



# **AIRPORTS AUTHORITY OF INDIA**

**O/o THE ASSISTANT GENERAL MANAGER (TECH),  
REGIONAL HEAD QUARTERS, SOUTHERN REGION  
CHENNAI-600 016**

## **TENDER DOCUMENT**

### **NAME OF THE WORK**

**HIRING OF VEHICLES ON NEED & CALL BASIS  
FOR AAI, REGIONAL HEAD QUARTERS,  
SOUTHERN REGION, CHENNAI**

**Tender No. AAI\_RHQ\_SR\_TECH\_2022\_01**

**Tender ID No. 2022\_AAI\_112630**



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**NAME OF WORK:** HIRING OF VEHICLES ON NEED & CALL BASIS FOR AAI, REGIONAL HEAD QUARTERS, SOUTHERN REGION, CHENNAI.

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This tender document contains a total of 41 pages, including the cover page and this page.

**Sd/-**  
**O/o THE ASSISTANT GENERAL MANAGER (TECH),**  
**REGIONAL HEAD QUARTERS, SOUTHERN REGION**  
**CHENNAI-600 016**

### **TENDER SCHEDULE**

Name of Work	Hiring of Vehicles on Need & Call Basis for AAI, Regional Head Quarters, southern region, Chennai.
Tender No.	AAI_RHQ_SR_TECH_2022_01
Tender ID No.	2022_AAI_112630
Estimated Cost	<b>Rs.5.00 Lakhs</b> (for one year), exclusive of GST.
Tender Fee (Non-refundable)	Rs.590/- (inclusive of 18% GST)
Earnest Money Deposit (EMD) / Bid Security	Rs. 10,000.00

### **CRITICAL DATES**

01.	Tender Publish Date	11-04-2022 @ 1800 Hrs.
02.	Tender Download / Sale <b>Start</b> Date & Time	11-04-2022 @ 1800 Hrs.
03.	Tender Download / Sale <b>End</b> Date & Time	25-04-2022 @ 1600 Hrs.
04.	Clarification <b>Start</b> Date & Time (Pre-bid queries, if any by Bidders)	11-04-2022 @ 1800 Hrs.
05.	Clarification <b>End</b> Date & Time (to be given by Bid Manager, AAI)	20-04-2022 @ 1600 Hrs.
06.	Bid Submission <b>Start</b> Date & Time	11-04-2022 @ 1800 Hrs.
07.	Bid Submission <b>End</b> Date & Time	25-04-2022 @ 1600 Hrs.
08.	Bid Opening Date & Time (Cover-I) (PQ/Technical Bid)	26-04-2022 @ 1630 Hrs.
09.	Bid Opening Date & Time (Cover-II) (Financial Bid)	Will be intimated through CPP Portal.

**Note: -**

- 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>.
- 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.
- Clarification after the due date as stipulated above will not be entertained and no request for extension of date on any grounds will be granted / entertained.

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## SECTION: I

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

**NIT REF. No.: AAI\_RHQ\_SR\_TECH\_2022\_01**

- 1.1 E-Tenders are invited from the reputed Travel Agencies, Car Rentals and other Transport Firms through the CPP portal by the Assistant General Manager (Tech), Airports Authority of India, Regional Head Quarters, Southern Region Chennai-600 016, (Bid Manager) on behalf of Regional Executive Director, AAI, Southern Region Chennai, for 'Hiring of Vehicles on Need & Call Basis for AAI, Regional Head Quarters, Southern Region, Chennai' for a period of 1 (one) year and further extendable by 6 (six) months on the same rates and Terms & Conditions, subject to satisfactory performance of the Contractor, at an annual estimated cost of Rs.5.0 lakhs (Inclusive of GST).
- 1.2 Various type of vehicles (Tourist Taxies), as detailed in the Scope of Work at Section-VI, are to be provided on Need & Call basis. All vehicles shall be of latest models and in excellent running condition. The above Contract shall be carried out as per the Scope of work given in detail at Section-VI.
- 1.3 The tendering process is online at CPP portal (<https://etenders.gov.in>). Aspiring Bidders may go through the tender document by 'Guest User' login. Prospective Bidders are advised to get themselves registered at CPPPortal, 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 Bidders may also take guidance from AAI Help Desk Support as given at Section-II of the tender.
- 1.4 **Public Procurement Policy for MSEs Bidders:** MSEs who are registered with District Industries Centers (DICs) / Khadi & Village Industries Commission (KVIC) / Khadi & Village Industries Board (KVIB) / Coir Board / NSIC/Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises (MoMSME) are eligible for availing benefits under the Public Procurement Policy. With effect from 18/09/2015, MSEs registered under Udyog Aadhaar Memorandum (UAM) are also eligible to avail the benefits under Policy.  
  
The benefit of MSEs shall be available only for goods produced/services rendered, for which they are registered. MSEs seeking exemptions and want to avail the benefits under Public Procurement Policy should submit self-attested copies of valid Registration Certificate issued by MSME or any other body specified by MSME clearly mentioning the details such as goods produced/services rendered & its validity, failing which they run the risk of their bids being passed over as ineligible for the benefits applicable to MSEs.
- 1.5 **'Make in India / Startup' Public Procurement Policy:** "Make in India" / "Startup" Public Procurement Policy of Government of India and amendment thereof shall be considered for procurement of Goods & Service and applicable for this tender.

1.6 The following **2 Covers** shall be submitted ONLINE by the Bidders: -

**1.6.1 COVER-I (Tender Fee, EMD / Declaration, Undertaking & Pre-Qualification/Technical Bid)**

**A. Tender Fee, EMD / Declaration & Undertaking**

The Bidders should make payment and upload the scanned copy of required documents online in "Cover-I", as per the following details: -

Sl. No.	Description	Documents to be uploaded in CPP Portal
(i)	Tender Fee Rs.590/- (Non-refundable)	<p>To be remitted online in CPP portal through NEFT / RTGS / IMPS etc. and Transaction Receipt thereof containing UTR number (Unique Transaction Ref. No.) and date be uploaded.</p> <p style="text-align: center;"><b>OR</b></p> <p>Upload valid 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 &amp; Medium Enterprises for exemption from payment of Tender Fee.</p>
(ii)	Undertaking-cum-Declaration	To be furnished <b>on Company's Letter Head</b> as per <b>Annexure-A</b> and uploaded.
(iii)	Earnest Money Deposit (EMD) – Rs.10,000.00 / Declaration from Bidders in lieu of submitting Earnest Money Deposit (EMD).	<p>To be remitted online in CPP portal through NEFT / RTGS / IMPS etc. and Transaction Receipt thereof containing UTR number (Unique Transaction Ref. No.) and date be uploaded.</p> <p style="text-align: center;"><b>OR</b></p> <p>Upload valid 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 &amp; Medium Enterprises for exemption from payment of Tender Fee.</p> <p>Further, Bidders claiming exemption shall also furnish undertaking, <b>on Company's Letter Head</b> as per <b>Annexure-B</b> and is to be uploaded.</p>

**B. PQ/Technical Bid**

The Bidders should upload the scanned copy of required documents online in "Cover-I", in support of meeting each criteria mentioned below: -

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(i)	Should have valid PAN Registration Certificate.	Scanned copy of valid PAN Registration Certificate.
(ii)	Should have valid GST Registration.	Scanned copy of valid GST Registration Certificate.
(iii)	Should have registered office / Branch in / around Chennai.	Scanned copy of Firms / Company Registration certificate issued by the regulatory authority as a proof of Address.  In case of any partnership / associate of the firm, having functional office in / around Chennai, who would be responsible to liaise with AAI, for execution of the contract, the same shall be declared by the local firm.
(iv)	In case of Partnership Firms relevant Memorandum of Association / Article of Association / Partnership Deed.	Scanned copy of documentary proof shall be submitted.
(v)	Should have experience in providing Hire Vehicle services in Companies/ Organizations during the last seven years (ending on the date of publication of this tender) for any one of the following quanta of completed work(s): -  <b>One Work Order of value equal to 80% of the annual estimated cost, i.e. Rs.4.00 Lakhs or more.</b> <b>OR</b> <b>Two separate Work Orders, each for a value equal to 50% of the annual estimated cost, i.e. Rs.2.50 Lakhs or more.</b> <b>OR</b> <b>Three separate Work Orders, each for a value equal to 40% of the annual estimated cost, i.e. Rs.2.00 Lakhs or more.</b>	Scanned copy of Award Letter / Work Order /Work Contract Agreement along with its Satisfactory Completion Certificate.  The said Satisfactory Completion Certificate should reflect either value of work, period of contract etc. <b>OR</b> related Award Letter / Work Order / Work Contract Agreement Ref. No. & Date in support of the above. <b>Note: -</b> <b>a.</b> The above Award Letter / Work Order / Work Contract Agreement should have been satisfactorily completed. <b>b.</b> Initial period of contract and extension thereof if any, <b>upto the date of publication of this tender</b> shall be considered as 'completed work' and reckoned for value of order. <b>c.</b> Firms showing work experience certificate from Non-Government / Non-PSU Organizations should submit copy of Tax Deduction at Source (TDS) certificate in support of their claim for having experience of stipulated value of work.

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(vi)	Should have annualized average financial turnover of <b>Rs. 1.50 Lakhs</b> (30% of the annual estimated cost) during last three financial years ending on <b>March-2021</b> .	Scanned copy of Balance Sheets along with Profit & Loss Accounts Statement for the Financial Year -2018-19, 2019-20 & 2020-21.
(vii)	<p><b>(a)</b> Should have a minimum of 10 <b>Nos. vehicle in—</b></p> <p><b>A-2 category (Sedan)</b></p> <p><b>OR</b></p> <p><b>A-3 category (Premium Sedan)</b></p> <p><b>OR</b></p> <p><b>A-4 category (SUV)</b></p> <p><b>OR</b></p> <p><b>A-5 category (Premium SUV)</b></p> <p><b>OR</b></p> <p><b>A-6 category (Luxury Sedan),</b></p> <p><b>OR</b></p> <p><b>combinedly of the above categories.</b></p>	<p>Scanned copy of certificate of registration of vehicle (RC Book), registered in the name of the owner.</p> <p>Vehicles should be registered in the name of the Bidder / Firm / Proprietor / Owner / Partner for Commercial Use.</p> <p>In case of Partnership Firms relevant Memorandum of Association / Article of Association / Partnership Deed is also to be uploaded.</p>
(viii)	Bidders Profile	Duly Filled Bidders Particulars as per <b>Annexure - D</b>
(ix)	Check List for Documents to be Uploaded in CPP Portal	Duly filled in Check List for Documents to be uploaded online in CPP Portal as per <b>Annexure - E</b>
(x)	Bidders should upload digitally signed complete set of tender documents.	

**Note: -**

1. The Bidder shall provide Pre-Qualification documents as specified in this section. Lack of submission of any of the specified qualification documents or submission of any of the specified documents in a manner which is in non-conformance with the relevant clause of this tender documents may result in rejection of the tender.
2. Bidders are advised to upload clear and readable scanned copies of requisite documents **in sequence**, as per Sl. No. (i) to (x) above.

3. The type of vehicles required on Need & Call basis are as follows: -

CATEGORY	VEHICLE TYPE	EQUIVALENT VEHICLE MODEL
A-1	HATCHBACK	MARUTI SUZUKI WAGONR / MARUTI SUZUKI CELERIO / MARUTI SUZUKI SWIFT / HYUNDAI I20 / (OR) EQUIVALENT VEHICLE.
A-2	SEDAN	HONDA AMAZE / MARUTI SUZUKI DZIRE / HYUNDAI XCENT / TATA TIGOR (OR) EQUIVALENT VEHICLE.
A-3	PREMIUM SEDAN	HONDA CITY / HYUNDAI VERNA / (OR) EQUIVALENT VEHICLE.
A-4	SUV	MARUTI SUZUKI ERTIGA / MAHINDRA BOLERO / MAHINDRA XYLO/ XUV 300 (OR) EQUIVALENT VEHICLE.
A-5	PREMIUM SUV	TOYOTA INNOVA CRYSTA (OR) EQUIVALENT VEHICLE.
A-6	LUXURY SEDAN	MERCEDES BENZ E CLASS / BMW 3 SERIES / AUDI A6 (OR) EQUIVALENT VEHICLE.
A-7	MINI BUS 20-SEATER	EICHER 10.5 E / EQUIVALENT TYPE (20-SEATER MINI BUS)

#### **1.6.2 COVER-II (Financial Bid)**

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 respective (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. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.

#### **1.7 BID OPENING PROCESS**

The Bid opening process will be as below: -

1.7.1 **Cover-I:** Containing documents as per Clause No.1.6.1 A & B (uploaded by the Bidders) shall be opened on date and time as indicated in the Tender Schedule.

If the Bidders 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 Bidder about the deficiency in his uploaded documents in Cover-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 bid shall be evaluated accordingly.



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

- 1.7.2 **Cover-II:** Containing Financial Bid of the Bidders found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in the Tender Schedule. (In case the date and time for opening of "Cover-II" (Financial Bid) is required to be changed, the same shall be intimated through CPPPortal.
- 1.8 AAI reserves the right to accept or reject any or all tenders without assigning any reasons thereof. AAI also reserves the right to call off tender process at any stage without assigning any reason.
- 1.9 The Firm / Bidders who are blacklisted / debarred by the AAI / BCAS or any other Department / PSU 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 the prescribed form **(Annexure-A)**.
- 1.10 AAI reserves the right to disqualify the Bidder whose performance at ongoing project(s) is below par and usually poor and has been issued with letter of restrain / Temporary/ Permanent debar by any Department of AAI.
- 1.11 AAI reserves 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 evasion or habitual default in payment of any tax levied by law; serious performance issues despite repeated reminders etc., then AAI shall take the following action:
- (a) Forfeit the entire amount of E.M.D submitted by the firm.
- (b) The agency shall be liable for debarment for a period not exceeding 3 (three) years from tendering in AAI, apart from any other appropriate contractual / legal action.
- 1.12 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.

**Sd/-**  
**Assistant General Manager (Tech)**  
**Airports Authority of India,**  
**Regional E&M Workshop, RHQ, SR,**  
**Chennai-600 027**  
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