



भारतीय विमानपत्तन प्रधिकरण / AIRPORTS AUTHORITY OF INDIA

इंजीनियरिंग स्कंध (विद्वत्) / ENGINEERING WING (ELECTRICAL)

तिरुचि अंतर्राष्ट्रीय हवाईअड्डा, तिरुचि / TRICHY INTERNATIONAL AIRPORT, TRICHY – 07.

SECTION:I

Ref.: AAI/TRY/APD/01/2022-23

Date: 06/05/2022

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

TENDER ID: 2022 AAI 115028 1

1. Item Rate E- Tenders are invited from the reputed travel agencies, Car Rentals and other Transport Firms through the NIC CPP e-tendering portal by the **Airport Director, Airports Authority of India, Trichy Airport, Trichy- 620 007** (Bid Manager) on behalf of Chairman, AAI for **"Hiring of Staff Car for Airport Director on monthly regular basis at Trichy Airport (2022-23)"** for a period of **12 (Twelve months)** at an estimated cost of **Rs. 6,42,000/-** (excluding GST).

2. Vehicle of different categories as detailed in BOQ, registered for Commercial Use on or after **01/06/2019**.

The tendering process is online at e-portal URL address <https://etenders.gov.in/eprocure/app> or www.aai.aero. Prospective Tenderers may download and go through 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> or 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.

- (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: support-eproc@nic.in

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: eprochelp@aai.aero
- (iii) 09:30 hrs to 18:00 hrs (Mon-Fri)-
011-24632950, Ext-3523, E-Mail: etendersupport@aai.aero,
sanjeevkumar@aai.aero and snita@aai.aero.
- (iv) 09:30 hrs to 18:00 hrs (Mon-Fri)-
011-24657900, E-Mail: gmitchg@aai.aero

**TENDER SCHEDULE**

01.	Name of Work	Hiring of Staff Car for Airport Director on monthly regular basis at Trichy Airport (2022-23)
02.	Tender No.	AAI/TRY/APD/01/2022-23
03.	Estimated cost excluding GST	Rs.6,42,000/- (excluding GST)
05.	Period of Contract	12 months

CRITICAL DATA SHEET

Publishing Date	09.05.2022
Bid Document Download / Sale Start Date	10.05.2022 from 09:30 hrs.
Clarification Start Date	10.05.2022 from 09:30 hrs.
Clarification End Date	13.05.2022 up to 18:00 hrs.
Bid Submission Start Date	10.05.2022 from 09:30 hrs
Bid Submission End Date	30.05.2022 up to 18:00 hrs.
Bid Opening Date (Envelope- I)	01.06.2022 at 11:00 hrs.
Bid Opening Date (Envelope- II)	07.06.2022 at 11:00 hrs.
Tender Fee (Non-refundable) to be paid through online through CPP portal.	Rs. 1,180/- (i/c GST) to be paid through online through CPP portal or Scanned copy of valid NSIC / MSME Registration Certificate. (in relevant category of tendered work)
Earnest Money Deposit (EMD) (to be paid Online through CPP portal)	Rs. 12,840.00 to be paid through online through CPP portal or Scanned copy of valid NSIC / MSME Registration Certificate. (in relevant category of tendered work)

Tender processing fee of **Rs.1,180/-(i/c GST), non-refundable** and **EMD Rs. 12,840.00** will be required to be paid Online in CPP- Portal through the SBI payment gate way integrated /mapped with CPP portal for this purpose.

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



3.1 ENVELOPE-I (Tender processing fee, EMD Declaration, Technical Bid and Pre-qualification):-

Bid containing the followings:

A. Tender processing fee, EMD:

- i) Scanned copy of receipt for online payment of Tender fee /EMD.

Note: EMD in the form of cash/Demand Draft or any other form shall not be accepted. Vendors shall also note that they are not required to contact any AAI employee or submit any documentary evidence of submission of EMD via Bank Transfer during the process of tender. In no scenario the vendors are required to submit / contact any AAI employees for physical submission of any documents before opening of the bids

B. Technical Bid containing the followings: -

- i) Scanned copy of Unconditional Acceptance of AAI's Tender Conditions duly signed (Performa given Annexure- A at Page No. 32).
- ii) Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- iii) Undertaking regarding GST (As per Performa given at page no. 36 of Tender Document)
- iv) Scanned copy of Employees Provident Fund Organization (E.P.F.O) Registration.
- v) Scanned copy of Employees State Insurance Corporation (ESIC) Registration.
- vi) Scanned copy of 'Undertaking' regarding Blacklisting / Debarment on Company's Letter Head. (As per Performa given at page no. 36 of Tender Document)
- vii) Scanned copy of Proof of Address & Contract Tel. No. of Office address.
- viii) 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.
- ix) Scanned copy of Check list – page no.10-11 and Annexure "C" as per page no. 33-34

**C. Qualifying requirement of agency/tenderers containing the following:-**

SL. NO.	PRE QUALIFICATION CRITERIA	DOCUMENT(S) TO BE UPLOADED IN E-PORTAL
i)	<p>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).</p> <p>Should have experience in providing Transport Vehicles on Hire during last seven years ending on last date (extended date) of submission of bids for any one of the following quantum of completed work(s):-</p> <p>One order - 80% of estimated cost, i.e. not less than Rs. 5,13,600.00</p> <p>OR</p> <p>Two orders - 50% of estimated cost, i.e. not less than Rs.3,21,000.00 each order.</p> <p>OR</p> <p>Three orders-40% of estimated cost, i.e. not less than Rs. 2,56,800.00 each order.</p>	<p>Scanned copies of Work Order, BOQ along with its satisfactory completion certificate issued by the client.</p> <p>The said satisfactory completion certificate should reflect either value of work, period of contract etc.</p> <p>Note:-</p> <p>a. The above Work / Order should have been satisfactorily completed.</p> <p>b. Initial period of contract and extension thereof if any upto 30/06/2020 shall be considered as 'completed work' and reckoned for value of order.</p> <p>c. Firms showing work experience certificate from Non-Government /Non-PSU Organizations should submit copy of Tax Deduction at Source (TDS) certificate in support of their claim for having experience of stipulated value of work.</p>
(ii)	<p>Should have annualized average financial turnover of Rs. 1,92,600.00 (30% of the annual estimated cost) during last three financial years ending on March-2022</p>	<p>Scanned copy of Balance Sheets along with Profit & Loss Accounts Statement for the Financial Year - 2018-19, 2019-20 and 2020-21</p>
(iii)	<p>The tenderer should have a minimum net worth of Rs. 96,300.00 issued by certified Chartered Accountants. (As per Performa - I given at Page No. 35</p>	<p>Scanned copy shall be uploaded as per Performa -I</p>
iv)	<p>Should have a minimum of 01 Nos. vehicle like MUV /Equivalent vehicle in the name of the Bidder / Firm / Proprietor / Owner / Partner OR under the Notarized Power of Attorney (POA) and registered for Commercial Use on or after 01/01/2019</p>	<p>Scanned copy of Registration Certificate (RC Book) in support of the above vehicles, along with respective POA, if applicable.</p> <p>Note:-</p> <p>In case of Partnership Firms relevant Memorandum of Association / Article of Association / Partnership Deed is also to be uploaded.</p>



Note :- Tenderers have to submit UDIN generated documents like Balance Sheet/Turnover certificate, Working Capital Certificate (works done during last 5 financial years & works in hand), 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.

(v)	Tender documents	Digitally signed complete set of tender documents.
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NOTE:

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

- i. NSIC / MSME Bidders - The bidders registered under NSIC / MSME are eligible to get the benefits under the Public Procurement Policy for Micro, Small & Medium Enterprises extended by the Govt. of India.
- ii. Such bidders should submit a copy of valid NSIC / MSME Registration Certificate related to the tendered work in Envelope-I ONLINE, to claim exemption from Tender processing fee and EMD failing which their tenders will be summarily rejected.
- iii. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

3.2 ENVELOPE-II (FINANCIAL e- BID Through CPP portal)

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 bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

3.3 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.



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 (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.

3.4 **BIDS OPENING PROCESS**

Envelope-I (Tender processing fee, EMD Declaration, Technical bid and Pre-qualification):

Envelope-I containing Documents as per Para 1.1 (A), (B) and (C) (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATE 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 DATE 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).

- 3.5 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.
- 3.6 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



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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

- 3.7 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.
- 3.8 Consortium /JV companies shall not be permitted.
- 3.9 Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

**Asst. General Manager (Engg-E)/MT In-Charge
For Airport Director,
Airports Authority of India,
Trichy Airport**