

AIRPORTS AUTHORITY OF INDIA
[Tender Id – 2022_AAI_112755]

Ref. No.:- AAI/PAT/OPS/TM/MESS-2022

Date :- 11.04.2022

NOTICE INVITING e-TENDER

1. Item rate tenders are invited through the e-tendering portal <https://etenders.gov.in/eprocure/app> by **Airport Director , JPNI Airport-800014, Patna(Bihar), Airports Authority of India on behalf of Chairman, Airports Authority of India**, from registered Firms / Companies / specialized agencies / Contractors having experience, for the work of **“Mechanized Environmental Support Services (Upkeeping) for JPNI Airport , Patna at an estimated cost of Rs. 4,49,56,656.00/- (Excluding GST and statutory components) with period of completion Three (03) years and extendable for Two (02) year subject to satisfactory performance.**

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

Prospective Tenderers are advised to get themselves acquainted for e-tendering participation requirements at "Guidelines for bidders", register themselves at AAI e-tendering portal, obtain 'User ID' & 'Password' and go through the 'Self Help Files' available in the Home Page after log in to the portal <https://etenders.gov.in/eprocure/app> or www.aai.aero They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days time. The tenderer may also take guidance from AAI Help Desk Support.

For any technical assistance with regard to functioning of CPP Portal the bidder may contact to following AAI help desk number between 08.00 hrs to 19.00hrs:

011-24632950, Ext: 3512, 3505 & 3523; E.Mail address: eprochelp@aai.aero; sanjeevkumar@aai.aero

Tender fees of Rs (Tender fee of Rs 1500+ GST of Rs 270 = Total of Rs 1770) non-refundable will be required to be paid online through CPP E-tendering portal.. Last date and time of submission of tender documents is 02nd May 2022 **upto 1800 hrs.**

EMD of the value Rs. 8,99,133 /- shall be accepted online through the CPP E-Tender portal .

2. Following two envelopes shall be submitted through on-line e-portal by the bidder. Last date and time of submission of bids (Envelope I & II) is **mentioned in critical dates section.**

Envelope-I: - Containing **Tender fees, EMD, Pre Qualifying requirements (PQ) & Technical Bid** of Contractor / Firm:-

A. Pre Qualifying requirements (PQ) :-

The tenderer shall submit their application on e-tendering portal, fill-up the required information and upload the digitally signed file of scanned documents and firm's bio-data in support of their meeting each criteria mentioned below in the portal. Hard copy of application shall not be entertained.

Qualifying requirements of contractor / firms:

- i) Agency specialized in the similar nature of work and registered with Registrar of Companies / Firms / Central Govt. / State Govt. as the case may be and having Permanent Account Number.
- ii) The Bidder should have experience of similar works (*definition of similar works as below*) during the last seven years ending on **31st March 2021**. The bidder has to submit the relevant **work experience certificates** to the tune of **03 works each of Rs. 70,73,180/- (or) 02 works each of Rs. 88,41,476/- (or) 01 work of Rs. 1,41,46,361/- in last 07 years.**

Similar nature works mean – Mechanized cleaning of airport terminals, non-residential PSU / Govt. office buildings, MNC Buildings/ Cyber city, shopping malls / complex, Five Star Hotels, Multispecialty Hospitals, metro rail premises, Embassies buildings, Supreme court of India / High court buildings, Parliament/ Vidhan Sabha buildings.

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

- iii) Should have annualized average financial turnover of **Rs. 53,45,750 /-** against works executed during last three years ending **31st March** of previous financial year. As a proof, CA attested copy (with UDIN) 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) **The Bidders to submit the proof of the owning the machineries OR Hire agreement with the Equipment Owners (On Stamp Paper of Rs 100/-) as mentioned in Annexure – A.**
- v) Scanned copy of Tender Fees, EMD, the Unconditional Acceptance of AAI's Tender Conditions, non- black listing Affidavit and integrity pact.
- vi) All documents issued/attested by Chartered accountant shall have UDIN. Any document issued/attested by Chartered accountant without UDIN shall not be accepted.

B. Technical Bid:-

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

TECHNICAL BID EVALUATION.

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

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

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

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

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

S.No	Criteria	Max Marks	Conditions & Score	Remarks/Documents for submission in technical bid folder
01	Firm turnover	20	(a) If firm turnover more than 21.38 Crore - (20Marks) (b) If firm turnover is 21.38 Crore to 16.03 Crore - (15Marks) (c) If firm turnover is less than 16.03 Crore to 10.69 Crore - (10 Marks) (d) If firm turnover is less than 10.69 Crore to 5.3 Crore- (05 Marks) (e) If firm turnover is less than 5.3 Crore - (02 Marks)	Firm turnover is defined as the average turnover from facility management services comprising mechanized cleaning work over the last 3 years. Chartered Accountant verified / audited turnover statements reflecting UDIN to be furnished as proof for the same.
02	Scale & Size of Operations	15	(a) Single work of similar nature work more than 1.77 Crore during awarded work duration- (15 Marks) (b) Single work of similar nature work 1.77 Crore to 1.33 Crore during awarded work duration – (10 Marks) (c) Single work of similar nature work is less than 1.33 Crore to 88.4 Lakh during awarded work duration - (05 Marks) (d) Single work of similar nature work	Similar nature works mean – Mechanized cleaning of airport terminals, non-residential PSU / Govt. office buildings, MNC Buildings/ Cyber city, shopping malls / complex, Five Star Hotels, Multispecialty Hospitals, metro rail premises, Embassies buildings, Supreme court of India / High court buildings, Parliament/ Vidhan Sabha buildings. Client certificate for experience

			is less than 88.4 Lakh during awarded work duration – (02 Marks)	<p>should show the nature of work done, the value of work, date of start, date of completion as per agreement / status of ongoing work</p> <p>Level of satisfaction of client with work needs to be mentioned in the work experience certificate.</p> <p>Highest work value performed over the last 7 years of the single work will be considered for evaluation with min. of 1 year of execution of contract completed (Ongoing works meeting above criteria will be considered)</p>
03	No. of Projects	15	<p>(a) No. of works of similar nature >= 07 – (15Marks)</p> <p>(b) No. of works of similar nature greater than or equal to 05 but lesser than 07 – (10Marks)</p> <p>(c) No. of works of similar nature greater than or equal to 02 but lesser than 05 – (05Marks)</p> <p>(d) No. of works of similar nature lesser than 02 – (02 Marks)</p>	<p>Definition of similar works - same as above but with at least 1 year duration. Work can be completed work / ongoing work and should have at least 1 year of work executed and should have been performed over the last 7 years.</p> <p>Value of each works contract should not be less than (50% of annual estimated cost) over awarded duration.</p> <p>Self-Attested copy of experience certificates for completed work / ongoing work issued by the Organization awarding work shall be acceptable. References of clients are also requested.</p>
04	Manpower on Roll	15	<p>(a) Overall manpower on roll more than 510 - (15 marks)</p> <p>(b) Overall manpower on roll is 510 to 255- (10 Marks)</p> <p>(c) Overall manpower on roll is less than 255 to 128 - (05 Marks)</p> <p>(d) Overall manpower is less than 128 - (02 Marks)</p>	<p>Manpower on roll will be all employees on the books of the company on the date of release of the tender</p> <p>Duly CA audited statement (with UDIN) of manpower wages/ manpower roll for the previous four quarters to be submitted as part of the technical bid.</p> <p>For winning contractor, EPFO Challan /bank account statement in support of available manpower (duly submitted to EPFO) in respect of the previous four quarters may be verified during award of contract. Inability to produce the same will lead to blacklisting of agency from future AAI MESS tenders</p>
05	Quality Focus & Capability	10	<p>One year old (ISO45001 OR OHSAS:18001*) -10 Marks</p> <p>*Bidders producing OHSAS18001 should obtain ISO 45001 after</p>	<p>QA certification should have been obtained at least a year before the date of the tender release.</p> <p>Certification should be valid with</p>

			31.03.2021.	undertaking for periodic renewal
06	Possession of Machinery	15	<p>(a) If Invoice Value / Invoice value of Rented of Machinery more than 10.91 Lakh - (15 Marks)</p> <p>(b) If Invoice Value / Invoice value of Rented of Machinery is 10.91 Lakhs to 5.46 Lakh (10 Marks)</p> <p>(c) If Invoice Value / Invoice value of Rented of Machinery is less than 5.46 Lakhs to 2.7 Lakh (05 Marks)</p> <p>(d) If Invoice Value / Invoice value of Rented of Machinery is less than 2.7 Lakh - (03 Marks)</p>	<p>The Bidders to submit the proof of the owning the machineries i.e. "CA certificate (with UDIN) showing total Invoice value of machineries as mentioned in Annexure-A on 31st March of the previous financial year"</p> <p>OR</p> <p>"Hire/Rent/Lease agreement with the Equipment Owners (On Stamp Paper of Rs 100/-) with details of the Rent Value of machineries and detail of invoice value of machinery as mentioned in Annexure-A on 31st March of the previous financial year".</p> <p>Note:-</p> <p>1) In case of Rented Machinery, bidder has to submit CA Certified proof (with UDIN) of payment made towards rent.</p> <p>2) All machines should be in the possession of bidder and should not be more than 05 years old. Hydraulic Aerial Access platform/ Z Boom / Crawler Boom Lift should not be more than 7 years old.</p>
07	Presentation	10	<p>'Presentation by the firm on the work to be done;</p> <p>(a) Work plan methodology (Chemicals / Machinery / Manpower) with cleaning plan for critical areas of referred airport - (05 marks)</p> <p>(b) New Technology usage / Innovations in Housekeeping - (03 Marks)</p> <p>(c) Worker retention / incentive plan (02 Marks)</p>	<p>'Presentation will be evaluated by a panel appointed by AAI on the aspects defined in scoring criteria</p> <p>Bidders are encouraged to study the referred airport and also suggest improvements for upkeep. Bidder is supposed to explicitly detail out work plan of chemical usage (make and monthly consumption quantity), manpower deployment (quantity and qualifications) as well as machinery plan (no. of machines and make) in the presentation.</p> <p>Work plan details of machinery, chemicals, manpower as well as innovations showcased in presentation will be added to work contract / agreement and contractor will be bound to adhere to it at all costs</p> <p>Presentation needs to be given In-person and Date of Presentation will be intimated.</p>

5. A Bidder should secure mandatorily a minimum of 70% marks (i.e. 70 marks out of total 100 marks as per para 4) in Technical Evaluation in order to be a qualified bidder **for being eligible for Technical weightage and subsequently for opening of financial bids.**

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

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

Illustration 1 (for Technical weightage)

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

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

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

(i) The responsiveness of the bid, i.e. receipts of duly filled, signed and accepted bid documents in complete form, including Authorization letter.

(ii) Receipt of valid EMD with requisite amount in acceptable format.

(iii) Documents in proof of meeting the minimum eligibility criteria.

(iv) Any other documents as required to support the responsiveness of the **bidder, as per tender**.

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

10. FINANCIAL BID OPENING PROCEDURE

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

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

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

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

11. FINANCIAL BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL BIDDER

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

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

Illustration 2

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

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

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

Illustration 3

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

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

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

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

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

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

Envelope-II: - The Financial e- Bid shall be submitted in "Items" section of e-tendering portal. Unconditional rebate i.e. header discount (%) if any is to be put in "Bid Invitation Information Price Component" section only.

3. ~~Original EMD (where BG is submitted), to be sent to O/o Airport Director, JPNI Airport Patna AAI on or before the date and time as specified in the tender document. **Tender of the tenderers whose EMD (where BG is submitted) are not received by the time as specified in the tender document, then their tenders will be summarily rejected.** Any postal delay will not be entertained.~~

4. Bid Opening process is as below: Bids shall be submitted online only at CPP Portal <https://etenders.gov.in/eprocure/app>.

Envelope I containing scanned copies of the following documents (Tender fees, EMD, PQ & Technical bid)

- i. Proof of the Tender fees
- ii. Scanned Copy of the EMD
- iii. Scanned Copy of the **Integrity Pact** (As per Annexure '5' vide page no. 91)
- iv. Scanned Copy of the Affidavit on Stamp paper of Rs100/- for non- black listing of contractor (As per Annexure '7' vide page no. 99)
- v. Scanned Copy of the Unconditional Acceptance of the AAI Contract Conditions.
- vi. Registration Certificate of the Company.
- vii. Scanned copy of Affidavit for minimum wages on non-judicial stamp paper of Rs. 100/- (As per Annexure '6' vide page no. 98)
- viii. Attested copy of experience certificates for completed work / ongoing work issued by the

organization where work has been performed shall be acceptable.

- ix. Proof of Owning / Hiring Agreement of *Machinery / equipment / T&P* as per Annexure -A. As per point no. 6 of Technical Bid Evaluation criteria sheet.
 - x. PAN Card Details (Self attested copy)
 - xi. Scanned copy of Self attested GST Registration.
 - xii. Turn Over Certificate (CA certified with UDIN). As per point no. 1 of Technical Bid Evaluation criteria sheet.
 - xiii. Balance Sheet showing Profit & Loss for the last three years.
 - xiv. Document for scale and size of operations. As per point no. 2 of Technical Bid Evaluation criteria sheet.
 - xv. Document for showing total no. of projects. As per point no. 3 of Technical Bid Evaluation criteria sheet.
 - xvi. Document for manpower on roll. As per point no. 4 of Technical Bid Evaluation criteria sheet.
 - xvii. Document for Q.A. certificate. As per point no. 5 of Technical Bid Evaluation criteria sheet.
- xi. **Technical Bid:-** Documents for Technical Evaluation (Segregated type) having separate file of each criteria including hard copy of presentation in PPT(<15slides).

Envelope 1 opening date is 04.05.2022 at 1100 *hrs.* (Any changes in the date of opening in the date shall be intimated through e-tendering portal).

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 short fall folder in CPP e-tender portal. The bidder shall upload the requisite clarification / documents within specified time by AAI, failing which the tender will be liable to be rejected.

Envelope-II: The financial bids of the contractors / firms found to be meeting the qualifying requirements and technical criteria shall be opened on ***Date will be intimated later***(Depending on Technical Bid evaluation any changes in the date shall be intimated through e-tendering portal).

CRITICAL DATES:

Sl. No.	Activity	Date	Time in IST
1)	Publishing Date	11.04.2022	--
2)	Bid Document Download / Sale start Date	12.04.2022	0930
3)	Clarification Start Date	12.04.2022	0930
4)	Clarification End Date	26.04.2022	1800
5)	Bid Submission Start Date	12.04.2022	0930
6)	Bid Submission End Date	02.05.2022	1800
7)	Opening of envelope- I (Eligibility & Technical bids) on the e-portal	04.05.2022	1100
8)	Opening of envelope II, Financial Bids on e-tender portal of eligible bidders	To be intimated later	

5. AAI reserves the right to accept or reject any or all applications without assigning any reason. AAI also reserves the right to call off the process of tendering at any stage without assigning any reason.

6. AAI reserves the right to disallow issue of tender documents to working agencies whose performance at ongoing works / project(s) is below par or unusually poor. And has been issued letter to restart/ temporary /permanent debar by any department of AAI. AAI reserve the right to verify the credentials submitted by the applicant submitted by the agency 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 false, or have some discrepancy which disqualifies the firm then AAI shall take following action:
 - i) Forfeit the entire amount of EMD submitted by the firm.
 - ii) The agency shall be liable for debarment from the tendering in AAI, apart from any other appropriate contractual / legal action.
7. Consortium /Joint Ventures 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 directives of Govt. of India prevalent on the date of acceptance.
9. If the entity participation in any of the tenders is a private or public limited company. Partnership firm or proprietary firm and any of the Directors / Partners 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 Authority, then the said entity shall not be allowed to participate in AAI tenders.

(Bid Manager)
Airports Authority of India,
JPNI Airport, Patna

List of machinery /equipment/T&P

S. No.	Description of machinery /equipment/T&P
1	Walk Behind Scrubber-cum-Drier Machine and
2	Walk Behind Single Disc Scrubber Machine
3	Wet & Dry Vacuum Machine with applicable accessories for cleaning shampooing of sofa/carpet/chairs
4	Back Pack Vacuum Cleaner
5	Rider on Sweeper.
6	High Pressure Jet Machine (with Foaming, Rinsing & Vacuuming function)

* All machines should be in the possession of bidder and should not be more than 05 years old.

CHECK LIST FORMAT TO BE SUBMITTED BY APPLICANTS ALONG WITH TENDER APPLICATION

Name of work: **Mechanized Environmental Support Services (Up-Keeping) Contract For J.P.N.I Airport ,Patna for 3 years**

S.No.	NIT Parameter	Particulars of firm/contractor
1	Name and address of the firm/contractor.	
2	PAN no of the firm.(Documents enclosed herewith at appendix -----)
3	Scanned copy of EMD(Documents enclosed herewith at appendix -----)
4	Contractor's registration / proof as Specialized Agencies / Contractors in Mechanised cleaning & sweeping(Documents enclosed herewith at appendix -----)
5	<p>The Bidder should have experience of similar works (<i>definition of similar works as below</i>) during the last seven years ending on 31st March 2021. The bidder has to submit the relevant work experience certificates to the tune of 03 works each of Rs. 70,73,180/- (or) 02 works each of Rs. 88,41,476/- (or) 01 work of 1,49,85,552/- in last 7 years.</p> <p>Similar nature works mean – Mechanized cleaning of airport terminals, non-residential PSU / Govt. office buildings, MNC Buildings/ Cyber city, shopping malls / complex, Five Star Hotels, Multispecialty Hospitals, metro rail premises, Embassies buildings, Supreme court of India / High court buildings, Parliament/ Vidhan Sabha buildings.</p> <p><i>Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement / status of ongoing work</i></p>(Documents enclosed herewith at appendix -----)
6	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.(Documents enclosed herewith at appendix -----)
7	TDS certificates certified non-Government/Non PSU organization should be submitted for the work executed for non-Government/Non PSU organization commensurate with the amount of work completed (each work should have separate TDS index sheet on top of TDS certificates).(Documents enclosed herewith at appendix -----)
8	Should have annualized average financial turnover of Rs 53,45,750/- against works executed during last three years ending 31st March of the previous financial year.(Documents enclosed herewith at appendix -----)
9	Abridged Balance Sheet of the firm shall be submitted along with the application. Firm showing continuous losses for the last three years in the balance sheet shall be rejected.(Documents enclosed herewith at appendix -----)
10	Self attested copy of GST registration(Documents enclosed herewith at appendix -----)
11	Scanned copy of the non-blacklisting declaration(Annexure- 5)(Documents enclosed herewith at appendix -----)
12	Affidavit for Minimum Wage (Annexure-6)(Documents enclosed herewith at appendix -----)

		herewith at appendix -----)
13	Scanned copy of the unconditional acceptance of the AAI contracts.(Documents enclosed herewith at appendix -----)
14	Should have qualified supervisor and requisite T&P. (List of manpower and T&P to be enclosed) owned/hired/leased supporting documents to be attached with application.(Documents enclosed herewith at appendix -----)
15	Documents for Technical Evaluation including hard copy of presentation in PPT (<15 slides) (Segregated type)(Documents enclosed herewith at appendix -----)