



# **AIRPORTS AUTHORITY OF INDIA**

**O/o. THE AIRPORT DIRECTOR,  
PORBANDAR AIRPORT,  
PORBANDAR 360577**

## **TENDER DOCUMENT**

### **NAME OF THE WORK**

**Hiring of Vehicles on Need & Call Basis for  
AAI at Porbandar Airport, Porbandar**

**Tender Ref. No.:  
AAI/POR/TECH/VEHICLE/2022/**

**Tender ID-  
2022\_AAI\_ 111937**

## **I N D E X**

**NAME OF WORK:** Hiring of Vehicles on Need & Call Basis for AAI at Porbandar Airport, Porbandar.

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.....Sd.....  
O/o. the Airport Director,  
Airports Authority of India  
Porbandar Airport,  
Porbandar-360577

## **TENDER SCHEDULE**

01.	Name of Work.	Hiring of Vehicles on Need & Call Basis for AAI at Porbandar Airport, Porbandar
02.	Tender Reference No.	AAI/POR/TECH/VEHICLE/2022/
03.	Estimated Cost	Rs.3.25 lakhs for 24 months (excl.of GST)
04.	Tender Fee (Non-refundable)	Rs. 590/- (inclusive of GST- 18%)
05.	Earnest money deposit (EMD)	Rs. 6500.00
07	Tender Publishing Date	02-04-2022 @1700 Hrs.
08.	Bid Document Download /Sale <b>Start</b> Date & Time	02-04-2022 from 1700 Hrs.
09.	Bid Document Sale <b>End</b> Date & Time	16-04-2022 upto 1800 Hrs.
10.	Pre-bid queries, if any, by Bidders to AAI through e-portal – <b>Start</b> Date & Time.	02-04-2022 @1700 Hrs.
11.	Clarification of pre-bid queries, if any, by AAI to Bidders through e-portal – <b>End</b> Date & Time.	05-04-2022 upto 1800 Hrs.
12.	Bid Submission <b>Start</b> Date & Time	02-04-2022 @1700 Hrs.
13.	Bid Submission <b>End</b> Date & Time	18-04-2022 upto 1100 Hrs.
14.	Date & Time of opening of Pre-Qualification/Technical Bid (Envelope –I)	19-04-2022 upto 1100 Hrs.
15.	Date & Time of opening of Financial Bid (Envelope – II)	Will be intimated later on.

**Note:-**

- a. AAI may at its discretion extend / change the schedule of any activity by intimating the bidders through a notification on the e-tendering portal <https://etenders.gov.in>.
- b. Corrigendum if any, will be uploaded only on e-tendering portal. It is the responsibility of bidders to check at the website or their registered Email ID / Mobile No.
- c. Clarification after the due date stipulated above will not be entertained and no request for extension of date on any grounds will be granted / entertained.

## SECTION: I

### **NOTICE INVITING e-TENDER**

**NIT No.:** AAI/POR/TECH/VEHICLE/2022

1. Tenders are invited from the reputed Travel Agencies, Car Rentals and other Transport Firms through the NIC CPP e-tendering portal by the Airport Director, Airports Authority of India, AAI, Porbandar Airport, Porbandar Gujarat 360577 on behalf of Chairman, AAI for **'Hiring of Vehicles on Need & Call Basis at AAI, Porbandar Airport, Porbandar'** for a period of 24 (Twenty Four) Months and further extendable by 01 (One) more year on the same rates and Terms & Conditions, subject to satisfactory performance of the contractor and mutual consent at an **Total estimated cost of Rs. 3.25 lakhs** (exclusive of GST).

1.1 Vehicle of different categories as detailed in Financial Bid (Annexure-B) registered for Commercial Use.

1.1.1 The tendering process is online at CPP e-portal URL address <https://etenders.gov.in>. Aspiring bidders may go through the tender document by "Guest User" login.

1.1.2 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>. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The bidder may also take guidance from AAI Help Desk Support as given Section-II of the tender.

1.2 The following 2 Envelopes shall be submitted by the bidders: -

#### **ENVELOPE-I: Pre-Qualification / Technical Bid (Online)**

The Tenderer shall submit their application only at CPP Portal <https://etenders.gov.in>. Bidders are advised to follow the instructions provided in the tender document for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Public procurement policy for Micro, small and medium enterprises registered under NSIC shall be followed as per the directives of Government of India prevailing on the date of acceptance.

MSEs which are specified by the Ministry of Micro, small and Medium Enterprises under MSMED Act 2006 and Public Procurement Policy, 2012 as Manufacturing and Service Enterprises should have registered with NSIC under its Single Point Registration Scheme (SPRS).

Such bidders should submit a copy of valid NSIC / MSME Registration Certificate **related to the tendered work in Envelope-I through Online mode only**, to claim exemption from Tender Cost & EMD, failing which their tenders will be summarily rejected.

The bidders should upload the following scanned documents **ONLINE** in support of their meeting each criterion mentioned below in "Envelope-I": -

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(i)	Should have GST Registration.	Scanned copy of GST Registration Certificate.
(ii)	Should have Permanent Account Number (PAN).	Scanned copy of PAN Card.
(iii)	Should have an Office in Porbandar.	Scanned copy of Proof of Address of Porbandar Office. (Like GST Reg., Trade License, Rent agreement of office etc.)
(iv)	Should have experience in providing Transport Vehicles on Hire during the last seven years ending on 31-12-2021 for <b>any one</b> of the following quantum of <b>completed work(s)</b> : -  One order - 80% of estimated cost, i.e. not less than Rs. 1.3 lakhs. <b>OR</b> Two orders - 50% of estimated cost, i.e. not less than Rs.0.81 lakhs each order. <b>OR</b> Three orders-40% of estimated cost, i.e. not less than Rs.0.65 lakhs each order.	Scanned copy of <b>Work Order, Work Contract Agreement, Completion Certificate/Invoices</b> .  Scanned copy of Balance Sheets along with Profit & Loss Accounts Statement for the Financial Year - 2018-19, 2019-20 & 2020-21.
(v)	Should have annualized average financial turnover of Rs.0.48 lakhs (30% of the annual estimated cost) during last three financial years ending on <b>March-2021</b> .	
(vi)	Should have minimum number & type vehicles, as per following details:-	
a.	<b>Hatch back car:</b> MARUTI ALTO /MARUTI WAGONR/ MARUTI RITZ/ HYUNDAI EON / OR EQUIVALENT (A/C).	Scanned copy of 01 No. Registration Certificate for type of vehicle as mentioned in (vi) a.
b.	<b>Sedan car:</b> TOYOTA ETIOS/TATA INDIGO MANZA/NISSAN SUNNY/HONDA AMAZE OR EQUIVALENT.	Scanned copy of 01 No. Registration Certificate for type of vehicle as mentioned in (vi) b.
<b>Note: -</b> a. Vehicles should be registered in the name of the Bidder / Firm / Proprietor / Owner / Partner OR under Notarized Power of Attorney (POA) for Commercial Use. In case of Partnership Firms relevant Memorandum of Association / Article of Association / Partnership Deed is also to be uploaded. b. Bidders can select any vehicle with make / model from the above against each category as per their availability with them.		
(vii)	Tender Fee	Scanned copy of Proof of payment for Tender fee (Rs.590.00) made through online OR Scanned copy of Registration Certificate of NISC / MSME / UAM / DICs/ KVIC / KVIB / Coir Board/ Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises in case of MSEs seeking exemption of Tender Fee.
(viii)		

	EMD	Scanned copy of Proof of payment for EMD (Rs.6500.00) made through online OR Scanned copy of Registration Certificate of NSIC / MSME / UAM / DICs/ KVIC / KVIB / Coir Board/ Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises in case of MSEs seeking exemption of EMD.
(ix)	Undertaking-cum- Declaration	Scanned copy duly signed with company's seal, as per Annexure-A.

**Note: -**

a. Tender fee of Rs. 590/- (including 18% GST) will be is required to be paid online only through payment Gateway provided at the CPP portal itself.

b. Tender Fee & EMD in the form of cash/Demand Draft or any other form shall not be accepted. Tender fee & EMD shall be submitted online through CPP portal only. Vendors shall also note that they are not required to contact any AAI employee or submit any documentary evidence of submission of Tender Fee & EMD. In no scenario the vendors are required to submit / contact any AAI employees for physical submission of anydocuments before opening of the bids.

c. **Attention NSIC / MSME Bidders** - The bidders registered under NSIC / MSME are eligible to get the benefits under the Public Procurement Policy for Micro, Small & Medium Enterprises extended by the Govt. of India.

Such bidders should submit a scanned copy of valid NSIC / MSME Registration Certificate **related to the tendered work** in Cover-I **ONLINE**, to claim exemption from **Tender Cost & EMD**, failing which their tenders will be summarily rejected.

d. All the above-said documents are to be submitted on or before the stipulated date and time, failing which tender of bidder will be summarily rejected.

e. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

**ENVELOPE-II: Financial Bid (Online)**

All rates shall be quoted in the format provided and no other format is acceptable. The Financial Bid has been given as a standard **BOQ format** with the tender document and the same is to be downloaded and filled by all the bidders.

Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed.

Once the details have been completed, the bidder should save it and submit it online, without changing the file name.

### **1.3 BIDS OPENING PROCESS**

The bid opening process is described below: -

#### **1.3.1 Envelope-I Pre-Qualification / Technical Bid:**

Envelope-I containing document as per Para 1.2 (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 clarifications" 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.

The Envelope-I – Pre-Qualification / Technical Bid shall be opened as per Tender Schedule. If any clarification is needed about the deficiency in the uploaded documents in Envelope-I, the same shall be asked to be provided through Short fall document folder in e-tendering portal. The Bidder shall upload the requisite clarifications / documents within date & time specified by the Bid Manager, failing which tender will be liable for rejection.

#### **1.3.2 Envelope-II – Financial Bid:**

Envelope-II of those bidders who are found meeting all the requirements of "Envelope-I" only shall be opened.

Bidders may please note that the 'Price Schedule' is attached in the portal. The same (BOQ) file shall be downloaded and be filled in the editable (un protected – coloured) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, Name of the bidder etc. No other cells (protected-uncoloured) should be changed. Once the details are completed, the bidder should save and submit it online, without changing the filename. **If the BOQ file is found to be modified/alterd in protected un- coloured cells by the bidder, the respective bid will be rejected and The Firm will be debarred for 01 (one) year from participating in AAI tender.**

AAI reserves the right to accept or reject any or all applications without assigning any reasons thereof. AAI also reserves the right to call off tender process at any stage without assigning any reason.

The firm / bidder who are blacklisted / debarred by the CBI / CVC / BCAS /AAI or any other Department of Govt. of India or State Government shall not participate in the tender. A declaration to that effect shall be submitted by the parties as per prescribed form (Annexure-A).

AAI reserves the right to disallow issue of tender documents to working agencies whose performance at ongoing project (s) is below par and usually poor

and has been issued letter of restrain / Temporary / Permanent debar by any Department of AAI, AAI reserve the right to verify the credentials submitted by the agency 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 firm, then AAI shall take the following action:

The agency shall be liable for debarment for 3 (Three) years from tendering in AAI, apart from any other appropriate contractual / legal action.

If the entity participating in any of the tenders is a private or public limited company, Partnership firm or proprietary firm and any of the Directors / Partners / Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the authority, then the said entity shall not be allowed to participate in AAI tenders.

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