

**NOTICE INVITING e-Tender (2 BOT-2 Envelope Open Tender)**

**(Tender Id-- 2022\_AAI\_120835\_1)**

1. Item Rate e -tenders are invited through the e-tendering CPP Portal by Assistant General Manager (Engg. -Electrical), Patna Airport, Patna (Bid Manager), on behalf of Chairman, AAI from eligible contractors for the work of **“Annual Maintenance Contract of Electrical & Mechanical Installations for Non-Operational Area at JPNI Airport, Patna. (For the year 2022-24).”** at an estimated cost of **Rs. 1,83,64,144/- (Excluding GST) with completion period of 24 (Twenty-Four) Months.**

The tendering process is online at CPP-Portal URL <https://etenders.gov.in/eprocure/app> or [www.aai.aero](http://www.aai.aero), Prospective Tenderers may download and go through the tender document.

Prospective Tenderers are advised to get themselves register at CCP-Portal, obtain 'Login ID' and 'Password' and go through the instructions available in the Home Page after login in the CCP-Portal <http://etenders.gov.in/eprocure/app> or [www.aai.aero](http://www.aai.aero). The 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](http://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: 91 8826246593,

E-mail: [Support-eproc@nic.in](mailto: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 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](mailto:eprochelp@aai.aero)

- (iii) 09.30 hrs to 18.00 hrs (Mon-Fri)-

011-24632950 Ext-3523, E-Mail: [-etenderssupport@aai.aero](mailto:-etenderssupport@aai.aero),

[sanjeevkumar@aai.aero](mailto:sanjeevkumar@aai.aero) and [snita@aai.aero](mailto:snita@aai.aero).

- (iv) 09.30 hrs to 18.00 hrs (Mon-Fri))-

011-24657900, E-Mail: - [gmitchq@aai.aero](mailto:gmitchq@aai.aero).

Tender processing fee of **Rs. 1120/-** (i/c GST), **non- refundable** will be required to be paid **ONLINE** through SBI MOPS payment gateway on CPP PORTAL. Tender processing fee should be paid on or before the bid submission end date and time as specified in the critical data sheet of tender document.

2. Following 2 envelopes shall be submitted through online at CPP-portal by the tenderer as per the following schedule: -

## CRITICAL DATA SHEET

Publishing Date	01.07.2022 [18:00 Hrs]
Bid Document Download/Sale Start Date	01.07.2022 [18:00 Hrs]
Clarification Start Date	01.07.2022 [18:00 Hrs]
Clarification End Date	07.07.2022 [18:00 Hrs]
Bid Submission Start Date	01.07.2022 [18:00 Hrs]
Bid Submission End Date	11.07.2022 [16:00 Hrs]
Bid Opening (Envelope-I)	12.07.2022 [16:30 Hrs]
Bid Opening (Envelope-II)	15.07.2022 [11:00 Hrs] (any change in the date will be intimated through CPP portal.)
Tender Processing fee (Non-refundable) [Online only]	Rs. 1120/- (i.c. GST) to be paid online.
Earnest Money Deposit (EMD)	Rs. 3,67,283/- to be paid online through State Bank of India Payment Gateway.

**Envelope -I (Tender processing fee, Technical Bid and pre-qualification): - Bid containing following: -----**

### **A. Tender Processing fee, EMD:**

- i. Tender Fee of Rs. **1120/-** (i/c GST) is required to be paid online only through payment gateway provided at the CPP Portal itself and Documentary Proof regarding online payment of Tender Processing Fee amount to be submitted by the agency in CPP Portal along with Envelope I.
- ii. EMD fee of Rs. **3,67,283/-** shall be accepted by only online through Payment, integrated for the purpose with Central Procurement Portal (CPP Portal).
- iii. Scanned copy of online payment proof for EMD and Tender Fee to be uploaded. Note: EMD in the form of Cash/Demand Draft or any form shall not be accepted. Vendors shall also note that they are not required to contact any AAI Employee or submit any documentary evidence of submission of tender fee via Bank Transfer during the process of tender. In no scenario the vendors are required to submit/ contact any AAI employee for physical submission of any documents before opening of the bids. The tenders of the bidders who fail to submit the EMD before the stipulated time shall be rejected outright.

### **B. Technical Bid containing the following: -**

- i) Scanned copy of Unconditional Acceptance of AAI's Tender conditions as per Performa given as **Annexure I** of GCC of Tender document.
- ii) Scanned copy of Declaration for GST compliance as per **Annexure III** and Affidavit on non-judicial stamp paper of Rs.100/-has to be attested by First-Class Magistrate/Notary Public) for Compliance of Minimum wages as per **Annexure V**.
- iii) Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- iv) Scanned copy of 'Undertaking' regarding Blacklisting/ Debarment on Company's Letter Head as **Annexure II** and provide the listed machinery/equipment & plant. as per Performa given as

**Annexure IV** of GCC of Tender document.

- (v) 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 the tender is processed by a person other than proprietor.
- (vi) Scanned Copy of certificate for net worth issued by certified Chartered Accountant. as **Annexure VI**.
- (vii) Scanned copy of PQ Performa (Check list) duly filled.
- (viii) Digitally signed Complete Tender Document to be Uploaded.
- (ix) Scanned copy of Valid Electrical Contractor License.
- (x) Scanned copy of EPF & ESIC Registration.
- (xi) Abridged Balance sheet by Chartered Accountant having (**UDIN**) (**Unique document identification number**)
- (xii) Scanned copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the tenderer during last three years ending on 31.03.2022.

**B. Qualifying requirements of specialized agency/tenderers containing the following:**

- i) 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. 36,72,829/- (Excluding GST) or two works, each of Rs. 45,91,036/- (Excluding GST) Or one work of Rs.73,45,658/- (Excluding GST) in single contract of similar nature of work during last seven years ending on 30.06.2022. **Similar nature of work means AMC of E&M installations for Sub-Station, Residential Colony etc.** Note: The experience certificate of works completed pre-GST era, completion amount will be divided by 1.12 (to exclude pre-GST tax of VAT 12%) to make it at par with experience certificates of post GST era but excluding GST.

“The value of executed works shall be brought to current 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. **Tenderers showing work experience certificate from non-government /non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with specifying the name of work, total payment received against the work and TDS amount for the work.**

- ii) Should have annualized average financial turnover of **Rs. 27,54,622/-** against works executed during last three years ending 31<sup>st</sup> March 2022. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the tenderer should be submitted **generating Unique Document Identification Number (UDIN) also mention the same UDIN** along with the application. Tenderers showing continuous losses during the last three years in the balance sheet be summarily rejected.
- iii) The Tenderer should have a minimum net worth of **Rs. 13,77,311/-** is issued by certified Chartered

accountant.

Scanned copy of all the Documents of Envelope- I mentioned above shall be submitted on the CPP portal.

- iv) **Refund of EMD:** The EMD of the bidders who fail to qualify in the technical bid will be refunded to their source of account through the CPP Portal on completion of the technical evaluation by the bid manager. The EMD of the bidders who are technically qualified except the L-1 bidder will be refunded to their source of account on completion of the financial evaluation of the bids by the bid manager.

**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 tenderers. Tenderers are required to download the BOQ file, open it and complete the blue colored (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer). No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the filename. If the BOQ file is to be modified by the tenderer, 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 (i.e. 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 completely be 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, technical bid and Pre-qualification):**

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 DATA 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 regard 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 or email if required. 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 DATA 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 of 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) The Tenderer shall be liable for debarment from tendering in AAI, 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.

(Vivek Kumar Singh)  
Asth. General Manager (Elect. -Engg)  
AAI, J.P.N.I. Airport, Patna

### **CHECK LIST**

(To be uploaded by applicants along with tender application)

**Name of work: “Annual Maintenance Contract of Electrical & Mechanical Installations for Non-Operational Area at JPNI Airport, Patna. (For the year 2022-24).”**

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., email address of the authorized contact person of the agency for further communication.	Name:	
		Address:	
		Ph. No.:	
		Mobile No.:	
		Fax No.:	
		E-mail ID:	
3.	<b>ENVELOPE –I:</b> It shall contain the scanned copy of		
a)	Tender Fee	Tender Fee for an amount of <b>Rs. 1120/-</b> through ONLINE.	Payment copy of tender fee generated through online, method uploaded. <b>YES/NO</b>
b)	EMD	EMD for an amount of <b>Rs. 3,67,283/-</b> through ONLINE.	Payment copy of EMD generated through online, method uploaded. <b>YES/NO</b>
c)	Unconditional Acceptance Letter	Format given as <b>Annexure I</b> in Tender document as per e-NIT Clause-2	Scanned copy of duly signed & stamped Unconditional Acceptance Letter uploaded <b>YES/NO</b>
d)	Declaration on company's letter head regarding black listing/ debarring. and provide the listed machinery/equipment & plant.	Format given as <b>Annexure II and IV</b> in Tender document as per e-NIT Clause-2	Declaration <b>uploaded/not uploaded</b>
e)	Declaration for GST compliance and Affidavit for Compliance of Minimum wages	Format given as <b>Annexure III and V</b> in Tender document as per e-NIT Clause-2	Declaration and affidavit <b>uploaded/not uploaded</b>
f)	Scanned copy of PQ Performa (Check list) duly filled.	As per e-NIT Clause-2	Scanned Copy <b>uploaded/not uploaded</b>
g)	Scanned copy of Valid Electrical Contractor License.	As per e-NIT Clause-2	Scanned Copy <b>Uploaded/not uploaded</b>

h)	Scanned copy of EPF & ESIC Registration.	As per e-NIT Clause-2	Scanned Copy <b>Uploaded/not uploaded</b>
i)	Abridged Balance sheet by Chartered Accountant having (UDIN) (Unique document identification number)	As per e-NIT Clause-2	Scanned Copy <b>Uploaded/not uploaded</b>
j)	Work Experience Certificates from clients of having satisfactorily completed works similar nature (if applicable)	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 <b>e- NIT Clause 2</b> Completion Certificates should have the following details: -	Completion Certificates with PO and BOQ /Documents in support of e- NIT Clause -2  <b>YES/NO</b>
(i)	Name of Client: -		
	Name of Work: -		
	Completion Value: -		
	Date of Start: -		
	Date of completion as per agreement: -		
	Actual Date of completion of work: -		
(ii)	Name of Client: -		
	Name of Work: -		
	Completion Value: -		
	Date of Start: -		
	Date of completion as per agreement: -		
	Actual Date of completion of work: -		
(iii)	Name of Client: -		
	Name of Work: -		
	Completion Value: -		
	Date of Start: -		
	Date of completion as per agreement: -		
	Actual Date of completion of work: -		
k)	Whether experience from private clients?	Non-Government / Non-PSU organizations as per e-NIT clause 2	Scanned TDS certificates of stipulated value of works from clients <b>uploaded/ not uploaded</b>



L)	Annualized average financial turnover details (Abridged Balance Sheet and Profit & Loss Account) equivalent to Indian Rupees in Lakhs during last three financial years as per e-NIT	Abridged Balance Sheet and Profit & Loss account for last three financial year as per e-NIT Clause-2	Copy of Annual Report i.e. Abridged Balance Sheet and Profit & Loss Account for the last three years. <b>uploaded/ not uploaded</b>
i)	Net Worth certificate issued by certified chartered accountant as <b>Annexure VI.</b>	As per e-NIT Clause-2	Scanned Copy <b>uploaded/ not uploaded</b>
j)	GST Registration Number	As per e-NIT Clause-2	Scanned Copy uploaded/ not uploaded
k)	Details of PAN card	As per e-NIT Clause-2	Scanned Copy <b>uploaded/ not uploaded</b>
l)	Digitally Signed Tender Document	As per e-NIT Clause-2	Digitally Signed Tender Document to be uploaded as per e- NIT Clause No. 2. <b>YES/NO</b>
m)	Power of attorney (For the firm other than proprietary firm)	As per e-NIT Clause-2	Scanned Copy <b>uploaded/ not uploaded</b>
4.	<b>ENVELOPE –II (PRICE BID FOLDER):</b> It shall contain		
a)	Price/Financial e- Bid	To be quoted online through CPP portal <a href="https://etender.gov.in/eprocure/app">https://etender.gov.in/eprocure/app</a> .	<b>BOQ uploaded / not uploaded</b>

Place:

Date:

Signature  
Authorized Signatory of the contractor/ Firm

### DECLARATION

I hereby declare that the documents submitted/ enclosed are true and correct. In case any document at any stage found fake / incorrect, action as deemed fit by AAI can be taken against me.

Place:

Date:

Signature  
Authorized Signatory of the contractor/ Firm