

NIT/ TENDER DOCUMENT



AIRPORTS AUTHORITY OF INDIA Birsa Munda Airport Ranchi

**Notice Inviting e-Tender (NIET) for License for Operating
for AAI Staff Canteen- in front of Old Terminal Building
Garden Area,
Birsa Munda Airport, Ranchi. - 834002**

Tender ID: 2022_AAI_114140_1

Tender Reference Number:

AAI/RC/HR/StaffCanteen/2022/

CONTENTS

S. No.	Contents	Page No.
1.	Disclaimer	3
2.	E-Tendering guidelines to the bidders	4-5
3.	Notice Inviting E-Tender (NIET)	6-7
4.	General Information and Guidelines	8-11
5.	Appendix: A - Format for Unconditional Acceptance Letter	12
6.	Annexure: B - Schedule of Premises	13
7.	Annexure: C – Rate List	14-15
8.	Annexure D : Location map	16

DISCLAIMER

The information contained in this NOTICE INVITING E-TENDER document (the “e-Tender”) or subsequently provided to Applicant(s), whether in documentary form, by or on behalf of the Authority, is provided to Applicant(s) on the terms and conditions set out in this e-Tender and such other terms and conditions subject to which such information is provided.

This e-Tender is neither an agreement nor an offer by the Authority but an invitation to the prospective Applicants or any other person. The purpose of this e-Tender is to provide interested parties with information that may be useful to them in the formulation of their financial application pursuant to this e-Tender. This e-Tender includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the subject Concession. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. This e-Tender may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this e-Tender. The assumptions, assessments, statements and information contained in this e-Tender may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own assessment, due diligence and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this e-Tender and obtain independent advice from appropriate sources.

Information provided in this e-Tender to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this e-Tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the e-Tender and any assessment, assumption, statement or information contained therein or deemed to form part of this e-Tender or arising in any way for participation in the bidding process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this e-Tender.

The Authority may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this e-Tender.

The issue of this e-Tender does not imply that the Authority is bound to select all the Proposals for bidding process for the Concession and the Authority reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Application, regardless of the conduct or outcome of the Bidding process.

The Applicant shall be wholly responsible for any statements/documents/ records, etc. submitted pursuant to this e-Tender and ensure accuracy thereof. The Authority or its employees shall accept no responsibility or liability for any deficiency that may be made by the Applicant. Any false declaration made by the Applicant shall invite action as may be decided by the Authority including termination of Concession, debarring, forfeiture of EMD and/or Security Deposit. The Applicant shall also indemnify the Authority and its employees from actions arising out of this e-Tender.

“E-Tendering guidelines to the bidders”

E-Tendering Participation Requirements: Interested bidders/tenderers willing to participate through e-tendering process are required to register themselves in the GOI Central Public Procurement Portal [www.etenders.gov.in](https://etenders.gov.in)

For special Instructions to the Contractors/Bidders for the e-submission of the bids online through e-Procurement Portal [click here](https://etenders.gov.in/eprocure/app?page=HelpForContractors&service=page) or follow hyperlink given below:
<https://etenders.gov.in/eprocure/app?page=HelpForContractors&service=page>

Bidders Manual Kit available for download at the hyperlink given below:
<https://etenders.gov.in/eprocure/app?page=BiddersManualKit&service=page>

For any technical assistance with regard to the functioning of the portal, the bidders may contact the Help desk according to escalation matrix given below:

CPPP under GePNIC, Help Desk Services

- 1. For any technical related queries, please call the Helpdesk at 24 x 7 Help DeskNumbers: 0120-4200462, 0120-4001002**

Note- Bidders 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 issues/ clarifications relating to the tender(s) published, kindly contact the respective Tender Inviting Authority.

Telephone: 0120-4200462, 0120-4001002

Mobile: 91 8826246593

E-Mail: support-eproc@nic.in

- 2. For any Policy related matter / Clarifications, please contact Dept. ofExpenditure, Ministry of Finance.**

E-Mail: cppp-doe@nic.in

- 3. For any Issues / Clarifications relating to the publishing and submission of AAI tender(s)**

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”.

4. In case of any issues faced, the escalation matrix is as mentioned below:

S. No	Support Persons	Escalation Matrix	E-mail address	Help Desk Number	Timings
1.	Help Desk Team	Instant Support	eprochelp@aai.aero	011-24632950, Ext-3512 (6Lines)	0800-2000 Hrs. (MON- SAT)
2.	Sh. SanjeevKumar, Jr. Exe.(IT)	After 4 Hours of issue	sanjeevkumar@aai.aero	011-24632950, Ext-3505	0930-1800 Hrs. (MON- FRI)
3.	Mrs. S. Nita AGM(IT)	After 12 Hours	snita@aai.aero	011-24632950, Ext-3523	0930-1800 Hrs. (MON- FRI)
4	Bid Manager – Pradeep Kr. Singh Asst. Manager (HR)	After 12Hours	hrm.ranchi@aai.aero	9430114379	0930-1800 Hrs. (MON- FRI)
5.	General Manager(IT)	After 3 days	gmit@aai.aero	011-24657900	0930-1800 Hrs. (MON- FRI)
6.	Human Resource In-Charge	After 3 days	hrm.ranchi@aai.aero	7838253723	0930-1800 Hrs. (MON- FRI)

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

- (i) The above-mentioned help desk numbers are intended only for queries related to the issues on e-procurement portal and help needed on the operation of the portal.
- (ii) For queries related to the tenders published on the portal, bidders are advised to contact concerned Bid Manager of AAI.

AIRPORTS AUTHORITY OF INDIA

Department of Human Resource

E-tenders are invited for award of License for Operating for AAI Staff in front of Old Terminal Building Garden Area at Birsa Munda Airport Ranchi-834002.

Name of Contract	Area	Type of Contract
AAI Staff Canteen- in front of Old Terminal Building Garden Area, Birsa Munda Airport,	37.40 Sq.mtr.	Open Tender

Eligibility Criteria:

- i) Party having one-year experience of same business in Airport/Bus Stand/Railway Station/Commercial Complex.
- ii) Party will have to submit the establishment certificate in this regard.
- iii) Party will have to submit PAN CARD and GST Registration.
- iv) Party will have to submit turnover details duly certified by CA.

Tender documents indicating full details of the license is available on e-tendering portal at etender.gov.in under tender id : 2022_AAI_114140_1

CRITICAL DATES:

S. No.	Activity	Scheduled Dates and Time
1	Download / Sale of e-Tender Document from NIC CPP portal	From 27.04.2022 to 17.05.2022 up to 1600 Hrs.
2	Submission of queries related to e- Tender, if any; on NIC CPP portal only.	Up to 04.05.2022 by 1800 Hrs.
3	Reply to the queries by AAI on NIC CPP portal	By 07.05.2022 by 1600 Hrs. or as decided by AAI.
4	Online submission of Bids / Proposal(s) (Technical Bid as well as Financial Bid) on e-tender portal	Up to 17.05.2022 by 1600 Hrs.
5	Opening of Technical Bids / Proposal(s) (online only)	On 18.05.2022 at 1630 Hrs.
6	Opening of Financial Bids / Proposal(s) (online only)	On 24.05.2022 at 1630 Hrs. This is subject to revision at the discretion of AAI.

Details of terms and conditions, copy of NIT, and other relevant details may also be downloaded from AAI website: www.aai.aero for information.

The tender submission in the proper format with full details and documents as per requirement of NIT to be submitted on e- tendering portal at etender.gov.in under **tender id: 2022_AAI_114140_1**

No other form of submission shall be acceptable.

NOTE: PARTICIPANT SHOULD INVARIABLY SIGN ALL THE PAGES AND SUBMIT IN THE TENDER ENVELOPE

Airport Staff Canteen, Birsa Munda Airport Ranchi
General Terms & Condition

01. The licensee shall maintain the canteen in the specified space at Birsa Munda Airport Ranchi equipped and shall keep the canteen open as per requirement of the AAI Ranchi.
02. The canteen should have access for AAI staff only. General guidelines on usage of staff canteen should be clearly displayed at a suitable location.
03. The license fee payable by the licensee to AAI on account of providing space for canteen is rupees 1 (minimum) per month plus applicable taxes. The criteria for awarding the contract to the bidder will be **highest quote of license fee.**
04. Scoring Criteria may be used for evaluating the bidder. The parameters for such scoring may include work profile of licensee, relevant experience of bidder/licensee, turnover of firm in last **03 years**, evaluation based on visit of one site, presentation of catering services, catering services provider capability and experience with public sector clients.
05. Electricity and water will be provided free of cost to the agency by Airports authority of India.
06. The rate of items to be made available in the **canteen will be decided by the local committee constituted at local level by AAI.** The rate of each item may be finalized keeping in view the quantity and quality of items/ingredients. The relevant indicative list is attached as Annexure 'A'.
07. The agency may be permitted to introduce new items in the menu list during the contract period. The rate of such new items will be decided by a duly constituted local level committee.
08. A provision for revision in rates of items owing to inflation and other market conditions during the contract period every year will be there and licensee shall do any revision in rates in consultation with a duly constituted local level committee.
09. The agency should use only standard/AGMARK/FSSAI quality ingredients for preparation of items. The licensee should submit attested copies of the entire necessary license obtained for operating the catering services like FSSAI.
10. The staff canteen licensee will ensure that the provisions of digital mode of payment are made available at all the time in the facility.
11. On the front elevation, the display of name and logo of the agency operating staff canteen is permissible. The maximum size of signboard shall not exceed the maximum area/board of 12 sq ft. The licensee shall abide by section 3(3) of Official Language Act, 1963 whereby it is imperative to display all name plates, sign boards and notice boards bilingual i.e. in Hindi and English (Hindi shall be followed by English). Since any type of board displayed within the premises of Airports, is the asset of airports authority of India. You are required to ensure that the provisions of Official Language rules are properly complied with.

12. The licensee for a staff canteen will not erect or display any advertisement, hoarding banners at the allotted space or at any place in the airport premises.
13. Any other form of advertisement by the agency like advertisement on disposable cups, plates, packing boxes, tissue paper etc. will not be permitted.
14. Periodical or surprise checks may be conducted by the local level committee in order to ensure that contract is being run as per the stipulated conditions.
15. Probable number of customers expected to visit the canteen may be 50(minimum).
16. The **security deposit** as per the value of contract **(04 month of quoted license fee)** is payable by the licensee in the form of BG/NEFT/RTGS/DD drawn in favour of Airports Authority of India Ranchi, payable at Ranchi from any nationalized bank within the 15days from the date of issue of award letter.
17. Token penalty will be imposed on the agency on failure to maintain canteen timings, failure to use branded raw materials, selling of expired food stuff, non- display of rate list, non-maintenance of cleanliness/hygiene, charging of higher price beyond MRP etc.
18. The contract period shall be for 03 years on mutually agreed terms and condition. There shall be escalation of 10% on base license fee every year at completion of each year.
19. The licensee will be required to execute an agreement on a stamp paper of Rs.100/-as per the standard format. The cost of stamp paper shall be borne by the licensee.
20. The licensee should be in a position to commence the canteen services within 30 days from date of issue of award letter. The contractual obligation should also be completed before commencement of license.
21. The licensee during the period of license shall keep and maintain the premises in proper hygiene, good and substantial order.
22. The licensee shall supply wholesome refreshment of good quality meal at the rates approved by the Authority (AAI).
23. The licensee shall be required to deploy adequate covid vaccinated manpower for the proper and quick delivery of food items. The licensee will have to provide proper uniform in neat and clean condition to their employees including cook and helper. The licensee will also ensure that the people employed by him are following proper hygienic guidelines and ensure proper sanitization
24. Furniture shall be arranged by the licensee in the canteen and it should be kept in a clean and tidy condition at all the times. Moreover, the inside and outside area of the canteen should always be maintained in clean and hygienic condition.
25. Use of single use plastic in any form is strictly prohibited.

26. In case of operational requirement, Airports Authority of India can shift the canteen to an alternate suitable location within the airport premises. The licensee shall have neither the right to demand an exactly equal area at alternate site nor proportionate reduction in the license fee on this ground.
27. The licensee shall keep a complaint book at a prominent location in the “staff canteen premises” which has to be made available for inspection by authorized representative of Airport Director, Birsa Munda Airport Ranchi.
28. Food item will be supplied on the counter and the users(customers) will be collecting their food plate by their own. Water jugs and glasses should be facilitated on the tables by the licensee.
29. The conduct of canteen staff should be satisfactory. In case any of the canteen staff found of misbehaving/misconduct, the licensee shall remove the staff on AAI advice.
30. It shall be the sole liability of the licensee (including the contracting firm/company) to obtain and to abide by all necessary license/permission from the authorities concerned as provided under various labour legislation including labour license obtained as per the provisions of the contract labour (Regulation & Abolitions) Act,1970
31. The licensee shall discharge obligation as provided under various applicable statutory enactment including the Employees provident fund & Miscellaneous provision Act 1952 , the Employees State insurance (ESI) Act,1948, the contract labour (Regulation & Abolition)Act,1970, the inter- state migrant worker (Regulation of employment & condition of service) Act,1979, the minimum wages Act 1948, the payment of wages Act 1936, the workmen’s Compensation Act 1923 and other relevant Act, Rules, Regulation, instruction etc., issued/ enforced from time to time.
32. On commencement of the contract, the contractor shall continue to have valid PF and ESI code No., till end of the contract. AAI reserves the right to withhold any payment if ESI and PF contribution are not paid by the contractor and proof to that effect have not been produced regularly by the contractor. Non-production of PF and ESI chalans of monthly contribution before the due date but not later than 21st of every month by the contractor, shall be liable for action against the contractor and also suitable penalty shall be levied by the Execution Department as deemed fit.
33. The contractor shall regularly submit all relevant records/document to AAI representative for verification. The contractor shall be solely responsible for the payment of wages and other dues to the personal deployed by him latest by 7th of the subsequent month. The contractor shall be directly responsible and indemnify the authority against all charges, dues, claims, etc., arising out of the disputed relating to the dues and employment of personnel deployed.

34. The licensee should supply the food and beverage items in a neat and clean manner and the quality should be maintained at all times. The canteen committee members shall carry out surprise inspection of the canteen at any time and the licensee shall carryout the instruction/suggestion of the canteen committee for improved functioning of the canteen.
35. If AAI is not satisfied with the functioning and maintenance of the canteen by the licensee, the license can be terminated by AAI at any time by giving a short time of 30 days.
36. The licensee may **surrender the license by giving 60 days' notice.**
37. In case of disruption of canteen services by the licensee in the middle of the contract, AAI reserves the right to take necessary action to terminate the license.
38. The canteen shall function as per the operational hours i.e. 6:00 AM to 22:00 PM of Airport or as directed by AAI. The licensee shall abide by all the terms & conditions as may be enforced by AAI from time to time.
39. The garbage and food waste should be disposed off regularly as per the norms as may be decided by AAI

SIGNATURE OF THE ISSUING OFFICER

ANNEXURE : A

UN- CONDITIONAL ACCEPTANCE LETTER

To

The Airport Director,
Airports Authority of India
Birsa Munda Airport
Ranchi

Sir,

Subject: - UN- CONDITIONAL ACCEPTANCE LETTER

1. The tender documents for the staff canteen have been provided to me/ us by Airports Authority of India and I/We hereby certify that I/We have inspected the sites and read the entire terms and condition of the tender documents made available to me/us, which shall form part of the contract agreement and I/We shall abide by all the condition /Clauses contained therein.
2. I/We hereby unconditionally accept the tender conditions of AAI for the above facility
3. The Notice inviting tender of the tender documents have been noted wherein it is clarified that AAI reserved the rights to reject the conditional tender without assigning any reason thereto.
4. I/We declare that I/We have not paid and will not pay any bribe to any officer of a AAI for awarding this contract at any stage during its executing or at the time of payment of bills and further if any officer of AAI asks for bribe/gratification, I/We will immediately report it to the appropriate authority in AAI.
5. The required earnest money for this facility is enclosed herewith.

Your faithfully,

(Signature of the Tenderer) with Rubber Stamp

Date.....

ANNEXURE: B

Schedule of Premises

<u>NAME OF THE CONTRACT</u>	<u>DESCRIPTION OF CONTRACT & DETAILS</u>	
AAI Staff Canteen- in front of Old Terminal Building Garden Area	Place	Operating for AAI Staff Canteen- in front of Old Terminal Building Garden Area
	Area	37.40 Sq. Mtr.
	Period of contract	03 Year
	Date of Commencement	

ANNEXURE-C

Note:-

- The blank columns of rate list may please be filled and submitted alongwith Tender which will be negotiated by AAI Committee after award of tender with H1 bidder.
- Packed items to be sold on MRP only.

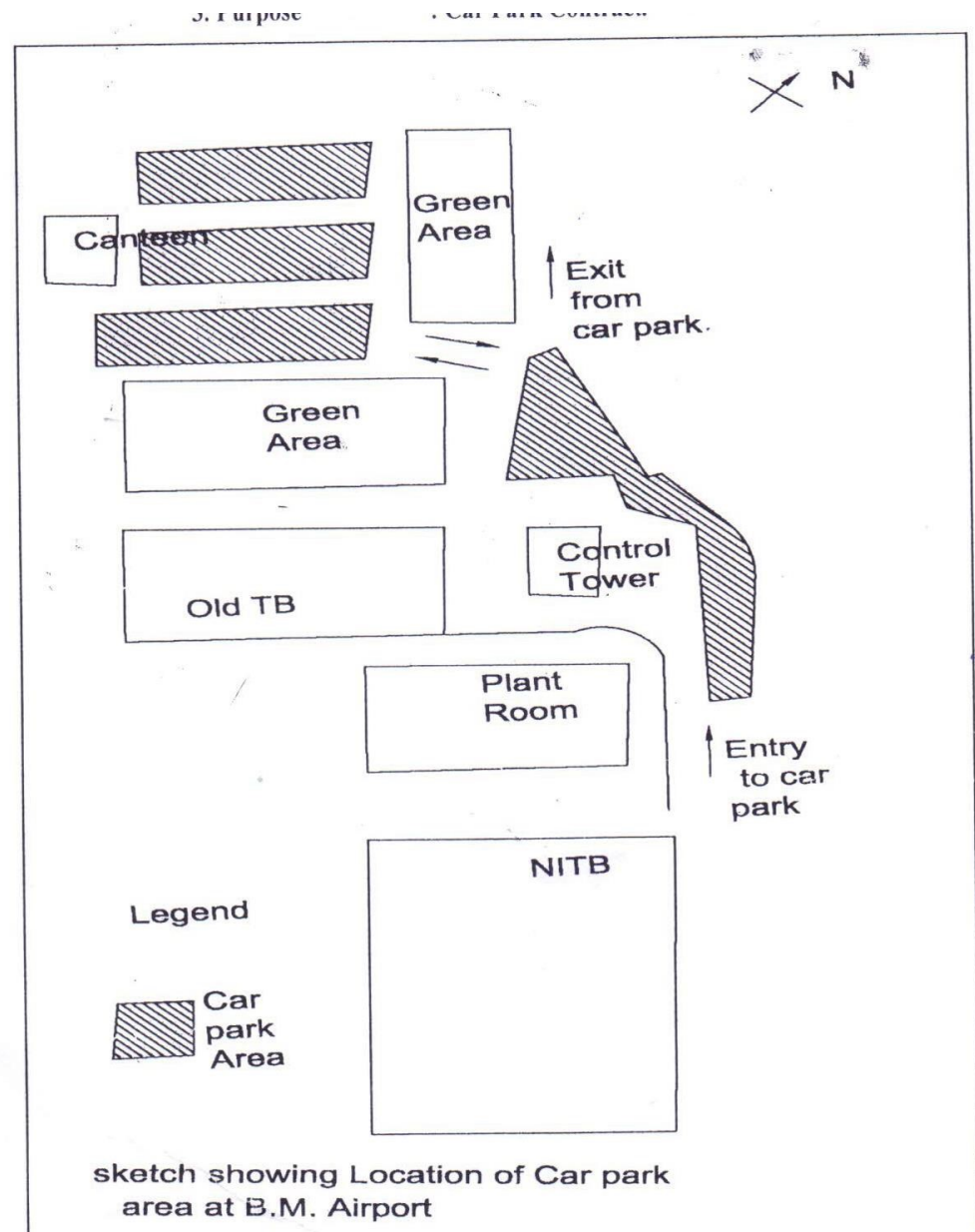
<u>S.No.</u>	<u>Name of Item</u>	<u>Quantity</u>	<u>Rate for AAI Staff</u>
1	Tea (100 ml)	One Cup	
2	Special Tea (100ml)	One Cup	
3	Coffee (100 ml)	One Cup	
4	Cold Drink	Packed Item on MRP	
5	Masala Dosa - Sambhar	1Plate (1 Dosa+150 gms sambhar + 50 gms Chutny)	
6	Sada Dosa	1Plate (1 Dosa+150 gms sambhar+ 50 gms Chutny)	
7	Idly Sambhar	1 Plate (02 Idly+150 gms sambhar +50 gm Chutny)	
8	Chola Bhatura	Per Plate (2 Bhatura+150 gms Chola)	
9	Boiled Egg (2Eggs)	02 Pcs	
10	Omlet (2 Eggs+2 Slice Bread)	Plate	
11	Vada sambhar	1 Plate (02 Vada+150 gms sambhar+50 gm Chutny)	
12	Vegetable sandwich	(2 Pcs)	
13	Curd Rice	Plate	
14	Potato chips	Packed Item on MRP	
15	Butter Milk (200 ml)	1 Packet	
16	Poori Subji	1 Plate (05 Poori+150 gms subji)	
17	Vegetarian Thali (Rice + Roti +Dal + Sabji + Salad +Raita)	100 gms Rice+04 Roti+150 gms Dal+100gms seaonal Veg.+50 gms salad+Raita	
18	Non- Vegetarian Thali (Rice+Roti+Dal+Chiken/ Fish/Mutton + Salad+Raita)	100 gms Rice+04 Roti+150 gms Dal+50 gms salad+Raita + 2pcs Chicken/ Fish/Mutton	
19	Veg Biryani/ Chicken Biryani		

20	Tawa Roti	01 Pcs	
21	Tawa Roti with Butter	01 Pcs	
22	Paratha	2 Pcs	
23	Dal Plain	1Plate (150 gms)	
24	Dal Taddka	1Plate(150 gms)	
25	Gobhi Masala	1 Plate(150 gms)	
26	Mutter Paneer	1 Plate(150 gms)	
27	Veg. Pulao	1 Plate(150 gms)	
28	Vegetable Cutlet	2 Pcs	
29	Dahi Wada	1 Plate (02 Pcs.)	
30	Bread Pakoda	1 Plate (02 Pcs.)	
31	Samosa/Aloo chap	1 Plate (02 Pcs.)	
32	Veg soup (150 ml)	1 bowl	
33	Dry papad /fry papad	1 Pcs	
34	Green salad	1 Plate	
35	Gulab jamun (2pcs)	1 Plate	
36	Ice cream		
37	Packed Items/ Water /Wafers etc. to be sold on MRP		
38	Chat		
39	Veg/Egg/Chicken/Mixed - Chowmin		

Signature of the Licensee

AAI Staff Canteen- in front of Old Terminal Building Garden Area, Birsa Munda Airport, Ranchi.

Area- 37.40 Sqm



Signature Not Verified

Digitally signed by AVINASH BECK
Date: 2022.04.27 14:48:53 IST
Location: eProcurement System for Central PSUs