

A. Web Notice Inviting Tender (WNIT)

1.0 INTRODUCTION

- A. AAI proposes to implement the project for **Development of Jodhpur Airport** through the engagement of Architectural and Engineering Consultant.
- B. The consultant so appointed shall be responsible for Preparation of Ultimate Master considering future requirement for Next 30 years and further Architectural & Engineering Consultancy from concept to commissioning of infrastructure development works required to meet the demand for initial 15 years in Phase –I. Award of works to Executing agencies shall be done by call of open tenders by AAI (e-tender route) on the basis of tender documents finalized by Consultant and as approved by AAI.
- C. The Consultant is required to provide Architectural and Engineering Consultancy services during Pre-Award and Post-Award Stage of execution contract for Phase-I, covering a multitude of airport related works. The objective is to ensure an integrated and comprehensive scheme for a sustained and cost-effective solution for the implementation and operation of the project.

2.0 NOTICE INVITING E-TENDER

Percentage rate e – Tenders are invited through the NIC CPP e-tendering portal by Asstt. General Manager (Engg-Civil) [Bid Manager], Airports Authority of India, Office of ED (Engg)-NR, AAI, CHQ, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – 110003, on behalf of Chairman, AAI from **eligible Consultants/ Firms** for “**Architectural and Engineering Consultancy Services for Development of Jodhpur Airport**”
(Tender ID: 2022_AAI_106896_1)

3.0 PERIOD OF COMPLETION / BRIEF SCOPE OF WORK

Over all Completion period – Twenty-Two (22) Months.

3.1 Pre-Award / Planning Activities - 6 Months

- a. **Site Survey, Digital Mapping, Preparation of Ultimate Master Plan** considering future requirement for Next 30 years for infrastructures like Aircraft parking bays, Link Taxiways, GSE area, Apron control tower, expansion of Terminal building or New Terminal Building, Fire Station, Security, FTO, MRO, commercial plots, hotels, Cargo, Navigation aids building, MLCP, residential accommodation for AAI & CISF personal, guest room/retiring room facilities/ fuel farm facilities, fuel hydrant facilities, perimeter and other roads, Boundary wall etc. and services like cables, pipelines, drainage works including rain water harvesting requirement, etc. including commercial & land development plan, air traffic forecast (domestic and International), digital mapping of underground services i/c land acquisition required if any.
- b. Preparation of infrastructure development plan for works required to meet the demand for initial 15 years in Phase –I i/c Integrated Terminal Building, Ancillary Building, like Sub-Station, AC Plant room, Pump Room, City Side & Air Side Development works

around the Buildings i/c Car Parking, Multi-level Car Parking(MLCP), Aircraft parking bays, link taxiways , Apron control tower, GSE area other infrastructure and further Comprehensive Architectural & Engineering Services i/c Conceptual stage ,Schematic Stage architectural drawings structural design / drawings and designs / engineering for various systems e.g., MEP and HVAC system, Internal EI , External EI and façade lighting system, , Fire detection and alarm system ,firefighting system, power supply, CCTV/Security and Access system, FIDS, EPABX, Passenger movement system (Lifts & Escalators),In-Line Baggage handling system, PBB, Airport systems & IT systems, Façade design/skylight, signages, tyre killers, boom barrier structural glazing system, Retail, Media plan and interior element system, PA system and acoustics etc., Sewage treatment plant, water treatment plant, Drainage ,horticulture works, art works design, commercial & land development, solar plant, water supply program. Traffic engineering and external roads, city side and air side development around the buildings etc. **w.r.t. Initial 15 year Phase-I development plan**, to be completed with due diligence by the Consultant along with value engineering inputs for finalizing broad bill of quantities (For Execution Tender), schedule of finishes and detailed technical specifications to the desired accuracy.

Preparation of Preliminary Estimate based on latest CPWD DSR, PAR including prevailing cost index and market-based items including market rate analysis, Calculation of IRR, ERR, preparation of NIT for Execution Tender Document and obtaining approval thereof, assisting AAI in pre-qualification of bidders, preparation of justified cost, evaluation of financial bids and recommendation thereof

3.2 **Post-Award/Execution (Phase-I) Work- 15 months**

For architectural and engineering consultancy related to activities like scrutiny of detailed architectural drawings/ structural drawings / working drawings / GFC drawings / shop drawings etc. submitted by Execution contractor after award and up to completion of work. Consultant will ensure that detailed architectural drawings/ structural drawings / working drawings / GFC drawings / shop drawings etc. submitted by Execution contractor are in accordance with conceptual drawings developed by the consultant and provided in tender document.

3.3 **Post-Completion of Execution (Phase-I) Work- 01-months**

For activities like scrutiny of detailed As-Built drawings etc. submitted by Execution contractor after completion of work. Consultant will ensure that detailed As-Built drawings etc. submitted by Execution contractor are in accordance with work executed.

4.0 **ESTIMATED COST**

Ball Park Cost of the Project (Phase-I)is **Rs. 307.11 Crores excluding GST** (i.e. indicative cost) inclusive of cost of Bought out Equipment amounting to **Rs. 55.58 Crores (Approx.)**. Ball park estimate cost and cost of Bought out Equipment are inclusive of all taxes but excluding GST.

5.0 **QUALIFYING REQUIREMENTS**

- i) Agency should have Permanent Account Number (PAN) and GST Registration Number.
- ii) Should have satisfactory completed / provided Architectural and Engineering Consultancy services (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) in India or Abroad along with associated works of similar nature* for one such project costing not less than **Rs. 245.69 Crore** or two such projects each costing not less than **Rs. 153.56 Crore** or three such projects each costing not less than **Rs. 122.84 Crore** in single contract during last 7 years ending on **last date of submission of bid**.

*Works of Similar nature shall mean Composite Works of Centrally Air-Conditioned Buildings like Airport Terminal Buildings, Shopping Malls, 5 / 7 Star Hotels, Super Specialty Hospital Buildings during last seven years ending on **last date of submission of bid**. The composite work shall include components of Civil Building Works, Electrical Works (Internal & External Electrical Installations) and E&M services like Fire Alarm/ Fire Fighting, HVAC, Sub-Station Equipment.

Super Specialty Hospital Buildings: Super Specialty / Multi Specialty Hospitals of minimum area 8000 sqm. (Certificate required from concerned Accrediting / Licensing Authority).

“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 last date of submission of bid”.

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 tenderer must have satisfactorily executed / provided the Architectural and Engineering Consultancy services of similar works which should include planning, site investigation, preliminary architectural and structural design.

In support of the above, the prospective bidders should submit **Client's certificate of completion for the relevant completed works towards work experience (Completed works)** with the following details: -

- a. Name of work
- b. Stipulated date of start
- c. Actual date of completion
- d. Nature of consultancy work done
- e. Completed Cost of Project
- f. Consultancy fees paid
- g. Services in the scope of consultancy work done

[If any of the above details are not mentioned in the client's completion certificate, then relevant supporting documents issued by the client such as Work Order/Agreement (relevant pages) etc. shall be submitted as applicable].

Firms showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate alongwith 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.

Indian firms showing experience in abroad should have their turnover and work experience certificates self-certified and notarized documentary proof that the certificate is authentic. Similarly, if consultant agency is the Indian entity of an international firm operating under different name in various countries, the relevant work experience in various countries of such a firm shall be considered towards experience for the consultant, if subsidiary company is wholly owned by parent company and if parent company undertake responsibility on behalf of bidder for completion of this work.

*Note (1): In case the project cost is given in foreign currency, the same shall be brought to current costing level in INR by adopting conversion rate (Telegraphic Transfer (T.T.) Selling) applicable on the last date of month and year of completion of the project and enhancing the same at simple rate of 7% per annum, calculated from the date of completion to **last date of submission of bid.***

*Note (1A) In case the project cost is given in Indian currency, the same 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 **last date of submission of bid.***

- iii) Should have annualized average financial turnover from of **Rs. 2.12 Crore** the consultancy business during last three years ending **31st March 2021**. (Year-wise information require to be in a tabulated form attested by the certified / registered chartered accountant shall be enclosed). As a proof, copy of abridged Balance Sheet along with Profit & Loss Account of the firm should be submitted. The tenders of firms showing continuous losses for the last three years in the balance sheet shall be rejected.

Note (2): In case the turnover of the Company / Agency is given in foreign currency, the same shall be converted into INR by adopting conversion rate (Telegraphic Transfer (T.T.) Selling) applicable on the last day of financial closing i.e. financial year or calendar year as the case may be.

- iv) Agency shall not be Blacklisted/Debarred by AAI or Central /State Govt. Depts./PSUs/World Bank/ ADB etc. and the debarment is not in force as on last date of submission of bid.
- v) In case, partners / directors / board members of agency participating in the tender were previously the partners / directors / board members of some other company which is blacklisted / restrained in AAI, then AAI reserves the right to disallow the agency from participating in the tender till the time such debarment of previous company is in force as on last date of submission of bid.
- vi) Consultant shall not be allowed to participate in the tender if it has more than five works in hand in AAI as on last date of submission of bid subject to the following depending on Project Cost:
- Less than Rs.300 Cr. - Not more than 3 works.
 - More than Rs.300 Cr & up to Rs.500Cr - Not more than 2 works
 - More than Rs.500 Cr. - Not more than 2 works

Note:

- a) For considering number of works, it shall be treated works in hand till issue of completion certificate of the consultancy work by Engineer-in-Charge.

- b) Agency / firm shall submit an undertaking to this effect as per Annexure-V(a) along with all other requisite documents in Envelope- No-I.

6.0 TENDER PROCESSING FEE

Tender processing fee of **Rs. 1,770/- (i/c GST), non-refundable** will required to be paid online only through the payment gateway available on the CPP e-tendering Portal.

7.0 EARNEST MONEY DEPOSIT (EMD)

Earnest Money of amount **Rs. 14.14 Lakhs (Rupees Fourteen Lakh Fourteen Thousand Only)** in the form of Online mode through Payment gateway at CPP Portal or Offline mode through BG from any Schedule bank of India preferably from Nationalized bank but not from cooperative/Gramin bank as per Proforma on Appendix-XVI of Tender Document in favour of Airports Authority of India.

Online Mode through Payment gateway at CPP Portal:

Note:-

- (i) State Bank of India (SBI) has been authorized as Nodal Bank and its payment gateway has been integrated/ mapped with CPP Portal for the collection of Tender Processing Fee through e-procurement /e-tendering portal from various tenderers participating in e-Tendering / e-Procurement process.
- (ii) Procedure to be followed for online submission of Tender Processing Fee and Earnest Money Deposit (EMD) is stipulated in Appendix-A **“General Instructions for Online Bid Submission”**.

Offline mode through BG:

The prospective bidder shall submit BG from any Schedule bank of India preferably from Nationalized bank but not from cooperative/Gramin bank as per Proforma on Appendix-XVI of Tender Document in favour of Airports Authority of India in accordance with the beneficiary bank details as below: -

CORPORATE NAME	: AIRPORTS AUTHORITY OF INDIA
BANK NAME	: ICICI BANK
IFSC CODE	: ICIC0000007
BG ADVISING MESSAGE	: IFN 760COV (BG ISSUE) IFN 767COV (BG AMENDMENT)
UNIQUE IDENTIFIER CODE (7037)	: AAICORHQ

While submitting the documents to BG issuing bank, the agency will also submit letter to the issuing bank as per the format mentioned in the Annexure-II A & Annexure -XVI-A of tender document.

Advisory for Applicant and its BG issuing Bank Branch is also mentioned in the Annexure II B of tender document.

The original BG along with Letter of undertaking from the Depositor to Bank (Annexure -XVI-A) & copy of the SFMS BG Confirmation message sent by the BG issuing bank to ICICI bank is required to be submitted to the Asstt. General Manager (Engg-C) (Bid Manager), Airports Authority of India, O/o Executive Director (Engg.)-NR, Corporate Head Quarter, B-block, 3rd floor, Rajiv Gandhi Bhawan, Safdurjung Airport, New Delhi-110003) on or before date & time mentioned in CRITICAL DATA SHEET.

Note:- EMD in the form of Cash/ Demand Draft or any other form except mentioned above shall not be accepted. Bidder shall also note that they are not required to contact any AAI employee or submit any documentary evidence of submission of EMD via online to any AAI employee during the process of the tender.

The tenderer, whose BG against EMD is not received by the date & time mentioned in critical data sheet, then their tenders will be liable to be rejected. Any postal delay will not be entertained.

8.0 REGISTRATION FOR ONLINE BIDDING PROCESS

The tendering process is online at e-portal URL address <https://etenders.gov.in/eprocure/app> or www.aai.aero. Aspiring tenderers 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 24 x 7 Help Desk details are as below:

Tel: 0120-4200462, 0120-4001002, 0120-4001005, and 120-62777787. International Bidders are requested to prefix 91 as country code.

E-mail: support-eproc@nic.in

Bidders are requested to kindly mention the URL of the Portal and Tender ID in the subject while e-mailing any issue along with the contact details.

For any issues/ clarifications relating the tender(s) published kindly contact the Tender Inviting Authority. The details of Bid Manager is as below:-

Asst. GM (Engg -Civil)

O/o Executive Director (Engg)-NR,
Airports Authority of India, CHQ-NR,
Cabin no. C-338, 3rd Floor, B-Block,
Rajiv Gandhi Bhawan, Safdarjung Airport,
New Delhi - 110003
Ph. No.: 011-24342526, Fax: 011-24693495,
Email: satyendras@aai.aero

- (II) For any technical Issues / Clarifications relating to the submission of AAI tender(s)

- a) In order to facilitate the Vendors / Bidders Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <https://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal(CPPP).

- b) Before submitting queries, bidders are requested to follow the instructions given in **“Guidelines to Bidders”** and get their computer system configured according to the recommended settings as specified in the portal at **“System Settings for CPPP”**.

(III) In case of any technical issues faced, the escalation matrix is as mentioned below:-

S. No	Support Persons	Escalation Matrix	E-mail Address	Contract Number	Timings
1)	Technical Help Desk Team	Instant Support	eprochelp@aai.aero	011-24632950, Ext-3512	0800-2000 Hrs. (MON -SAT)
2)	Sh. Sanjeev Kumar, Sr. Mgr.(IT)	After 4Hrs. of issue	etendersupport@aai.aero or sanjeevkumar@aai.aero	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
3)	Sh. Dharmendra Kumar Jt.GM(IT)	After 12 Hrs.	dkumar@aai.aero	011-24632950 Ext. 3527	0930-1800 Hrs. (MON-FRI)
4)	General Manager(IT)	After 03 Days	gmitchq@aai.aero	011-24657900	0930-1800 Hrs. (MON-FRI)

***The Helpdesk services shall remain closed on all Govt. Gazetted Holidays.**

(IV) The above mentioned help desk numbers are intended only for queries related to the issues on e-procurement portal and help needed on the operation of the portal. **For queries related to the tenders published on the portal, bidders are advised to contact concerned Bid Manager of AAI.**

9.0 BID QUERIES

Queries, if any, may be sent through CPP e-tendering portal in ‘Seek Clarification’ section only as per dates mentioned in CRITICAL DATA SHEET.

10.0 TIMELINES

The tender shall be submitted online through CPP e-tendering portal by the tenderers through 2 Envelopes as per following schedule.

CRITICAL DATA SHEET

Publishing Date	01.04.2022
Bid Document Download / Sale Start Date (Next Day of Publishing Date)	02.04.2022 from 0900 hrs.
Clarification Start Date	02.04.2022 from 0900 hrs.
Clarification End Date	08.04.2022 up to 1800 hrs.

Bid Submission Start Date	19.04.2022 from 0900 hrs.
Bid Submission End Date	29. 4.2022 up to 1800 hrs.
Bid Opening Date (Envelope- I)	06.05.2022 at 1100 hrs.
Bid Opening Date (Envelope- II)	31.05.2022 at 1100 hrs.
Tender Processing Fee (Non-refundable, Online through Payment Gateway of CPP Portal)	Rs. 1770/- (i/c GST) Non-refundable.
Earnest Money Deposit (EMD)	Rs. 14.14 Lakhs the form of Online mode through Payment gateway at CPP Portal or Offline mode through BG
Last date of Submission of Hard Copy of BG against Earnest Money Deposit (EMD) along with Letter of undertaking from the Depositor to Bank (Annexure -XVI-A) & copy of the SGMS BG Confirmation message sent by the BG issuing bank to ICICI bank	05.05.2022 up to 1800 hrs.

Note: Interested tenderers are advised to purchase / download the tender well in advance so that ample time is available for carrying out necessary spadework's / site visit before submission of tender.

11.0 BID SUBMISSION

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

11.1 Envelope-I (Tender Processing Fee, Earnest Money, Pre-Qualification Documents and Technical Bid):

A. Tender Processing Fee, Earnest Money:

- i) Tender processing fee of **Rs. 1770/- (i/c GST), non-refundable** will be required to be paid online only through the payment gateway available on the e-tendering CPP Portal. Scanned Copy of Challan to be uploaded in Envelope-I.
- ii) Earnest Money of amounting to **Rs. 14.14 Lakhs (Rupees Fourteen Lakhs Fourteen Thousand Only)** in the form of Online mode through Payment gateway at CPP Portal or Offline mode through BG from any Schedule bank of India preferably from Nationalized bank but not from cooperative/Gramin bank as per Proforma on Appendix-XVI of Tender Document in favour of Airports Authority of India. Scanned Copy of Challan (in case Online mode) **Or** Bank Guarantee i/c Letter of undertaking from the Depositor to Bank (Annexure -XVI-A) & copy of the SFMS BG Confirmation message (in case Offline mode) to be uploaded in Envelope-I.

B. Pre-Qualification Documents containing the following: -

- i) Digitally Signed Unconditional Acceptance of AAI's Tender Conditions as per Annexure-I (a).
- ii) Digitally Signed Integrity Pact as per Annexure-III.

- iii) Digitally Signed 'Undertaking' regarding Blacklisting/ Debarment on Company's Letter Head as per Annexure-IV.
- iv) Digitally Signed 'Undertaking' regarding number of ongoing consultancy services in AAI on Company's Letter Head as per Annexure-V(a).
- v) Digitally signed 'Undertaking' by tenderer regarding Associate firm(s)/Sub Consultant firm(s) proposed to be engaged by tenderer for a sub head if any, is not associated for the same sub head with other tenderer intended to participate in the tender for the same work, on Company's Letter Head as per Annexure-VI.
- vi) Digitally signed 'Undertaking' to be submitted by the Associate firm(s)/Sub Consultant firm(s) that they are not associated for the same sub head with other tenderer(s) intended to participate in the tender for the same work, on Company's (Associate Firm's / Sub Consultant's) Letter Head as per Annexure-VII.
- vii) 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.

- viii) Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- ix) Scanned copy of work experience certificates as per Qualifying Requirements stipulated in Clause 5.0 (ii) above.
- x) Scanned copy of financial turnover as per Qualifying Requirements stipulated in Clause 5.0 (iii) above.
- xi) Agency shall submit a copy of UAM/Registration with DIC/NSIC/KVIC/KVIB/ Directorate of Handicraft and handloom etc., if applicable.
- xii) PQ Criteria Proforma duly filled as per **Annexure-A** (For ascertaining the eligibility of applicant firm).

C. Technical Bid containing following technical qualification requirements / documents of Consultant / Firm:

- i) Scanned copy of documentary evidence showing year of inception of agency / firm.
- ii) Scanned copy of Technical Proposal Submission Form [As per Annexure – I(b)].
- iii) Scanned copy of duly filled Technical Evaluation Proforma (Annexure-B).

iv) In respect of work components as mentioned at Clause-4.0 (Technical Evaluation) of Section-D 'TECHNICAL EVALUATION CRITERIA /MARKING SCHEME', the Consultant Firm should submit the following documentary proof:-

- a. Self-attested scanned copies of Client Certificate showing experience of works mentioned in the specialized categories mentioned at Para 4.1 to 4.9 of Clause 4.0 (Technical Evaluation) of Section-D 'TECHNICAL EVALUATION CRITERIA /MARKING SCHEME' of Tender Document. *(In cases where required value of specialized activity of a project is over and the project is not completed in totality, such experience certificate issued by client shall be considered for evaluation purposes.).*
- b. Approach & Methodology as per Para – 4.10 under Clause 4.0 (Technical Evaluation) of Section-D 'TECHNICAL EVALUATION CRITERIA /MARKING SCHEME'.
- c. Self-certified scanned copies of consent letter of the consultant / professionals proposed to be associated with the work during various stages of work as also mentioned in the Technical Evaluation Proforma.
- d. Self-certified scanned copies of the CVs (As per format-IV) along with documentary proof of qualification and experience in respect of professionals proposed to be associated with the work as also mentioned in the Technical Evaluation Proforma.
- e. Index Sheet (Sub heads of Submissions to be mentioned (from page no..... to page no.), all enclosures to be continuous serially numbered for ease of identification / evaluation).

Note: - (1) In case domain expertise is available with the Consultant in respect of various fields of specialization, the Consultant should submit the documentary proof in respect of information sought in the Technical Evaluation Proforma as applicable to Consultant itself.

(2) The evaluation of work experience of Professionals shall be based on submissions made in the CV format and documentary proof of qualification and experience in the current submission.

11.2 Envelope-II: - The Financial e-Bid through CPP portal.

The tenderer shall upload the digitally signed Schedule of Price Bid in the form of BOQ.xls. All percentages 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 coloured (unprotected) cells with their respective financial quotes (percentages) 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 found to be modified by the tenderer, the tender will be rejected.

Example: -

The bidders may note that the estimated cost (indicative cost of the Project) is mentioned in INR (In Crore) (For the Job to be performed as per the details mentioned in the Tender Document) in the percentage BOQ template uploaded on CPP portal. If the Bidder intends to Quote a percentage of Say X% of the estimated cost as consultancy fee, then he may quote X% in the respective Percentage rate column of the BOQ template and system will reflect the total quoted percentage i.e. X%.

The total fee payable to the bidder shall be worked out as X% of the approved estimated cost or awarded cost or actual completion cost whichever is less. The consultancy fee for bought out items shall be paid as X% on 25% of Least of Estimated / Awarded cost / Actual Completion cost of particular bought out item.

The tenderer shall submit their application only at CPP Portal: <https://etenders.gov.in/eprocure/app>. Tenderer/Consultant are advised to follow the instructions provided in the tender document for online submission of tenders. Tenderers are required to upload the digitally signed file of scanned documents as per *Para 11.1 & 11.2*. Tender 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.

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.

Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <https://etenders.gov.in/eprocure/app> shall not tamper/modify the tender form 12 including downloaded price bid template in any manner. In case if the same is found to be tempered/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.

12.0 BIDS OPENING PROCESS**Envelope-I (Tender Processing Fee, Earnest Money, Pre-Qualification Documents and Technical Bid):**

Containing Tender Processing Fee, Earnest Money, Documents for Pre-Qualification of Bidders and Technical Bid (uploaded by the consultant / firms) as per para 11.1 shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If the tenderer has any query related to the Tender 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.

Evaluation of PQ/Technical bids shall be based on the first submissions. If any clarification is needed from the bidder 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 bidder 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 tender shall be evaluated accordingly. No subsequent fresh submission shall be accepted for evaluation.

The intimation regarding acceptance/rejection of their tenders will be intimated to the tenderers through CPP portal.

Note: Marks obtained by each prospective bidder in technical evaluation shall be displayed on CPP Portal, before opening of financial bid.

Envelope-II (Financial Bid):

Envelope-II containing financial bid as per Para 11.2, of the bidders found to be meeting the qualifying requirements and technical criteria 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).**

13.0 OTHER CONDITIONS

A. Language

- 13.A.1 This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this contract.
- 13.A.2 The Proposal with all accompanying documents and related correspondence shall be in English language and strictly on the forms provided in this Tender document. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these documents is in another language, it should be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.
- 13.A.3 Tender shall be submitted in English language, if any of the supporting documents is submitted in any language other than English, then
- a) For Indian languages, the translated English version duly notarized by Indian Notary and
 - b) For Foreign languages, the translated English version duly certified from the Indian Embassy of the certificate issuing country or the embassy of the certificate issuing country in India shall be submitted with the respective document. All supporting documents submitted with the tender should be self-certified & stamped by the firm and serially numbered.

B. Taxes

- 13.B.1 Rates to be quoted by the bidder, should be inclusive of all taxes, duties, cess, fee, royalty charges etc. levied under any statute but **exclusive of GST**.
- 13.B.2 GST shall be paid to consultant for any taxable supply/services against a valid tax invoice as per terms and conditions of the contract.
- 13.B.3 Bidder should be registered under GST and compliant of GST provision. In case of non-compliance of GST provisions and blockage of any input Tax Credit, the bidder shall be responsible for the same and shall indemnify AAI for the loss, if any, suffered by AAI.
- 13.B.4 The consultant shall keep necessary books 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.
- 13.B.5 The consultant shall, within a period of 30 days of the imposition of any such further tax or levy, pursuant to the Constitution (46th amendment) Act 1982, give a written notice thereof to the Engineer-in-Charge that the same is given pursuant to this condition, together with all necessary information relating thereto.

C. Others

- 13.C.1 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.
- 13.C.2 In case, partners / directors / board members of agency participating in the tender were previously the partners / directors / board members of some other company which is blacklisted / restrained in AAI, then AAI reserves the right to disallow the agency from participating in the tender till the time such debarment of previous company is in force as on last date of submission of bid.
- 13.C.3 AAI reserves the right to verify the credentials 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) The tenderer shall be liable for debarment from tendering in AAI for a period of 03 years, including termination of the contract apart from any other appropriate contractual/legal action.
 - b) Forfeit the entire amount of EMD submitted by the firm.

Tenderers have to submit the undertaking (in Envelope-I) as per Annexure-IV.

- 13.C.4 No single firm shall be permitted to submit two separate tenders either as individual or as associate / Consortium or under two different associates/ Consortium. Consortium / JV companies shall not be permitted.
- 13.C.5 Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
- 13.C.6 Concessions to Indian Micro & Small Enterprises (MSEs) units will be given as per the provisions of public procurement policy for MSEs order 2012 with up to date of Amendment, MSEs (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and handloom etc.
- 13.C.7 No two concerns in which an individual has interest involved, as proprietor, shareholder and / or partner shall tender for the execution of the same works. If they do so, all such tenders shall be liable to rejected. In case such involvement is detected at a later date during the currency of the project, the agreement shall be terminated without notice and appropriate legal action shall be taken including debarring the agency from bidding in AAI for a period of 3 years.
- 13.C.8 It is the responsibility of the consultant to provide / associate only such sub-consultants who are presently active in the work areas.
- 13.C.9 Evaluation of technical bids shall be based on the first submissions. However, if required, clarifications on the submissions already made can be sought by AAI.
- 13.C.10 Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub soil, the form and nature of the site, the means of access to the site, the accommodation they may require, working conditions, rates of various materials to be incorporated in works, conditions affecting accommodation and movement of labour etc. and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their Tender.
- 13.C.11 Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
- 13.C.12 Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope of the works to be done and local conditions, local material rates and other factors bearing on the performance of the contract / execution of the works.

- 13.C.13 The site for the subject work is available.
- 13.C.14 The tenderer shall not be permitted to tender for works in Airports Authority of India Engineering Department, responsible for award and execution of contracts, in which his near relative is posted as Manager Finance & Accounts or Sr. Officer or as an Engineer in any capacity. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in Airports Authority of India. Any breach of these conditions by the consultant would render him liable to be debarred from tendering for next 3 years.
- 13.C.15 The consultant shall give a list of AAI employees related to him.
- 13.C.16 No officer of rank of Assistant Manager and above employed in Engineering or Administrative duties in an Engineering Department of Airports Authority of India/Govt. of India is allowed to work as a consultant for a period of two years of his retirement from Airports Authority of India/Govt. service, without the prior permission of Airports Authority of India/Govt. of India. The contract is liable to be cancelled if either the consultant or any of his employees is found at any time to be such a person who had not obtained the permission of Airports Authority of India/Govt. of India as aforesaid before submission of the tender or engagement in the consultant's service.
- 13.C.17 This notice inviting tender shall form part of the contract documents. The successful tenderers/ consultant on acceptance of his tender by the Accepting Authority, shall within 15 days from the date of award of work sign the contract agreement consisting of Notice Inviting Tenders, Tender provisions/ conditions as issued at the time of invitation of tender and acceptance thereof with any correspondence leading there to.
- 13.C.18 Once the consultant has uploaded the digitally signed files of tender related documents along with unconditional acceptance as an attachment, he is not permitted to upload any additional file or put any remarks(s) / conditions(s) in /along with the tender documents.
- 13.C.19 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.

13.C.20 Tenderers have to submit UDIN generated documents like balance sheet/ turnover certificate, working capital certificate (works done during last 5 financial years and works in hand), net worth certificate, Tax deduction at source (TDS) certificates for non-Govt. works etc. as per NIT conditions duly certified by CA and having UDIN. The documents submitted by bidders without UDIN shall not be entertained.

Bid Manager

Asstt. General Manager (Engg-Civil)
(For and on behalf of the Chairman)
Airports Authority of India
B- Block 3rd floor, Engineering Wing
Rajiv Gandhi Bhawan, Safdarjung Airport,
New Delhi-110003, INDIA

GENERAL INSTRUCTIONS FOR ON LINE 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 generally 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: <https://etenders.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) 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 / eMudhra 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. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 100 DPI so that the clarity is maintained and also the size of file also gets reduced.
- 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. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. This does not automatically ensure these document being part of technical bid.

SUBMISSION OF BIDS

- 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 “**Pay Online**” to pay the applicable tender processing fee.
- 4) EMD will required to be paid online through payment gateway of State Bank of India, integrated with CPP e-tendering Portal. EMD shall also be accepted offline in the form of Bank Guarantee from a Nationalized or any scheduled bank (but not from Co-Operative or Gramin bank). If a tenderer submits EMD offline i.e. in the form of BG then in such case original BG against EMD is required to be posted/couriered/given in person to the concerned official on or before date & time mentioned in CRITICAL DATA SHEET. The details of the BG 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 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.
- 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 cannot be viewed by any person 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 (i.e. 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

- A) In order to facilitate the Vendors / Bidders Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <https://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal(CPPP).

B) In case of any technical issues faced, the escalation matrix is as mentioned below:-

S. No	Support Persons	Escalation Matrix	E-mail Address	Contract Number	Timings
1)	Technical Help Desk Team	Instant Support	eprochelp@aai.aero	011-24632950, Ext-3512	0800-2000 Hrs. (MON -SAT)
2)	Sh. Sanjeev Kumar, Sr. Mgr.(IT)	After 4Hrs. of issue	etendersupport@aai.aero or sanjeevkumar@aai.aero	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
3)	Sh. Dharmendra Kumar Jt.GM(IT)	After 12 Hrs.	dkumar@aai.aero	011-24632950 Ext. 3527	0930-1800 Hrs. (MON-FRI)
4)	General Manager(IT)	After 03 Days	gmitchq@aai.aero	011-24657900	0930-1800 Hrs. (MON-FRI)

***The Helpdesk services shall remain closed on all Govt. Gazetted Holidays.**

- C) The above mentioned help desk numbers are intended only for queries related to the issues on e-procurement portal and help needed on the operation of the portal. **For queries related to the tenders published on the portal, bidders are advised to contact concerned Bid Manager of AAI.**
- D) In case of technical support regarding e-tender portal, if the AAI Help Desk is non responsive the Bid Manager can be contacted as below on all working days from 0930 hrs. to 1800 hrs.

Name : Satyendra Singh
Telephone No. : 011-24342526
Mobile No. : 9810762595
E-mail ID : satyendras@aai.aero

All bid procedure related queries be referred to HELP DESK as above and then to Bid Manager only.

Please note that under no circumstances bid procedure related queries shall be referred to the Independent External Monitors (IEMs).

The procedure for online submission of Tender Processing Fee and Earnest Money Deposit is explained hereafter in the corresponding section.