



**भारतीय विमानपत्तन प्राधिकरण**  
**AIRPORTS AUTHORITY OF INDIA**  
**Chennai International Airport : M.M Department**

**NAME OF WORK: Annual Rate Contract for Washing & Ironing of Linen Materials at Chennai Airport for the year- 2022-2023**

**NOTICE INVITING e-TENDER (2 Envelope Open Tender)**

Tender Ref No:AAI/CA/MMD/30(03)

Tender ID: 2022\_AAI\_114216

1. Item rate e-tenders are invited through the e-tendering CPP Portal by **Asst. Manager (MM), Materials Management Department, Operational Offices, Airports Authority of India, Chennai International Airport, Chennai-600 016, Telephone No. 044-22564051**, on behalf of Chairman, A.A.I from the agencies for the work of **"Annual Rate Contract for washing and Ironing of Linen Materials for the year 2022-23 at Chennai Airport"** at an estimated cost of **Rs.7,33,776/= (excluding GST)** for a period 01 (One) Year.

The tendering process is online at CPP-portal URL address <https://etender.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/help%20desk%20support).

2. Tender processing fee of **Rs.590.00 (Including GST), non-refundable & EMD Rs.17,317/=** will be required to be paid online through gateway of CPP portal.

**3. CRITICAL DATA SHEET**

Publishing Date	30.04.2022 from 1130hrs
Bid Document Download / Sale Start Date	30.04.2022 from 1400hrs
Clarification Start Date	02.05.2022 from 1000hrs.
Clarification End Date	06.05.2022 upto 1400 hrs.
Bid Submission Start Date	07.05.2022 from 1000 hrs.
Bid Submission End Date	10.05.2022 from 1730 hrs.
Bid Opening Date (Envelope- I) (Tech. Bid)	13.05.2022 at 1100 hrs.
Bid Opening Date (Envelope- II) (Financial Bid)	18.05.2022 at 1130hrs

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#### 4. CPPP under GePNIC. Help Desk Services

1. For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, and 0120-6277787. International Bidders are requested to prefix 91 as country code.

**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 the tender(s) published kindly contact the respective Tender Inviting Authority.

**Tel:** 0120-4001002, 0120-4001005, 0120-6277787

**E-Mail:** [support-eproc@nic.in](mailto:support-eproc@nic.in)

1. For any Policy related matter / Clarifications Please contact Dept of Expenditure, Ministry of Finance.

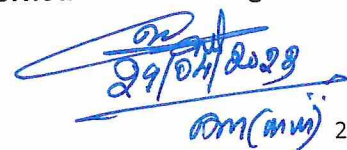
**E-Mail:** [cppp-doe@nic.in](mailto:cppp-doe@nic.in)

2. For any technical 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**”.
3. In case of any technical issues faced, the escalation matrix is as mentioned below:

SL. No.	SupportPersons	Escalation Matrix	E-Mail Address	Contact Numbers	Timings*
1.	Technical Help DeskTeam	Instant Support	<a href="mailto:eprochelp@aai.aero">eprochelp@aai.aero</a>	011-24632950,Ext-3512	0800-2000 Hrs. (MON - SAT)
2.	Sh. SanjeevKumar, Sr.Mgr.(IT)	After 4 Hrs.of Issue	<a href="mailto:etendersupport@aai.aero">etendersupport@aai.aero</a> or <a href="mailto:sanjeevkumar@aai.aero">sanjeevkumar@aai.aero</a>	011-24632950,Ext-3523	0930-1800 Hrs. (MON-FRI)
3	Sh. DharmendraKumar Jt.GM(IT)	After 12 Hrs.	<a href="mailto:dkumar@aai.aero">dkumar@aai.aero</a>	011-24632950 Ext. 3527	0930-1800 Hrs. (MON-FRI)
5.	General Manager(IT)	After 03 Days	<a href="mailto:gmitchg@aai.aero">gmitchg@aai.aero</a>	011-24657900	0930-1800 Hrs. (MON-FRI)

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

4. The above mentioned help desk numbers are intended only for queries related to the issues one-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(kjaya@aai.aero).**

  
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5. Following 2 (Two) Envelopes shall be submitted through online at CPP-portal by the tenderer as per the following schedule:

**Envelope-I (Tender Processing Fee, Pre-Qualification and Technical Bid):-**

**Tech. Bid shall be containing following:**

1. Digitally signed **full set of tender** documents.
2. Copy of online payment receipt of
  - (a) Tender Processing fee of **Rs.590/= (Rupees Five Hundred And Ninety Only) paid through online method of CPP portal.** The tender processing fee is non-refundable.
  - (b) EMD for an amount of Rs.17,317/= (Rupees seventeen thousand, three hundred and seventeen only) through online method of CPP portal
3. Scanned copy of GST Registration or scanned copy of GST exemption certificate.
4. Scanned copy of PAN (Permanent Account Number),
5. Experience Criteria: Bidder should have successfully completed similar work or with better (higher) requirements, works with
  - One work/purchase order of value equal to 80% or more of the estimated cost,
  - Two separate work/purchase orders, each for a value equal to 50% or more of estimated cost,
  - Three Separate work/purchase orders, each for a value equal to 40% or more of the estimated cost,
  - The above criteria should be completed in last 7 years, for Govt. Departments or public undertakings or Pvt. Sectors (within India).
  - 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 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..
  - Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion.

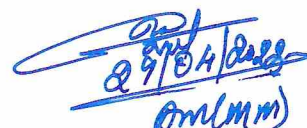
The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of submission of bid or extended date of submission.

6. **Average Annualized Financial Turnover:** Vendor should have annualized average financial turnover of at least 30% of the estimated cost or equivalent during last 3 years ending 31<sup>st</sup> March of 2021.

As a proof of financial turn over, copy of abridged Balance Sheet along with profit & loss account of the bidder for the last three years shall be submitted duly certified by Chartered accountant with UDIN number.

The documents submitted by bidders without UDIN shall not be entertained.

7. Scanned copy of Unconditional Acceptance of AAI's Tender Conditions on company's letter head. (As per Format **Annexure –A**)

  
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8. Copy of Udyog Adhar/MSE registration testimonials & self-declaration for availing benefits of MSE on company's letter head (**for MSE Units Only**) (As per Format **Annexure-B**). The benefits applicable to MSEs shall be available for goods and services produced and provided by MSEs for which they are registered.
9. Declaration regarding genuineness of the documents submitted. To be submitted on the company's letter head (as per Format **Annexure-C**).
10. Bidder shall not be black listed or should not have a pending case or pending complaint of irregularity in India or abroad, by any global international body like World Bank/International Monetary Fund/World Health Organization etc., or any Indian State/Central Governments Departments or Public Sector Undertaking of India. Bidder is required to submit an undertaking in this regard as per Format-**Annexure-D**. If the claim of the bidder is found to be wrong or the bidder is black listed by any of these agencies during the bid evaluation process his bid is liable to be rejected at that stage.
11. P.Q Performa and Checklist (**Annexure-E**)  
(The tenderer shall submit their application by downloading the "PQ Performa" from the e-tendering portal, fill up the required information and upload the digitally signed file of scanned documents.)

**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 Financial 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/format is found to be modified by the bidder, their bid shall be rejected.**

**3. Bid Submission: -**

The tenderer shall submit their application only at CPP portal **<https://etender.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 same 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 **<https://etender.gov.in/eprocure/app>**, shall not tamper/modify the tender form including downloaded Financial Bid template 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.

  
29/04/2023



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

**Envelope-I: (Tender processing fee, EMD, Pre- qualification and Technical Bid):**  
Envelope-1 containing documents as per para 2 and Annexures A, B,C & D (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 only.

**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 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. AAI also 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:
  1. 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 /Joint venture 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. Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC /KVIB/Directorate of Handicraft and Handloom etc., to be given as per the provisions of public procurement policy for MSEs order 2012 with up to date amendments, shall be applicable for tenders of supply /services and shall not be extended to construction work.




12. **DOCUMENT REQUIRED FOR AVAILING EXEMPTION OF TENDER FEE AND EMD FOR MSEs:**

The following procedure is adopted for the bidders registered with MSEs:

The MSEs who intent to claim benefits under MSME act, shall fulfil the following, otherwise they run the risk of, their bid being passed over as "INELIGIBLE" for the benefits applicable to MSEs and their bid will not be considered for evaluation.

- i) MSEs which are specified by the Ministry of Micro, small and Medium, Enterprises under MSMED Act 2006 and Public Procurement Policy, 2012 as Manufacturing.
- ii) The **Services** mentioned under MSE certificate should be the **same or similar** to the tendered items (Schedule of item(s) of Tender).

13. 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 they said entity shall not be allowed to participate in AAI tenders.



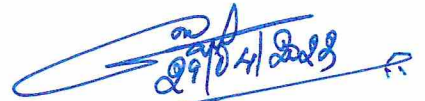
(जयकृष्णन. के / सहायक प्रबन्धक (सामग्री प्रबंधन)  
भारतीय विमानपत्तन प्राधिकरण / चेन्नई हवाई अड्डा  
(JAYAKRISHNAN.K / ASSISTANT MANAGER (M.M)  
AIRPORTS AUTHORITY OF INDIA /CHENNAI-600 016

**Copy to:**

1. The G.M(Ops)/Jt.G.M(Ops)/DGM(Ops)/S.M(Ops.)
2. The G.M(EE)
3. The Jt.G.M(EE)/MM

**Notice Board**

**AAI web site**



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