

To,
Senior Manager (Engg.-Civil),
Airports Authority of India,
Civil Aerodrome, Vadodara - 390022

UNCONDITIONAL ACCEPTANCE OF AAI'S TENDER CONDITIONS

1. The tender documents for the work "**Job Contract for Computer Operator/Clerk & Office Boy for 2018-19 at C.A. Keshod.**" 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 in the office of Senior Manager, Engg (Civil), Airports Authority of India, Civil Aerodrome, Vadodara – 390022, 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 clause **27** of Notice Inviting Tender 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 upload any additional file or put any remark(s)/conditions(s) along with the Tender Document and the same has been followed in the present case. In case, this provisions of the tender if found violated after opening of tender, I/We agree that 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 as specified in clause no. 13 at page No: B- 2 for this work has also been submitted offline.

Yours Faithfully

Date:

(Signature of the tenderer)

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
appropriate Govt. Authorities 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/-**.

E – Payment

Date:

To,

.....

Airports Authority of India,
Vadodara – 390 022

Subject: Request for E – Payment.

Sir,

The following particulars are given below for effecting E-payment in respect of our Claim / Bill.

1. Name of the Company :
2. Address :

3. Bank A/c Number :
4. Bank / Branch Name :
5. Bank Address :
6. Branch Code :
7. IFSC Code of the Bank :
8. Permanent A/c No. of the Company :

We also enclosed herewith a Cheque duly cancelled of our above Bank A/c.

Thanking You,

Yours faithfully,

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Authorized Signatory