



**AIRPORTS AUTHORITY OF INDIA**

## **E-TENDER DOCUMENT**

**Name of Work: Annual Operation & Maintenance contract of E&M installations at Lilabari Airport (2022-23).**

<b>Estimated Cost</b>	<b>: Rs. 43,75,196.00 (Exclusive of GST)</b>
<b>Cost of Tender Document</b>	<b>: Rs. 1,180/- (i/c GST)</b>
<b>EMD Amount</b>	<b>: Rs. 87,504/- (Ex GST)</b>
<b>Time Period</b>	<b>: 12 Months</b>
<b>Tender ID</b>	<b>: 2022_AAI_112805_1</b>
<b>Bid Manager</b>	<b>: AGM (E-E), Lilabari Airport</b>
<b>Extension No.</b>	<b>: 03752234182</b>
<b>E-Mail ID</b>	<b>: juhi@aai.aero</b>

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**Certified that this Tender Document consists of total 227 Pages.**

**(Juhi Sharma)**  
**Asstt. Gen. Manager (Engg-E)**



## **NOTICE INVITING e-TENDER (Two Envelopes Open Tender)**

**(Tender ID: 2022\_AAI\_112805\_1)**

**Ref: AAI/LBR/AGM(E-E)/NIT-01/2022-23/**

**Date: 13.04.2022**

1. Item rate e-tenders are invited through the e-tendering CPP portal by **Asstt. Gen. Manager (Engg.-Elect)**, **AAI, Lilabari Airport (Bid manager)** on behalf of Chairman, AAI from eligible contractors having executed similar nature of work as per NIT for the work of **“Annual Operation & Maintenance contract of E&M installations at Lilabari Airport (2022-23)”** at an estimated cost of **Rs. 43,75,196/- (excluding GST)** with completion period of **12 (Twelve) Months**.

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

Prospective Tenderers are advised to get themselves register at CPP-portal, obtain ‘Login ID’ & ‘Password’ and go through the instructions available in the Home Page after log in to the CPP-portal **<https://etender.gov.in/eprocure/app>** or **[www.aai.aero](http://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](http://aai.aero/tender/e-tender/helpdesk/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, Mobile: 91 8826246593, E-mail: <u><a href="mailto:support-eproc@nic.in">support-eproc@nic.in</a></u> Tenderers are requested to kindly mention the URL of the Portal and Tender ID in the subject while emailing any issue along with the contact details.  For any further technical assistance with regard to functioning of CPP portal the tenderer may contact to the following AAI help desk numbers on all working days only between.
ii)	08:00 Hrs to 20:00 Hrs (Mon-Sat)-011-24632950, Ext-3512 (Six Lines), E-Mail: - <u><a href="mailto:eprochelp@aai.aero">eprochelp@aai.aero</a></u>
iii)	09:30 hrs to 18:00 hrs (Mon-Fri)-011-24632950, Ext-3523, E-Mail:- <u><a href="mailto:etendersupport@aai.aero">etendersupport@aai.aero</a></u> , <u><a href="mailto:sanjeevkumar@aai.aero">sanjeevkumar@aai.aero</a></u> and <u><a href="mailto:snita@aai.aero">snita@aai.aero</a></u> .
iv)	09:30 hrs to 18:00 hrs (Mon-Fri)-011-24657900, E-Mail: - <u><a href="mailto:gmitqh@aai.aero">gmitqh@aai.aero</a></u>
v)	Tender processing fee of <b>Rs. 1,180/- (i/c GST) Non-refundable</b>
vi)	EMD <b>Rs. 87,504/- (excluding GST)</b>

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

### **CRITICAL DATA SHEET**

Publishing Date	13.04.2022 from 15:00 hrs.
Bid Document Download / Sale Start Date & Time	13.04.2022 from 15:00 hrs.
Clarification Start Date	13.04.2022 from 15:00 hrs.
Clarification End Date	17.04.2022 at 18:00 hrs.
Bid Submission Start Date	13.04.2022 from 15:00 hrs.
Bid Submission End Date	25.04.2022 at 18:00 hrs.
Bid Opening Date (Envelope- I)	27.04.2022 at 11:00 hrs.
Bid Opening Date (Envelope- II)	04.05.2022 at 11:00 hrs.
Tender Processing Fee (Non-refundable)	<b>Rs. 1,180/-</b> (i/c GST) to be paid through online on CPP portal <b>FDR / BG/DD shall not be accepted.</b>
Earnest Money Deposit (EMD)	<b>Rs. 87,504/- (Excluding GST)</b> to be paid through online on CPP portal. <b>FDR/BG/DD shall not be accepted.</b>

	<b>Envelope-I: (Tender processing FEE, EMD, Technical Bid and Pre-qualification):</b> Bid containing following:
<b>A</b>	<b>Tender processing FEE, EMD:</b>
i	Tender fee of <b>Rs. 1,180/-</b> (i/c GST) is required to be paid online only through payment Gateway provided at the CPP portal itself.
ii	Scanned Copy of Details of Payment made through Online SBI Payment Gateway towards Earnest Money Deposit [EMD] of Value <b>Rs. 87,504/-</b>

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

- i. Tender processing fee and EMD: Details of payment made through online SBI payment gateway against tender processing fee and EMD.
- ii. Scanned copy of Unconditional Acceptance of AAI's Tender Conditions (As per Performa - I given at page no. 45 of Tender document).
- iii. Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- iv. Scanned copy of valid Electrical License.
- v. Undertaking regarding GST (As per Performa-II given at page no. 46 of Tender document)
- vi. Affidavit – Compliance of minimum wages (As per Performa -VI given at page no. 50 of tender document)
- vii. Scanned copy of EPF and ESI registration certificate (In case of EPF & ESI registration certificates are not available with the bidder while submitting the tender, the bidder shall submit the undertaking letter (As per Performa - III given at page no. 47 of Tender document)
- viii. Scanned copy of 'Undertaking' regarding Blacklisting/ Debarment on Company's Letter Head (As per Performa - IV given at page no. 48 of Tender document)
- ix. Tenderer should deploy sufficient plant and machinery / list of tools and instruments as per the requirement of work in consultation with the Engineer-in-Charge (EIC) to achieve the milestones/targets and overall completion within the time period. Tenderer shall submit scanned copy of 'Undertaking' on Company's Letter Head.
- x. Companies other than proprietary 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.

- xi. PQ Performa duly filled and signed.
- xii. Scanned copy of MSME registration certificate (if applicable).
- xiii. Digitally signed tender document.

**C. Qualifying requirements of contractors / tenderers containing the following: -**

- i. Should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered, however pre-determined phasing of the work will be accepted) three works, each of **Rs. 17.50 Lakhs** or two works, each of **Rs. 21.88 Lakhs** or one work of **Rs. 35.00 Lakhs** in single contract of similar nature of work of **“Operation and Maintenance of E&M installation works”** during last seven years ending on last date of submission of bid.

“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 the last date of submission of bid. **“The Experience certificates 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 certificate of post GST era but excluding GST. (Note: The completion value of work experience requirement shown above are per work value)**

Client certificate for experience should show the nature of work done, the value of work done, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. **Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along-with 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.**

- ii. Should have annualized average financial turnover of **Rs. 13.13 Lakhs** against works executed during last three years ending **31st March 2022**. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the tenderer should be submitted along with the application. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- iii. The tenderer should have a minimum net worth of **Rs. 6.56 Lakhs** issued by certified Chartered Accountants. (As per Performa - V given at **Page no. 49** of Tender document)
- iv. **Tenderers have to submit UDIN generated documents i.e Balance Sheet, Turnover certificate, 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.**

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

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

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the tenderers. Tenderers are required to download the BOQ file, open it and complete the Blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer). No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the tenderer, the bid will be rejected.

**3. Bid Submission: -**

The tenderer shall submit their application only at CPP Portal: <https://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents as per Para 2. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

4. Not more than one tender shall be submitted by one tenderer or tenderers having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http://etenders.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAI.

6. **Bids Opening Process is as below: -**

**Envelope-I (Tender processing FEE, EMD, Technical bid and Pre-qualification):**

Envelope- I containing documents as per Para 2 (A), (B) and (C) (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If the bidder has any query related to the Bid Document of the work, they should use 'Seek Clarification' on CPP portal to seek clarifications. No other means of communication in this regard shall be entertained.

If any clarification is needed from the tenderer about the deficiency in his uploaded documents in Envelope - I, he will be asked to provide it through CPP portal or email if required. The tenderer shall upload the requisite clarification/documents within time specified by AAI, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

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

**Envelope-II :( Financial Bid):**

Envelope-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATA SHEET. **(In case the date and time for opening of Envelope-II (Financial bid) is required to be changed, the same shall be intimated through CPP Portal).**

7. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.
8. AAI reserve 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/ Permanent debarment/ black listing by any department of AAI or Central/ State Govt. Depts./ PSUs/ World Bank/ ADB etc. **AAI reserve the right to verify the credential 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, including termination of the contract apart from any other appropriate contractual/legal action.**

9. Consortium /JV companies shall not be permitted.
10. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
11. Concession to Indians Micro and Small Enterprises (MSEs) unit will be given as per the provision of public procurement policy for MSEs (Micro and Small Enterprises) registered with DIC / NSIC / KVIC / KVIB / Directorate of handicraft and handloom etc.

**Note:-**

- i. This benefit as above to MSEs shall be available only for goods/services produced and provided by MSEs for which they are registered.
- ii. MSEs seeking exemption and benefits should enclose an attested/self-certified copy of valid Registration certificate giving details of such validity stores/services etc., failing which they run risk of their bid being passed over as ineligible for the benefits applicable to MSEs.

**Asstt. Gen. Manager (Engg-Elect.)  
For & behalf of Chairman AAI, Lilabari Airport,  
Lilabari-787051. Ph. No. 03752234182**

**POO PROFORMA / CHECK LIST**

(To be submitted by applicant along-with Tender Application)

**Name of work: Annual Operation & Maintenance contract of E&M installations at Lilabari Airport (2022-23).**

<b>Ref. No.</b>	<b>Details of Bidder &amp; Qualifying Criteria</b>	<b>Particulars</b>	<b>Remarks on Uploaded documents</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1.	Name and address of the firm / Email Address & Telephone No.		
<b>Envelope – I shall contain the scanned copy of following documents</b>			
<b>A</b>	<b>Tender Processing fee, EMD</b>		
2.	Tender Processing Fee	Rs. 1180/-	Tender Processing Fee to be paid through online, through payment gateway on CPP portal.  <b>YES / NO</b>
3.	Earnest Money Deposit.	Rs. 87,504/-	EMD to be paid through online, through payment gateway on CPP portal. The scanned copy of documentary proof has been uploaded or not.  <b>YES / NO</b>
<b>B</b>	<b>Technical Bid</b>		
4.	Unconditional Acceptance of AAI's Tender Conditions (As per Proforma - I given at Page No. 45 of tender document)		Scanned copy of duly signed and Stamped unconditional acceptance letter to be uploaded in Envelope – I.  <b>YES / NO</b>
5.	Permanent Account No. (PAN)		Copy of PAN card uploaded  <b>YES/NO</b>
6. a)	GST Registration No.		Signed scanned copy of GST registration certificate uploaded <b>YES / NO</b>
6 b)	Valid Electrical License		Copy of Valid Electrical License uploaded <b>YES/NO</b>



7.	Undertaking regarding GST (As per Performa-II given at page no. 46 of tender document)		Signed scanned copy of GST undertaking uploaded  <b>YES / NO</b>
8.	EPF Registration No.	Agency not possessing EPF Registration at the time of submission of application/	Signed scanned copy of EPF registration certificate / undertaking as per NIT  <b>YES / NO</b>
9.	ESIC Registration No.	Bidder has to upload an undertaking as per Performa-III given at page no.47 of Tender document.	Signed scanned copy of EPF registration certificate / undertaking as per NIT  <b>YES / NO</b>
10.	Undertaking regarding blacklisting / debarring of firm (As per Performa -IV given at page no. 48 of tender document)		Signed scanned copy of undertaking uploaded  <b>YES / NO</b>
11.	Undertaking regarding plant and machinery / list of tools and instruments	Agency has to undertaking on Company's letter head stating that tenderer will deploy sufficient plant and machinery / list of tools and instruments as per work requirement to achieve the milestones / targets and overall completion within the time period.	Signed scanned copy of undertaking uploaded  <b>YES / NO</b>
12.	Authorization letter / Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act (For Companies other than propriety firm or if the tender is processed by a person other than proprietor in case of propriety firm)		Copy enclosed  <b>YES / NO</b>

14.	Affidavit - Compliance of minimum wages (As per Performa -VI given at page no. 50 of tender document)		Digitally signed copy of Affidavit document uploaded <b>YES / NO</b>
15.	Digitally signed tender document		Digitally signed copy of document uploaded <b>YES / NO</b>
16. a)	PQQ Proforma / Check List		Signed scanned copy uploaded <b>YES / NO</b>
16. b)	Scanned copy of MSME registration certificate (if applicable)		Signed scanned copy uploaded <b>YES / NO</b>
<b>C</b>	<b>Qualifying requirements of contractors / tenderers</b>		
17.	<p>Certificate from clients of having satisfactorily completed during last seven years ending last date of Submission of bids</p> <p>Three works of <b>Rs. 17.50 Lakhs</b> each</p> <p style="text-align: center;">OR</p> <p>Two work of <b>Rs. 21.88 Lakhs</b> each</p> <p style="text-align: center;">OR</p> <p>one work of <b>Rs. 35.00 Lakhs</b> of similar nature of work</p>	Details of the Three/Two/One work(s) as applicable	
<b><u>WORK NO. 1</u></b>			
(a)	Name of Client		Copy of completion certificate Uploaded  <b>YES/NO</b>
(b)	Name of Work		
(c)	Stipulated Date of Completion		
(d)	Actual Date of Completion		
(e)	Completion Cost		
(f)	Work Order/ Agreement No		Copy of Work Order with BOQ uploaded  <b>YES/NO</b>
(g)	Copy of Work Order with BOQ		

(h)	Whether experience from private clients?	Non-Govt. / Non-PSU organizations  TDS Amount .....	Scanned TDS Certificates of Stipulated value of works from clients along with a certificate issued by registered Chartered Accountant. Copy uploaded YES / NO
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### **WORK NO. 2**

(a)	Name of Client		Copy of completion certificate Uploaded  YES/NO
(b)	Name of Work		
(c)	Stipulated Date of Completion		
(d)	Actual Date of Completion		
(e)	Completion Cost		
(f)	Work Order/ Agreement No		Copy of Work Order with BOQ uploaded  YES/NO
(g)	Copy of Work Order with BOQ		
(h)	Whether experience from Private clients?	Non Govt. / Non PSU organizations  TDS Amount .....	Scanned TDS Certificates of Stipulated value of works from clients along with a certificate issued by registered Chartered Accountant. Copy uploaded YES / NO

### **WORK NO. 3**

(a)	Name of Client		Copy of completion certificate Uploaded  YES/NO
(b)	Name of Work		
(c)	Stipulated Date of Completion		
(d)	Actual Date of Completion		
(e)	Completion Cost		
(f)	Work Order/ Agreement No		Copy of Work Order with BOQ uploaded  YES/NO
(g)	Copy of Work Order with BOQ		

(h)	Whether experience from Private clients?	Non-Govt. / Non-PSU organizations  TDS Amount .....	Scanned TDS Certificates of Stipulated value of works from clients along with a certificate issued by registered Chartered Accountant. Copy uploaded <b>YES / NO</b>
18.	<b><u>TURNOVER:</u></b> (Annualized average financial turnover equivalent to Indian <b>Rs. 13.13 Lakhs</b> during the last three years.) Balance Sheet and Profit & Loss	Year      INR (in Lacs)  2019-20  2020-21  2021-22  Average:	Copy of Annual report i.e. Abridged balance sheet and profit & loss a/c for the last three year ( <b>UDIN generated</b> ) Self-attested copy uploaded  <b>YES / NO</b>
18.	<b><u>NETWORTH:</u></b> (Should have minimum Net worth of <b>Rs. 6.56 Lakhs</b> )	Net worth  Rs.....	Copy of Net worth certificate Issued by certified Chartered Accountant with <b>UDIN generated</b> (As per Performa - V given at page no. 49 of tender document) Self-attested copy uploaded <b>YES / NO</b>
<b>Envelope – II</b>			
19.	Price/ Financial E-Bid		Uploaded BOQ file duly filled in Required parameter. <b>YES / NO</b>
20.	Details of any other information		

#### **DECLARATION**

I/We, ( \_\_\_\_\_ ) hereby declare that the documents Submitted/enclosed for the tender are true to the best of my/our knowledge and belief. I/We further undertake that in case any of the documents submitted by me/us, is found to be forged/false at any stage, I/We may be debarred from AAI for taking participation in all future AAI works, my/our EMD may be forfeited & any other suitable action may be taken against me/us as deemed fit by AAI.

Place:

Date:

**Signature**

**Authorized Signatory of the contractor/Firm**