

**AIRPORTS AUTHORITY OF INDIA
DIBRUGARH AIRPORT, DIBRUGARH-786012
ELECTRICAL MAINTENANCE DIVISION**

**NOTICE INVITING e-TENDER (2 BOT – 2 ENVELOPE OPEN TENDER)
(e-Tender ID: 2022_AAI_113654_1)**

1. Item Rate e-tenders are invited through the e-tendering CPP Portal by Asst. General Manager (E-E), Airports Authority of India, Dibrugarh Airport, Dibrugarh - 786012, on behalf of Chairman, AAI from the eligible contractors for the work of **“Operation and Maintenance of E & M Installations of Terminal Building and City Side Area at Dibrugarh Airport.”** at an estimated cost of **Rs. 1,53,45,184.00 (Excluding GST)** with completion period of **24 (Twenty Four) Months.**

The tendering process is online at CPP portal URL address <https://etenders.gov.in/eprocure/app>. Prospective Tenderers may download and go through the tender document.

Prospective Tenderers are advised to get themselves register at CPP portal, obtain 'Login ID' and 'Password' and go through the instructions available in the Home Page after log in to the CPP portal <https://etenders.gov.in/eprocure/app>. 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](mailto:aai.aero/tender/e-tender/help%20desk%20support).

- i) **For any technical related queries please call the Helpdesk (CPP Portal Helpdesk). The 24 x 7 Help Desk details are 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787, E-mail: support-eproc@nic.in**

Note: 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.

- ii) **For any Policy related matter/Clarifications, please contact Dept of Expenditure, Ministry of Finance. E-Mail: cppp-doe@nic.in**

- iii) **For any technical Issues/Clarifications relating to the publishing and submission of AAI tender(s), applicants may contact (AAI Helpdesk).**

- a. In order to facilitate the Vendors/Bidders as well as internal users from AAI, 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”.

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

Sl. No.	Support Persons	Escalation Matrix	E-mail Address	Contract Numbers	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 4 Hrs. 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	gmitchg@aai.aero	011-24657900	0930-1800 Hrs. (MON-FRI)

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

v) The above-mentioned help desk number 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.

ONLINE PAYMENT OF TENDER PROCESSING FEE & EMD:

- Tender processing fee of **Rs. 1,180.00** (i/c GST), non-refundable shall be paid online through payment gateway in CPP Portal only, payable to Airports Authority of India payable at New Delhi. The tenderer, whose Tender Fee is not received, then their Tender will be liable to be rejected.

Agencies having valid MSME Certificate (on the date of applying) will be eligible for exemption from Tender Processing Fee. Agency has to upload copy of MSME Certificate in CPPP Website with other required document to avail exemption.

- EMD (Earnest Money Deposit) of the value of **Rs. 3,06,904.00** shall be paid online through payment gateway in CPP Portal only, payable to Airports Authority of India payable at New Delhi. The tenderer, whose EMD is not received, then their Tender will be liable to be rejected.
- The option of **Online Mode** for collection of Tender Processing Fee, EMD has been allowed on CPP Portal, so that the bidders can deposit fee through **Net Banking** (SBI and Other Banks) and **NEFT/RTGS**.
- State Bank of India (SBI) has been authorized as a Nodal Bank and its payment gateway has been integrated/mapped with CPP Portal for the collection of Tender Processing Fee through e-procurement portal from various bidders participating in e-Tendering/e-Procurement process.

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	22/04/2022
Bid Document Download / Sale Start Date	23/04/2022 at 1100 Hrs.
Clarification start date	23/04/2022 at 1100 Hrs.
Clarification end date	29/04/2022 upto 1600 Hrs.
Bid Submission Start Date	23/04/2022 at 1100 Hrs.
Bid Submission End Date	13/05/2022 upto 1800 Hrs.
Bid Opening Date (Envelope-I)	16/05/2022 at 1100 Hrs.
Bid Opening Date: (Envelope-II)	23/05/2022 at 1100 Hrs.
Tender Processing Fee (Non-refundable) to be paid online through CPP Portal.	Rs. 1,180.00
Earnest Money Deposit [EMD] to be paid online through CPP Portal.	Rs. 3,06,904.00

Envelope-I (Tender Processing Fee, EMD, Technical Bid and Pre-qualification):

Bid containing following:

A. Tender processing Fee, EMD:

- i) Scanned copy of online payment receipt of Tender Processing Fee / MSME certificate.
- ii) Scanned copy of online payment receipt of EMD.

B. Technical Bid containing the following:

- i) Scanned Copy of duly filled PQ Performa **(Annexure – A)** with duly Signed Declaration.
- ii) Scanned copy of Duly Signed Unconditional Acceptance of AAI's Tender Conditions **(Annexure –B)**.
- iii) Scanned Copy of Permanent Account Number (PAN).
- iv) Scanned Copy of GST Registration.
- v) Scanned Copy of Undertaking regarding Blacklisting/ Debarment on Company's Letter Head **(Annexure-C)**.
- vi) 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.

OR

Proprietary firm shall submit scanned copy of Authorization Letter/ Power of Attorney only if the tender is processed by a person other than proprietor.

- vii) Scanned copy of GST Undertaking **(Annexure- D)**.

- viii) Scanned copy of certificate of Net Worth from Chartered Accountant **(ANNEXURE -E)**
- ix) Scanned copy of annual turnover details.
- x) Scanned copy of work experience certificate.

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

- i) **Work experience certificate**: The agency should have satisfactorily completed work (# 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) of similar nature of work i.e. **"Operation & Maintenance of E&M Installations and electrical supply"** during last seven years ending on 31.03.2022 as stipulated in table below:

Sl. No.	Experience criteria in single contract per year on Estimated Cost	Amount excluding GST
1	Three Works for 40%	Rs. 61,38,073.00
2	Two Works for 50%	Rs. 76,72,592.00
3	One Work for 80%	Rs. 1,22,76,147.00

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 i.e. 13.05.2022.

Client Certificate for Experience should show the Nature of Work done, the Value of Work done, Date of Start and 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) Certificates (FORM 26AS) along with a certificate issued by registered charter accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.

- ii) **Annual Turnover Details**: The Agency should have annualized Average Financial Turnover of **Rs. 46,03,555.00** against works executed during Last Three Years ending 31st March of the previous financial year.

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) **Certificate of Net Worth**: The tenderer should have minimum net worth of **Rs. 23,01,778.00** issued by certified Chartered Accountant **(Annexure-E)**.

The certificates issued / undertaken / signed by Chartered Accountant towards Annual Turnover and Net worth as stipulated above, should have / consist Unique Document Identification Number (UDIN) of the Institute of Chartered Accountants of India.

Tenderers have to submit UDIN generated documents like Balance Sheet / Turnover Certificate, Net worth Certificate, Tax Deduction at Source (TDS) Certificate for Non-Govt. works etc. as per NIT conditions duly certified by Chartered Accountant and having UDIN. The documents submitted by bidders without UDIN shall not be entertained.

Refund of EMD:

The refund of EMD to tenderers, who fail to qualify in the eligibility / technical criteria, shall be initiated within 7 days of their rejection. For all tenderers who qualify, and their financial bids are opened, the refund of EMD of all such tenderers except L-1 shall be processed within 7 days of opening of the financial bid.

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 colored (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 (CPPPP) website <https://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 regards 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 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. **AAI reserves 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) **Forfeit the entire amount of EMD submitted by the tenderer.**
 - b) **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. The provisions of Public Procurement (Preference to Make in India) Order, 2017 dated 15th June, 2017 as amended on 16th September 2020 is applicable for the tenderers.
12. Submission of a Bid by bidders 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 of conditions, local conditions and other factors bearing on the works.

Asst. General Manager (Engg-Elect)
AAI, Dibrugarh Airport.