

**AIRPORTS AUTHORITY OF INDIA
IMPHAL INTERNATIONAL AIRPORT
IMPHAL – 795140**

No.: AAI/IMP/SM (TECH)/eNIT-MW-01-R/2021-22 Date: 26/04/2022

NOTICE INVITING e-TENDER (TWO ENVELOPES OPEN TENDER)

(E-Bid No: 2022_AAI_114039_1)

1. Tenders are invited from the reputed Travel Agencies, Vehicle Rentals and other Transport Firms through the NIC CPP e-tendering portal by the Senior, Manager-Technical Airports Authority of India, Imphal International Airport, Imphal-795140 (Bid Manager) on behalf of Chairman, AAI for **"Hiring of 01 (One) No. M.M. Camper Vehicle and 01 (One) No. Scorpio/Bolero on Regular Contract Basis at Imphal Airport, Imphal for a Period of One Year"** an estimated cost of **Rs. 23,40,798/- (Excluding GST)** for a period of 01 (One) Year and further extendable 01 (One) Year or more by the satisfactory of Officer-In-Charge in same Terms & Conditions.

*(The travel agency / firm should have experience in similar nature of works (i.e Supply of Manpower with Vehicle)

2. Hiring of 01 (One) No. M.M. Camper Vehicle and 01 (One) No. Scorpio/Bolero on Regular Contract Basis at Imphal Airport, Imphal for Period of One Year. (Year of manufacture should not earlier than 2020) for Airports Authority of India, Imphal Airport for the mentioned said period including the hire charges of vehicle, driver, Diesel or Petrol, lubricants oil, insurance of vehicle i.e. Third party, maintenance & repair etc., on hire basis for 08 Hrs/day and 80 Kms per day with drivers in shifts as required.
3. The Tendering Process is online at NIC-CPP e-Portal URL Address <https://etenders.gov.in/eprocure/app>. Prospective Tenderers may download and go through the Tender Document by Login CPP Portal.
4. Prospective Tenderers are advised to get themselves acquainted for e-tendering participation requirements available at "INSTRUCTION FOR ONLINE BID SUBMISSION", register themselves at NIC e-tender Portal, obtain 'User ID' & 'Password' and go through the 'Bidders Manual Kit Files' available in the Home Page after log into the Portal "http://etenders.gov.in." They should also obtain Class II or Class III Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 day time. The tenderer may also take Guidance from AAI Help Desk Support (Contact Details mentioned in Tender Document). The Tenderer may also take Guidance from AAI Help Desk Support through Path: aai.aero/tender/e-tender/Help Desk Support. Bidders are advised to visit CPP Portal Website regularly to keep themselves updated as any

change/modification in the tender will be intimated through this website only.

5. **Tender Documents may be downloaded from CPP Portal:** <https://etenders.gov.in/eprocure/app> as per the Schedule [Critical Dates] given below:

CRITICAL DATES AND FEE DETAILS:

Publishing Date	26.04.2022 at 1800 Hrs.
Bid Document Download / Sale Start Date	26.04.2022 at 1800 Hrs.
Clarification Start Date	26.04.2022 at 1800 Hrs.
Clarification End Date	10.05.2022 upto 1100 Hrs.
Bid Submission Start Date	26.04.2022 at 1800 Hrs.
Bid Submission End Date	23.05.2022 upto 1800 Hrs.
Bid Opening Date: (Envelop-I)	24.05.2022 up-to 1800 Hrs.
Bid Opening Date: (Envelop-II)	26.05.2022 at 1700 Hrs. [Tentative]
Tender Processing Fee (Non-Refundable)	Rs. 1,180.00 (i/c GST) (Online through CPP Portal)
Earnest Money Deposit [EMD]	Rs. 46,816.00 (Online through CPP Portal)

6. **BID SUBMISSION:** The Following **TWO E-Covers** shall be submitted through Online CPP Portal by the Bidders as per **Critical Dates** given above.

E-Cover – I [FEE AND PQC COVER] shall contain the following Documents:

- (a) Scanned Copy [in PDF Format] of Details of Payment made through Online SBI Payment Gateway towards Tender Processing Fee of Value **Rs. 1180.00.**
- (b) Scanned Copy [in PDF Format] of Details of Payment made through Online SBI Payment Gateway towards Earnest Money Deposit [EMD] of Value **Rs. 46,816.00**
- (c) Scanned Copy [in PDF Format] of **Unconditional Acceptance of AAI's Tender Conditions** as per Form-A.
- (d) Scanned Copy [in PDF Format] of Permanent Account Number (**PAN**).

- (e) Scanned Copy [in PDF Format] of **GSTIN** Registration.
- (f) Scanned Copy [in PDF Format] of **EPF& ESIC** Registration.
- (g) Scanned Copy [in PDF Format] of Undertaking regarding Blacklisting / Debarment on Company's Letter Head as per Form-B.
- (h) Scanned copy [in PDF Format] of each Registration Certificate (RC Book) in support of the vehicle, should have a minimum of 02 Nos. M.M Camper and 02 Nos. Scorpio vehicles, commercially registered in the name of the Bidder / Firm / Proprietor / Owner / Partner OR under the registered Power of Attorney (POA) and not earlier than 2020 (Year of manufacture). In case of Partnership Firms relevant Memorandum of Association / Article of Association / Partnership Deed is also to be uploaded.
- (i) Scanned Copy [in PDF Format] of Work Experience Certificates. The Scope of Works' Experience shall cover **"Providing Vehicle with driver"**.
Firms showing Work Experience Certificate from Non-Government/Non-PSU Organizations should submit Copy of Tax Deduction at Sources Certificate*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 in support of the Claim for having Experience of Stipulated Value of Work.
- (j) Scanned Copy [in PDF Format] of Annual Turnover* Details. The Agency should have annualized Average Financial Turnover of **Rs. 7,02,239.00 (Excluding GST)** against works executed during Last Three Years ending 31st March of the Financial Year as per PQ Proforma. As a proof, Copy 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.
- (k) Scanned Copy [in PDF Format] of Net Worth*Details. The tenderer should have a Minimum Net Worth of **Rs. 3,51,120.00 (Excluding GST)**, issued by Certified Chartered Accountant.
- (l) Scanned Copy [in PDF Format] of PQ Proforma with Duly Signed Declaration.
- (m) Digitally Signed AAI Tender Document.

* Tenderers have to submit UDIN generated Documents like Balance Sheet and Profit & Loss Account, Turnover Certificate, Net Worth Certificate and Tax Deduction at Source (TDS) Certificates for Non-Govt. Works etc., as per NIT Conditions duly certified from Chartered Accountant. The Documents submitted by Bidders without UDIN shall not be entertained.

The tenderer shall upload the digitally signed file of scanned documents, PQ Performa and Firm's Bio-Data in support of their meeting each criteria mentioned above. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. 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 from AAI. No other means of Communication in this regard shall be entertained.

E-Cover – II shall contain The **Price Bid**. The Tenderer shall upload the digitally signed **Schedule of Price Bid in the Form of BOQ.xls**. Bidders may please note that, the Schedule of Quantities is available in the Portal. The same (BOQ) 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 Bidder etc. No other cells (protected-un-coloured) should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename.

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.

Tenderer who has downloaded the tender from Central Public Procurement Portal 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. The tenderer is liable to be banned from doing business with AAI.

7. **BID OPENING PROCESS**

E-Cover-I Containing Documents uploaded by the Contractors shall be opened on the Date as specified in the **Critical Date Table**.

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 "Short Fall Documents Folder" in e-Tendering Portal. 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 only.

E-Cover-II: The Financial Bids of the Contractors found to be meeting the qualifying requirements shall be opened. **The Date of Price Bid Opening given in this NIT is tentative and actual Date and Time of Price Bid Opening shall be intimated through e-tendering NIC-CPP Portal only.**

8. REFUND OF EMD

The Refund of EMD of Tenderers who are not meeting the Eligibility Criteria, shall be done through Online Mode with immediate effect upon their rejection in Eligibility/Technical Evaluation. The Financial Bids of Tenderers who are meeting the Eligibility/Technical Criteria will be opened and the Refund of EMD, shall be done through Online Mode with immediate effect upon their rejection in Financial Evaluation except L-1 Bidder as per Evaluation Methodology.

9. 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.

10. 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/Blacklisting by Any Department of AAI or Central/State Govt. Depts./PSUs/World Bank/ADB etc.

11. 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.

12. Consortium/JV companies shall not be permitted. No single firm shall be permitted to submit Two Separate Applications.

13. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

Senior Manager (Tech)
AAI, Imphal Airport, Imphal – 795 140