



AIRPORTS AUTHORITY OF INDIA

**DEVI AHILYA BAI HOLKAR AIRPORT,
INDORE (M.P.) 452005**

Name and Address of the firm:

:

Telephone & Mobile No. :

Email Address (if any) :

TENDER DOCUMENT

NAME OF WORK

**CLEARING OF BUSHES, VEGETATION, SPRAYING OF INSECTICIDE IN
OPERATIONAL AREA FOR YEAR 2022-2023 AT DABH AIRPORT, INDORE**

Tender Id. 2022_AAI_115219



INDEX

NAME OF WORK: Clearing of bushes, vegetation, spraying of insecticide in operational area for year 2022-23 at DABH Airport, Indore

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TENDER SCHEDULE

Name of Work.	Clearing of bushes, vegetation, spraying of insecticide in operational area for year 2022-23 at DABH Airport, Indore
Period of Contract:	One Year (Further extendable for another one more year on the discretion of AAI)
Tender Reference No.	2022_AAI_115219
Estimated Cost	Rs. 27.75 Lacs/-
Tender Fee (Non-refundable)	Rs.1,770/- (inclusive of GST@18%)
EMD	Rs.55,500/-

CRITICAL DATES

Tender Document Download/Sale Start Date	09.05.2022 From 17:30 hrs
Seek Clarification Start Date	09.05.2022 From 18:00 hrs
Seek Clarification End Date	16.05.2022 upto 18:00 hrs
Bid Submission Start Date	09.05.2022 From 18:00 hrs
Bid Submission End Date	23.05.2022 upto 15:00 hrs
Bid Opening Date: Envelope-I (Fee : Containing scanned copies of Payment Receipt of Tender Cost & EMD, Letter for Unconditional Acceptance of AAI's Tender Conditions and MSME Certificate, if applicable)	24.05.2022 at 15:00 hrs
Bid opening Date: Envelope-II (Pre-Qualifying Criteria Cum Technical Bid)	24.05.2022 at 17:00 hrs
Bid opening Date : Envelope-III (Price Bid)	30.05.2022 at 11:00 hrs. (Tentative)

Note:-

- a. AAI may at its discretion extend / change the schedule of any activity by intimating the bidders through a notification on the e-tendering portal <https://etenders.gov.in>.
- b. Corrigendum if any, will be uploaded only on e-tendering portal. It is the responsibility of bidders to check at the website or their registered Email ID / Mobile No.
- c. Clarification after the due date stipulated above will not be entertained and no request for extension of date on any grounds will be granted / entertained.

SECTION : I

NOTICE INVITING e-TENDER

NIT No. : AAI/IND/TECH/E-NIT-01/2022-23

1.0 Item rate tenders are invited through the e-tendering portal by **In-charge (Technical), Airports Authority of India, Devi Ahilya Bai Holkar Airport, Indore – 452005(MP) (Bid Manager)** on behalf of Chairman, A.A.I. from registered Firms / Companies / specialized agencies / Contractors of repute having experience for the work of **“Clearing of bushes, vegetation, spraying of insecticide in operational area for year 2022-23 at DABH Airport, Indore” for 01(One) Year** at an estimated cost of **Rs. 27.75 Lacs** (Twenty-Seven Lakhs Seventy-Five Thousands Only) **including Employer’s share EPF, ESIC, Bonus & GST as applicable** with period of **completion 12 (Twelve) Months**. (Extendable for further 01 Year on the discretion of AAI)

1.1 The tendering process is online at CPP portal (<https://etenders.gov.in>). Aspiring bidders may go through the tender document by “Guest User” login.

1.2 Prospective Tenderers are advised to get themselves registered at CPP-portal, obtain ‘Login ID’ & ‘password’ and go through the instructions available in the Home Page after logging in to the CPP-portal <https://etenders.gov.in>. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The bidder may also take guidance from AAI Help Desk Support as given Section-II of the tender.

i) 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 Contract details. For any issues / clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

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

E-Mail: support-eproc@nic.in

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

E-Mail : cphp-doe@nic.in

iii) 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”**.

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

SL. No.	Support Persons	Escalation Matrix	E-mail Address	Contact 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	gmitchq@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 numbers are intended only for queries related to the issues on CPP 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.**

1.3 Tender Fee and EMD [Through Online mode only] :-

Cost of tender processing fee of Rs. 1,770/- (Rupees One Thousand Seven Hundred Seventy only) (i/c GST) (Non-Refundable) and Earnest Money Deposit of Rs. 55,500/- (Rupees Fifty-Five Thousand Five Hundred only), shall be paid by the bidder before the scheduled time of e-tender submission online through SBI Gateway using SBI/Other Banks/ NEFT/RTGS mode in favor of Airports Authority of India. **No other mode of payment shall be acceptable.** Bidder has to submit the self-attested proof of transaction/UTR No. in Envelope-I.

The tender of the bidder who fail to submit the EMD before the stipulated time shall be rejected outright.

1.4 Following 3 envelopes shall be submitted through online CPP-portal by the bidder:-

1.4.1 Envelope-I:-Containing following documents (Related to Fees)

i) Scanned copy of the self-attested proof of transaction/UTR No. against Tender Fees & EMD.

ii) Scanned copy of duly signed and stamped **Unconditional Acceptance of AAI's Tender Conditions** in the format as given in **Annexure – A** of tender document.

The tenders of the bidders who fail to submit above documents before the stipulated date & time shall be rejected outright. Further, if EMD and other documents of any of the bidders are not meeting the AAI's tender conditions, then their e-bid response will be summarily rejected.

1.4.2 Envelope II:- (Pre-Qualifying Cum Technical): Containing Qualifying requirements of Contractors / Firms:- The tenderer shall submit their application by downloading the "Tender Document" from the e-tendering portal, fill-up the required information and upload the digitally signed file of scanned documents in support of their meeting each criteria mentioned below in the attachments Section in the portal. Uploading of application in location other than specified above shall not be considered. **Hard copy of application shall not be entertained.**

Pre Qualifying Cum Technical Criteria:-

- i) Agency specialized in the similar nature of work /registered Firms / Companies / Contractors of repute for the work as the case may be and having Permanent Account Number.
- ii) Scanned copy of Permanent Account Number (PAN) and valid GST registration Certificate.
- iii) Scanned copy of GST Undertaking.
- iv) Scanned copy of Undertaking regarding Debarment/Blacklisting on Company's Letter Head.
- v) Scanned copy of duly notarized affidavit on Non-Judicial stamp paper of Rs.100/- for Minimum wages as per NIT.
- vi) Scanned copy of EPF & ESIC registration certificate/Undertaking in this regard.
- vii) 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.
- viii) In case of MSE's, Registration Certificate issued by DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and handloom etc. as per Public Procurement Policy for MSEs order 2012 with up to date amendments.
- ix) PQ Performa duly filled.
- x) A party or an individual falling under the following categories is not eligible:
 - a. Having outstanding dues in respect of any contract with Airports Authority of India at any airport under its administrative Control.
 - b. Debarred/black-listed by Central Vigilance Commission, Central Bureau of Investigation or by Airports Authority of India (International or National Airports Division).
 - c. Parties facing action under PPE Act, with AAI.

xi) 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**) three works, each of **Rs. 11.10 Lacs** or two works, each of **Rs. 13.875 Lacs/-** or one work of **Rs. 22.20 Lacs** in single contract of similar nature i.e. " **Clearing of bushes, vegetation, spraying of insecticide**" during last seven years ending on last date or extended date of submission of bid in India.

Note: - a. The above work / order should have been satisfactorily completed (Phase / Part completion of work in a contract shall not be considered) and its completion certificate should clearly show the nature of work done, the value of work, date of start, date of completion, satisfactory completion of work etc.

b. 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.

xii) Should have annualized average financial turnover of **Rs. 8.325 Lacs** against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet, 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.

1.4.3 Envelope-III (Price Bid):-

i) The tenderer shall upload the digitally signed **Schedule of Price Bid in the form of BOQ.xls**

Bidders are requested to note that they should necessarily submit their financial bids 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 bidders. Bidders are required to download the BOQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). 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.

Bidders are requested to quote their rates for each & every BOQ Items for bid evaluation purpose. If any bidder doesn't quote any rate for any or few items, their rates shall be treated as "ZERO" against such item / items and accordingly, it is presumed that bidder is willing to execute those items free of cost to AAI. Bid evaluation shall be done on the basis of Overall Lowest (L-1) considering all BOQ Items.

Further, it may be noted that tenders which are duly submitted on e-tender portal (CPPP) shall only be final and tenders just saved without submission will not be available to the evaluation purpose. Bidders are requested to go through FAQ and help files available in the portal (CPPP).

In case of any difficulty, bidders may contact the help desk numbers and emails ID provided in the CPP portal.

Tenderer who has downloaded the tender from central public procurement portal (CPPP) website <http://etenders.gov.in> 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.

1.5 Bids Opening Process is as below:-

1.5.1 Envelope-I (Containing following documents):-

- i) Scanned copy of the self-attested proof of transaction/UTR No. against Tender Fees & EMD.
- ii) Scanned copy of duly signed and stamped Unconditional Acceptance of AAI's Tender.

Containing scanned copy of above documents (uploaded by the contractors / firms) shall be opened on **24.05.2022 at 15:00 Hrs.** The intimation regarding acceptance/ rejection of their bids will be intimated to the contractors / firms through e-tendering portal.

1.5.2 Envelope-II (Pre-Qualification/Technical Cover):

Containing pre-qualification documents /certificates (uploaded by the contractors / firms) shall be opened of those bidders only, who had uploaded the scanned copy of payment receipt of Tender cost & EMD (in Envelope-I) by due date & time.

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope-I and Envelope-II (except scanned copy of duly signed Unconditional Acceptance Letter), he will be asked to provide it through "Upload Short Fall Documents" link in e-tendering portal. The bidder shall upload the requisite clarification / documents within time specified by AAI, failing which tender will be liable for rejection.

Tenderer who failed to upload the scanned copy of duly signed Un-conditional Acceptance Letter in Envelope-I on the CPP e-tendering portal by due date & time of bid submission (or by extended date & time of bid submission, if any), his tender application will be summarily rejected. Hard copy of documents shall not be entertained.

1.5.3 Envelope-III (Finance Cover): Containing the financial e-bid through CPP portal.

The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall be intimated later to the shortlisted technically qualified bidders. [Depending on evaluation of envelope-II, any changes in the date shall be intimated through CPP portal].

1.6 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.

1.7 AAI reserves the right to disallow issue of tender document to working agencies whose performance at ongoing project(s) is below par and usually poor and has been issued letter of restrain / temporary / permanent debar by any department of AAI. AAI reserve the right to verify the credential submitted by the agency 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 firm then AAI shall take the following action:

- i) Forfeit the entire amount of EMD submitted by the firm.
- ii) The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual /legal action.

1.8 Consortium /JV companies shall not be permitted. No single agency/contractor/firm shall be permitted to submit two separate applications.

1.9 Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and handloom etc., shall be given as per the provisions of Public Procurement Policy for MSEs order 2012 with up to date amendments.

1.10 Preference to Make in India

Only 'Class-I Local Supplier', as defined under the "Public Procurement Policy (Preference to Make in India), order 2017- revision dated 16.09.2020" or amended upto date, notified by Government of India, Ministry of Commerce and Industry, Department of Promotion of Industrial & Internal Trade (Policy Procurement Section) vide letter No. P-45021/2/2017-PP (BE-II) dated 16th Sep 2020 shall be eligible to bid in this tender.

'Class-I local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-I local supplier' under this Order.

Minimum Local Content: The 'local content' requirement to categorize a supplier as 'Class-I Local Supplier' is minimum 50%.

Verification of local content:

- (a) The 'Class-I local supplier' shall submit in Envelope-I an undertaking regarding the percentage of local content as per format available in the tender document.
- (b) In case of false declarations, bidder or its successors can be debarred for up to two years for participating in tenders of AAI along with other actions as may be permissible under law.
- (c) A supplier who has been debarred by any other procuring entity for violation of this Order shall not be eligible to participate for the duration of the debarment.

1.11 Requirement of registration under rule 144(xi) of GFR 2017

Requirement of registration by the bidder from a country sharing land border with India based on order No. F No. 6/18/2019-PPD dated 23/07/2020 of Government of India, Ministry of Finance, Department of Expenditure (Public procurement Division) with up to date amendments, regarding restriction under Rule 144(xi) of the General Financial Rules (GFR) 2017 shall be applicable.

Bidder shall submit scanned copy of 'Undertaking' on Company's Letter Head in this regard. If Undertaking/Certificate submitted by the bidder found to be false, his tender will be immediately terminated and further legal action in accordance with law including forfeiting of

Performance Guarantee and/or Security Deposit and debarring in participating in AAI tenders in future shall be initiated.

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

1.13 Corrigendum, Clarifications, Modifications in bidding dates etc shall be communicated only through e-tender portal.

1.14 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 partnership firm or a sole proprietor concern having established business with AAI and has outstanding dues payable to the Authority, then the said entity shall not be allowed to participate in AAI tenders.

-S/d-
In-charge (Technical)
For- Airport Director
AAI, DABH Airport, Indore

SECTION: II

General Instructions for Online Bid Submission

First Important Step to Bidder for e-tender:

(CPP e-Procurement portal reference: <https://etenders.gov.in/eprocure/app>)

Bidders have to read the instructions to the bidders given in the e-tender portal of CPP and take immediate steps for:

- (a) Register for bid to participate in e-tendering.
- (b) Obtain digital signature well in advance which takes minimum 24 to 30 hours.
- (c) Make sure availability of all required software in your PC as instructed under bidders' instruction head of e-procurement portal of CPP.

Correspondence on tender documents:

1. Tender Document: The prospective bidder shall download the tender documents on-line from CPP's e-Procurement portal and upload digitally signed entire tender document on CPP e-tender portal. Besides, whenever tenderer signatures are earmarked in the tender documents shall put his signature and upload scan copies of the same.
2. Amendment to Tender Document: At any time, prior to scheduled date of submission of bids, AAI if it deems appropriate to revise any part of this tender or to issue additional date to clarify the interpretation of provisions of this tender, it may issue addendum/corrigendum to this tender. Any such Addendum/ Corrigendum shall be deemed to be incorporated by this reference into this tender and binding on the bidders. Addendum/Corrigendum will be notified through CPP's Website/Portal only.
3. Clarifications of Tender Document: Bidder, requiring any clarifications of the tender document, may submit their queries, if any, through provision of CPP's Website/Portal on or before submission of E-Bids/as mentioned in NIT. Request for clarifications received from bidders shall be responded by AAI suitably. Replies to queries by AAI will be uploaded through CPP's e-Procurement Portal. The bidders are advised to visit CPP's Website/Portal regularly.
4. No correspondence shall be entertained from the tenderer/bidders after opening of tenders, other than asked by AAI for any clarifications, if required.

Instructions for Online Bid Submission

1. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
2. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in/eprocure/app>

Registration

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Searching for Tender Documents

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

Preparation of Bids

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Bidders are required to go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Submission of Bids

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as “Online” to pay the tender fee as applicable and follow the instructions.

4. Bidders are requested to note that they should necessarily submit their financial bids 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 bidders. Bidders 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 bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online duly digitally signed, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

5. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key.

Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

CPP under GePNIC, Help Desk Services

For any technical related queries/constraint may please be called the Helpdesk. The 24 x 7 Help Desk Number **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 No.: +918826246593

E-Mail: support-eproc@nic.in

For any Policy related matter/Clarifications, please contact Dept. of Expenditure, Ministry of Finance. E-Mail: CPP-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 CPP under GePNIC <https://eprocure.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazette Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal (CPP).

(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 CPP”.

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

Support Persons	Escalation Matrix	E-mail Address	Contact Numbers	Timings*
Technical Help Desk Team	Instant Support	eprochelp@aai.aero	011-24632950, Ext-3512	0800-2000 Hrs. (MON - SAT)

5. The Helpdesk services shall remain closed on all Govt. Gazette Holidays.

6. 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. For queries related to the tenders, published on the portal, bidders are advised to contact concerned Bid Manager of AAI.

SECTION–III

DEFINITIONS

3.0 “AAI” means the “Airports Authority of India”.

3.1 The Chairman means the “Chairman”, Airports Authority of India or his successors.

3.2 “Bidder / Tenderer” means the individual or firm who participates in this tender and submit their bid.

3.3 “Bid Manager” means the AAI executive responsible for signing all documents from AAI side and shall coordinate all the activities of the project with the bidder / contractor.

3.4 “The Contractor” means the person/firm or company with whom the order for the stores is placed and shall be deemed to include the contractor’s successors (approved by the purchaser) representatives executors and administrators as the case may be unless executed by the terms and the contract.

3.5 “Acceptance of Tender” means the letter of memorandum communicating to the contractor regarding acceptance of his tender. This includes an advance acceptance of his tender.

3.6 “The Purchaser” means the “chairman, Airports Authority of India, New Delhi – 110003 or his representative.

3.7 Stores to be supplied at: - As per name of consignee mentioned in tender document/supply order.

3.8 “The Inspecting Officer” means the persons, firm or department authorized by the purchaser to inspect the stores on his behalf. This includes representatives of the inspecting officers so nominated.

3.9 “Specifications” means a specification accepted or approved by the purchaser for the compliance by the contractor.

3.10 “Day” means a day starting from 0000 hrs. to 2400 hrs.

3.11 “Hour” means an hour of 60 minutes. For the purpose of calculation, fraction of an hour up to 30 minutes will be ignored and more than 30 minutes will be treated as full one hour.

3.12 “Month” means a calendar month or a cycle month depending on the date of commencement of the contract. For all pro-rate calculation, the number of days considered in a month will be 30.

3.13 “The Award Letter / Work Order” means the order placed on contractor / firm for the work mentioned in the tender.

3.14 “The Contract” means the agreement signed between the AAI and the Contractor as per the terms and conditions contained in the tender.

3.15 "The Contract Price" means the price payable to the Contractor under the Purchase Order for the full and proper performance of its contractual obligations.

3.16 "Non-responsive Bid" means a bid, which is not submitted as per the instructions to the bidders or Earnest Money Deposit has not been attached, or the required data has not been provided with the Bid or incomplete bids or intentional errors have been committed in the Bid.

SECTION: IV

INSTRUCTIONS TO BIDDERS

4.0 Tender document:

4.1 The tender document consists of six sections. The bidder shall go through all these sections:

Section – I: Notice Inviting e-Tender.

Section – II: General Instructions for Online Bid Submission

Section – III: Definitions.

Section – IV: Instructions to Bidders.

Section – V: General Conditions of Contract.

Section – VI: Special Conditions of Contract.

Bidders shall comply with each clause of all the above six sections.

4.1.1 Bidders willing to participate may download the digitally signed tender document on-line from CPP e-Procurement portal at <https://etenders.gov.in> and submit digitally counter-signed tender document on-line at the same portal.

4.1.2 The instructions in the tender document are binding on the bidder and submission of the tender shall imply unconditional acceptance of all the terms and conditions by the bidder.

4.1.3. Bidder shall upload tender on CPPPP E-Portal well in advance i.e. 24 hrs before scheduled closing time of bid submission to avoid last minute hassles. **AAI shall not entertain any queries on such subject after last date of downloading tender document.**

4.2 Transfer of Tender document: Tender documents are not transferable.

4.3 Amendment to Tender document:

At any time, prior to scheduled date of submission of bids, AAI, if it deems appropriate to revise any part of this tender or to issue additional data to clarify and interpretation of provisions of this tender, it may issue addendum / corrigendum to this tender. Any such addendum / corrigendum shall be deemed to be incorporated by this reference to this tender and binding on the bidders. Addendum /corrigendum will be notified through CPP e-Procurement portal at <https://etenders.gov.in>.

4.4 Clarifications of Bid Documents:

Bidder, requiring any clarification of the tender documents may submit their queries, if any, only through provision of CPP e-Procurement Portal at <https://etenders.gov.in> and AAI shall not respond to any queries sent though by any other means.

4.4.1 Request for clarifications received from bidders shall be responded by AAI till the schedule date and time indicated in the Tender Schedule or as extended thereto by AAI.

4.4.2 Replies to Clarifications by AAI will be uploaded through CPP e-Procurement Portal. The bidders are advised to visit the same at <https://etenders.gov.in> regularly.

4.4.3 Clarifications and other documents, if and when issued by AAI, shall be in relation to the tender and hence shall be treated as their extension.

4.4.4 AAI makes no representation or guarantee as to the completeness or accuracy of any response, nor does AAI undertake to answer all the queries that have been posted by the Bidders.

4.4.5 In order to provide reasonable time to bidders to take the amendments made by AAI into account for preparing their bids, AAI may, at its discretion, extend the deadline for the submission of bids suitably.

4.5 AAI shall summarily reject a bid as non-responsive if found valid for a shorter period than specified in the Tender documents. Only in exceptional circumstances, AAI may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing.

4.6 Post Tender Qualification for Technical Evaluation:

Apart from the eligibility conditions as specified in the tender, the following shall also be considered for the evaluation:

4.6.1 If any document submitted in Envelope-I & II is found to be false or fabricated, the EMD shall be forfeited, besides black listing of the bidder.

4.6.2 Airports Authority of India reserves the right to reject any or all tenders, without assigning any reasons thereof, and to call for any other details or information from any of the bidder.

4.7 Composition of Bids and General Guidelines for bid process:

4.7.1 Bidders shall submit their bids as per scheduled date & time through CPP e-Procurement portal at <https://etenders.gov.in> only.

4.7.2 Bidders shall submit the tender before the deadline as specified in the Tender Schedule of this tender document. **e-tender CPP Portal shall not allow bidders to submit their tender after the scheduled date & time.**

4.7.3 The Envelope-I, II & III will be opened online by AAI at the time and date as given in the Tender schedule. All the statements, documents, certificates etc., uploaded by the bidders shall be downloaded and verified for evaluation.

4.7.4 The clarifications, particulars, if any, required from the bidders, will be obtained through query provision available in CPP e-Procurement portal.

4.8 On-line E-Tendering General Guidelines:

4.8.1 System shall not permit upload of bids after the scheduled time of submission.

4.8.2 The bidder may correct, modify or withdraw his bid after submission but prior to scheduled last date & time of submission.

4.8.3 To assist in the examination, evaluation and comparison of bids AAI may, at its discretion ask the bidder for the clarification / confirmation of compliance of its bid. The request for clarification / confirmation of compliance and the response shall be through query provision available in CPP e-tendering portal.

4.8.4 Bidders may submit their response to AAI queries through provision of CPP e-procurement Portal Only.

4.8.5 No post bid clarification / confirmation of compliance at the initiative of the bidder, shall be entertained.

4.9 Preparation / Submission of Bids: Bids shall be prepared and submitted in three parts: the first, second and third part shall comprise of the Fee Envelope (Envelope-1), Technical Envelope (Envelope-II) and the Financial Bid (Envelope-III) specifying the price offer respectively and the relevant documents, as specified in Section-I, be uploaded in CPP e-procurement portal.

4.10 Language and Currency:

The bidder shall quote the rates in English language and in international numerals. The rates shall be in whole numbers. The rates shall be written in both figures as well as in words. Over writing is not permitted. In case of disparity in figures & words, the rate in words will be considered. In the event of the order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided for under this contract will be English. The bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupees shall not be accepted.

4.11 It shall be clearly understood and noted that Financial Bid of the tender document is for pricing alone. No condition, whatsoever, shall be stipulated in this part.

4.12 Tenders, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive Bid and are liable to be rejected. If the bidder gives wrong information in his/her tender, **AAI reserves the right to reject such tender at any stage or to cancel the Contract, if awarded and forfeit the Earnest Money Deposit / Security Deposit.**

4.13 AAI reserves the right to reject any or all tenders without assigning any reason. The Financial bids of the bidders who do not qualify in Technical bid evaluation shall not be opened. AAI also reserves the right at its sole discretion not to award any order for which the tender is called. AAI shall not pay any cost incurred in the preparation and submission of any tender or any cost incidental to it. The documentation submitted by tenderers shall not be returned.

4.14 AAI shall evaluate the Bids to determine whether they are complete, the documents have been properly signed and the bids are in order.

4.15 AAI will determine the substantial responsiveness of each bid to the Bid documents. For the purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bid Documents without material deviations. AAI's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. A bid determined as substantially non-responsive will be rejected by AAI.

4.16 No correspondences / representations shall be entertained from the bidders after opening of Financial Bid of the Tender during the tendering process.

4.17 Date of submission and opening of tender can be extended at the sole discretion of the Competent Authority.

4.18 Award of Contract:

4.18.1 The acceptance of the tender shall be intimated to the successful bidder by AAI through Fax / Letter/ Telephone / e-mail etc.

4.18.2 AAI shall be the sole judge in the matter of award of contract and the decision of AAI shall be final and binding.

SECTION: V
GENERAL CONDITIONS OF CONTRACT

5.0 The e-Tenders as per the prescribed Form are invited in open tender three Envelope system:

- (i) **Envelope - I : Fee Bid**
- (ii) **Envelope - II : Pre-Qualification/Technical Bid**
- (iii) **Envelope - III : Financial Bid**

5.1 Not more than one Tender shall be submitted by a bidder. Not more than one concern in which an individual is interested as Proprietor and / or partner shall tender for the execution of the same work. If they do so, all such Tenders shall be liable to be rejected.

5.2 Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate tender applications.

5.3 The right to accept the tender in full or in part / parts will rest with AAI. The Tender is bound to perform the contract at his quoted rates. However, AAI does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received or cancel the tender without assigning any reason thereof. No claim whatsoever will be entertained on this account.

5.4 The Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the job to be done and of conditions and local conditions and other factors bearing on the execution of the nature of specified job.

5.5 Canvassing in connection with Tenders is strictly prohibited and the Tenders submitted by the bidders who resort to canvassing will be liable to be rejected.

5.6 The Tender for the work shall remain open for acceptance for a period of ninety (90) days from the date of opening of Pre-Qualification Bid.

5.7 On acceptance of the Tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Airport Director or his authorized representative, which shall be communicated to the AAI.

5.8 EARNEST MONEY DEPOSIT (E.M.D)

5.8.1 Earnest Money Deposit of Rs. 55,500/- (Rupees Fifty-Five Thousand Five Hundred only), shall be paid by the bidder before the scheduled time of e-tender submission online through SBI Gateway using SBI/Other Banks/ NEFT/RTGS mode in favor of Airports Authority of India. **No other mode of payment shall be acceptable.** Bidder has to submit the self-attested proof of transaction/UTR No. in Envelope-I, failing which tender of bidder will be summarily rejected.

5.8.2 Refund of EMD:

The refund of EMD to tenderers who fail to qualify in the eligibility/technical criteria, and for all tenderers who qualify and their financial bids are opened, the refund of EMD of all such tenders

shall be processed as per **Refund and Settlement Process for Tender Fee and EMD** available at Pg. No. RSP-1.

The EMD will be forfeited under the following conditions:-

- i) If any bidder withdraws his Tender before the validity period of Tender or makes any modifications in the terms and conditions of the Tender which are not acceptable to the Department, then the AAI shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD absolutely.
- ii) The EMD will be forfeited if the contractor fails to comply with any terms and condition of this tender document without prejudice to other right of AAI under this contract.
- iii) The EMD shall be forfeited if the bidder fails to furnish the security deposit by due date.
- iv) Any bidder who does not accept the offer after its award in their favour would result into forfeiture of their EMD and action will be taken to debar from future participation in Tender for a period of 3 (three) years.
- v) If the credential submitted by the firm is found to be incorrect or have some discrepancy which disqualifies the firm, then the EMD submitted by the Firm will be forfeited and the firm will be debarred from tendering for a period of 3 (three) years apart from any other appropriate / legal action.

5.9 SECURITY DEPOSIT (S.D.)

5.9.1 The contractor, whose tender is accepted, will be required to furnish a security deposit for the due fulfilment of this contract, which will amount to a sum equal to @ 3% of Annual Contract Value **within 30 days from the date of issue of work order**, failing which the same will be collected by deductions from the running bills of the contractor at the rates mentioned above and the earnest money deposited at the time of tenders, will be treated as a part of the Security Deposit.

5.9.2 The security deposit shall be furnished in the form of a Bank Guarantee as per AAI's prescribed format for the entire amount of Security Deposit and in such case the EMD will be refunded. The Bank guarantee shall be submitted within 30 calendar days from the date of issue of Award Letter and it will be valid till 90 days after the end of the expiry of the contract. No interest or any other expense whatsoever on Security Deposit is payable by AAI.

5.9.3 After termination / expiry of the contract, the security deposit held by the AAI will be released to the contractor within a period of three months subject to realization of dues, if any to be made from the contractor.

5.9.4 AAI shall have unqualified option to forfeit the S.D if the contractor failed to carry out the services as per the terms and condition of the contract without prejudice to other rights and remedies available to AAI. Any sum of outstanding dues against the Contractor including any amount on acceptance and liquidated damages shall be recovered from the S.D. AAI shall also have the rights to forfeit or appropriate towards the damages or losses that may be sustained by AAI due to any act / commission or defaults by the Contractor.

5.10 Notification of Award of contract will be made in writing to the successful Bidder by the Accepting Authority. The contract will normally be awarded to the technically qualified and responsive Bidder offering and lowest evaluated bid in technically are commonly conformity with the requirements of the specifications and contract documents. The Accepting Authority shall be the sole judge in this regard.

5.11 A responsive bidder is one who submits priced tender and accepts all terms and conditions of the specifications and contract documents without any major modifications.

5.12 A major modification is one which affects in any way, the quality, quantity and period of completion of the work or which limits in any way the responsibilities or liabilities of the Bidder or any right of AAI as required in the specifications and contract documents. Any modification in the terms and conditions of the tender, which are not acceptable to AAI, shall also be treated as a major modification.

5.13 Bidder shall submit a responsive bid, failing which his/her tender will be liable to be rejected.

5.14 All rates shall be quoted in Financial Bid only. Conditional Financial Bid shall be rejected.

5.15 The bidders shall quote their rates in international numerals. In the event of the order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided under this contract will be English. The bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupees shall not be accepted.

5.16 The bidder shall duly attest all corrections, cancellation and insertions.

5.17 The Bidder's offers shall be with reference to section and clause numbers given in the tender schedules.

5.18 **BID EVALUATION**

The evaluation criteria / comparison of rates for identifying the successful bidder shall be based on the overall lowest rates quoted in the BOQ-Financial Bid.

5.19 All the tenders in which, any of the prescribed conditions are not fulfilled / incomplete in any respect are liable to be rejected.

5.20 The Bidder shall not be permitted to tender for works in AAI, in which his near relative is posted as officer who is responsible for award and execution of contracts. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in AAI. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of the Authority.

Note:- The term 'near relative' means wife, husband and parents, grandparents, children, grandchildren, brothers, sisters, uncle, aunty and cousin and their corresponding in laws.

5.21 The bidders shall furnish a declaration that none of their near relatives is posted in AAI as officer responsible for award and execution of this particular tender/work as per **Annexure-E**.

5.22 No Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of Government of India or AAI is allowed to work as contractor or his representative, for a period of two years of his retirement from the Government / AAI Service, without the prior permission of the Government of India/AAI. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Government of India / AAI as aforesaid before submission of the tender or engagement in the contractor's service.

5.23 **Agreement** – It will be obligatory on the part of the bidder to tender and sign the tender documents for all the component parts and that, after the work is awarded, he will have to enter into an agreement for each component with the Head of the Tendering Department, in the office of In-Charge (Technical), AAI, DABH Airport, Indore, Madhya Pradesh - 452 005 or his representative, within 30 days from date of issue of Award Letter.

5.24 Tenders shall be received by the Accepting Authority up to the date and time and shall be opened on the due date and time as detailed in the Notice inviting Tender.

I / We agree to abide by the General Terms and Conditions contained in the Tender as above.

**Signature of Bidder/Authorized Signatory
(With Company /Firm Seal)**

Date:

SECTION : VI
SPECIAL CONDITIONS OF CONTRACT

NAME OF WORK: Clearing of bushes, vegetation, spraying of insecticide in operational area for year 2022-23 at DABH Airport, Indore

6.0 GENERAL

Special Conditions shall be read in conjunction with the General Conditions of contract. Technical specifications, drawings, any other documents forming part of this contract and amendments / corrections thereto wherever the context so requires. Notwithstanding the subdivision of documents in to these separate sections and volumes every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with into the contract so far as it may be practicable to do so. Where any portion of the general condition of contract is repugnant to or at variance with any provisions of the special conditions of the contract unless a different intention appears, the provision of the special condition of the contract shall be deemed to override the provision of general conditions of contract and shall to the extent of such repugnancy, or variations, prevail.

6.1 SCOPE OF WORK

6.1.1 The scope of work includes Clearing of bushes, vegetation, spraying of insecticide in operational area as per Instruction of Technical-In-Charge.

6.1.2 Herbicide & insecticide of approved make shall be in the custody of AAI.

6.1.3 The daily manpower for cutting bushes, wild vegetation in operational area should be as per the requirement of Technical-In-charge. The daily number of labour may increase or decrease depending upon the operational requirement and necessity of the work, however the same shall not go beyond the schedule of quantity.

6.1.4 The contractor should provide necessary Tools and Plants to the labour for cutting bushes, wild vegetation etc.

6.1.5 The contractor should supply required quantity of Herbicide & Insecticide of approved make at the quoted rates within the stipulated time after the issue of work order as per direction of Technical-In-charge.

6.1.6 Providing Tractor mounted Boom Sprayer including Tractor, Skilled Driver with commercial License, Sprayer having storage tank capacity of 400 Litre minimum and having boom arrangement for spraying 40 feet at a time with having Nozzles in working condition at controlled pressure and with standard spacing including Diesel, maintenance complete as per satisfaction of Technical-In-Charge.

6.1.7 The contractor shall be in position to make available the Tractor mounted Boom Sprayer as mentioned in Para 6.1.6 after the intimation by Technical-In-Charge or his authorised representatives.

6.1.8 Timings: Working timing in a Day is 08hrs/shift. Working per day more/less than 8 hours, payment shall be made on pro rata basis. Timing of the shift is subjected to change and shall be decided by AAI, depending on requirement.

6.2 The contractor shall adhere to the instructions of AAI / CISF or its authorized personnel.

6.3 The work on day-to-day basis shall be supervised / monitored by officials of AAI or its authorized personnel.

6.4 The contractor shall carryout the work strictly as per the scope of work, failing which AAI shall be empowered to carry out such works (after serving notices in this regard) through any other agency at the risk & cost of the contractor. The decision of Work-in-charge shall be final and binding on the contractor in this regard.

6.5 The works shall be executed strictly as per time schedule given to agency by Technical-In-Charge based on operational requirement. Contractor shall have to plan his work activities so as to complete the work in the stipulated period by working in multiple shifts. The period of completion given includes the time required for mobilization as well as testing, rectifications, if any, re-testing and completion in all respects to the entire satisfaction of Technical-In-Charge.

6.6 In case, if any part of scope of work may not be completed within the stipulated period due to restricted working hours in the day in view of operational reasons, the contractor shall execute the work during the night as and when asked by the Technical-In-Charge in writing. Nothing extra shall be payable to contractor for working in night time. For proper execution, the work site shall be properly illuminated and necessary arrangement shall be made by the contractor at his own expenses

6.7 The contractor shall provide High Visibility Jackets to the labour working in the operational area.

6.8 DOCUMENTS / RECORDS TO BE MAINTAINED BY THE CONTRACTOR

The contractor shall be responsible to maintain required documents / records for providing manpower as per statutory rules and other documents in connection to the scope of work.

6.9 MINIMUM REQUIREMENT

6.9.1 If any worker engaged is found to be not suitable for the position, the contractor has to remove the person from the site immediately and has to depute his substitute. The decision of Work-in-charge shall be final and binding to the contractor in this regard.

6.9.2 AAI may increase the total quantity of items upto 50 % during the currency of contract including extended period, depending on its requirement, on the same rates, terms & conditions as stipulated in the contract and the same shall be obligatory and binding on the contractor. Any variation in quantity beyond this will be mutually agreed upon by the AAI and the contractor.

6.9.3 In case scope of work reduces or requirement ceases altogether, AAI reserves the right to decrease the quantity of items wholly or partly at any time during the currency of the contract.

6.10 PENALTY CLAUSE

Sl.No.	Description	Penalty
1.	Non-reporting for duty - per labour per shift per day during a calendar month as per requirement.	Prorata deduction plus penalty @ Rs.300/- for 1 st occurrence/shift Rs.700/- for 2 nd occurrence/shift Rs.1200/- for 3 rd occurrence/shift and thereafter only prorate deduction shall be levied for each occurrence/shift.
2.	Non-Availability of High Visibility jacket	Rs. 50/- each
3.	Non-Availability of Tractor mounted Boom Sprayer as per the requirement of Technical-In-charge	Rs. 1500/- from the approved hiring charges per day

6.10.1 In addition to the above, any damage to equipment / property of AAI shall be made good by the Contractor at his own risk and cost, failing which the necessary cost of repair / replacement / restoration to original shall be recovered from the running bill of the contractor.

6.11 VALIDITY OF TENDER

The Tender for the work shall remain open for acceptance for a period of Ninety (90) days from the date of opening of Pre-qualification / Technical Bid.

6.12 PERIOD OF CONTRACT

The contract shall be valid for 12 (Twelve) months and further extendable for another 01 more Year on the same rates and terms & conditions, subject to satisfactory performance of the contractor and mutual consent.

The date of commencement of contract shall be intimated later on in the Work Order.

The contract shall not form any base on any ground for any consideration / claim either from the Contractor or his Employees for seeking regular employment/compensation whatsoever in AAI.

6.13 REIMBURSEMENT

On revision of minimum wages by the Office of Regional Labour Commissioner State / Central, the difference in minimum wages based on the actual payment made to workmen plus difference of mandatory contribution by contractor towards EPF / ESI due to increase in minimum wages will be reimbursed to the contractor.

The contractor has to submit the proof for payment of wages to the labour for reimbursement of difference of wages, EPF, ESI, and Bonus. However, no additional amount such as

contractor's premium/profit will be paid on this reimbursement. Any increase as mentioned above will not be payable if such increase has become operative after completion of the work.

6.14 GOODS & SERVICES TAX (GST)

6.14.1 The service covered by this contract falls under the scope of GST and the Contractor shall be fully responsible for meeting all the statutory obligations in respect of GST.

6.14.2 The copy of GST Certificate should be submitted before submission of first invoice or monthly bill. The GSTIN of AAI and the Bidder must be mentioned on each invoice / hire bill.

6.14.3 No claim on account of penalties, interest etc. if any levied by statutory authorities on account of non-compliance of provision of GST shall be entertained.

6.14.4 During currency of the contract, any change in the GST rate, as notified by the Govt. of India from time to time or any provision relating to levy of Tax resulting in increase in burden of Tax on the contractor, the contractor shall be entitled to receive any compensation for such increase in quantum of Tax payable by the contractor. Similarly recovery shall be made from the contractor on account of decrease of rate of Tax or any provision relating to levy of Tax.

6.15 TAXES & OTHER CHARGES

Income Tax or any other taxes as applicable from time to time shall be deducted as per provisions of the Act from the Bill of Contractor and shall issue requisite TDS certificate.

6.16 ACCIDENT / DAMAGES / CLAIMS

6.16.1 AAI shall not be responsible for any injury, accident, mis-happening of any kind to the manpower or machines while performing their duties. It shall be responsibility of the contractor to meet all such expenses, as per provisions of law. The contractor shall indemnify AAI against any such claim / compensation.

6.16.2 The contractor shall be responsible for the acts and / or accidents committed by the person employed by him either inside or outside operational area of Airport.

6.16.3 In the event of any dispute, the decision of AAI shall be final and binding on the contractor.

6.17 WORKMAN'S INSURANCE

6.17.1 AAI will not be responsible for any injury sustained by contractor's workers during the performance of their duties and also any damages or compensation due to any dispute between him/her and his/her workers.

6.17.2 Without prejudice to the contractors liabilities and indemnity clause and associated clauses of the SCC, the contractor shall at his own cost and initiative at all times up to the successful completion of the contract to take out and maintain insurance cover from Nationalized / IRDA approved Insurance Company under the workman's compensation Act and any other industrial legislation from time to time applicable in the State of Madhya Pradesh and

/or at AAI providing for payment of compensation to workman in the event of death, injury or accident to workmen in the course of or in connection with employment such policy (i.e.) in respect of workmen compensation insurance to be of value of not less than Rupees One lakh per person, it being understood that such limit is specified only for the purpose of insurance, and shall not otherwise in any manner limit the contractor liability and associated clauses there under of the SCC.

6.18 PAYMENT

6.18.1 No advance payment shall be paid to the contractor. However, the Contractor shall submit his / her monthly hire bills in approved GST Format in duplicate along with following documents:

- 1) Duly signed salary disbursement sheet of previous month.
- 2) Proof of deposition of ESIC (Employees State Insurance Contribution) for the previous month.
- 3) Attendance sheet of the month for which payment is demanded.
- 4) Salary details paid to employees.
- 5) Proof of deposit of EPF (Employee Provident Fund) for the previous month.
- 6) Original Copy of Log Book with one set of Photo Copies in reference to the amount of work done by the Tractor mounted Boom Sprayer. They should be duly signed by the Technical-In-Charge or his authorised representatives.

6.18.2 AAI shall make payment within 20 days from the date of receipt of bills in order by electronic payment – R.T.G.S.

6.18.3 In the event of any dispute on this account, the decision of AAI shall be final and binding on the Contractor.

6.19 CONTRACTORS OBLIGATIONS & LIABILITIES:

6.19.1 The contractor shall on award of the contract, furnish the **Character and Antecedents Form** for casual/daily labour as per **Annexure- K & L** of his Labours.

6.19.2 The contractor has to arrange / co-ordinate for issuing necessary Airport Entry Pass (AEP) of the labours and AEP, Airfield Driving Permit (ADP) for his Drivers and AVOP of the Tractor mounted Boom Sprayer as per prevailing BCAS / AAI rules. The necessary fee required for issuance of AEP, ADP & AVOP etc. as per prevailing BCAS / AAI rules has to be borne by the contractor.

6.19.3 The contractor will compliance all the rules of Bureau of Civil Aviation Security (BCAS) related norms pertaining to Airport Operation and Submit the application on E- Sahaj portal for Security Clearance and accordingly submit the Security Program after issuance of work order.

6.19.4 It shall be the sole liability of the contractor to obtain and to abide by all necessary licenses/permission from the authorities concerned as provided under the various labour legislations including the labour license obtained as per the provisions of the Contract Labour (Regulation & Abolition) Act 1970 in respect of Contract of AAI.

6.19.5 The contractor shall discharge obligations as provided under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous Provisions Act, 1952, the Employees State Insurance (ESI) Act, 1948, the Contract Labour (Regulation & Abolition) Act, 1970 the Inter-State Migrant workmen (Regulation of employment & conditions of Service) Act, 1979, the Minimum Wages Act, 1948, the Child Labour (Prohibition and Regulation) Act 1986, the Payment of Wages Act, 1936 the Workmen's Compensation Act, 1923, Employees Liability Act 1938 and other relevant Act, Rules and Regulations, instructions etc. issued / enforced from time to time.

6.19.6 The contractor shall be solely responsible for the payment of Wages, OT, Bonus, N/H and Labour Day and other dues to the personnel deployed by him latest by 7th of the subsequent month through Bank Account. The contractor shall be directly responsible and indemnify the Authority against all charges, dues, claims etc. arising out of the disputes relating to the dues and employment of personnel deployed by him for the Contract.

6.19.7 The Contractor shall defend, indemnify and hold harmless from any liability of penalty which may be imposed by the central, state or local authorities by reason of any violation by the contractor or such laws, regulation or requirements and also from all claims, suits or proceedings that may be brought against the AAI arising under, growing out of or by reason of the work provided for by this contract whether brought by employees of contractor, by third parties or by central, authority or any political subdivision thereof. The contractor shall comply with the provisions of labour laws, Employees Provident Fund & Misc. Provisions Act and ESI Act as applicable during the entire period of contract including extension if any.

6.19.8 The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

6.20 DEFAULTS & RECOVERIES

6.20.1 The contractor has to deposit PF & ESI as mentioned in above Paras to their Operators regularly, failing which recovery / withheld @ 26% & 6% against PF & ESI respectively from their R/A Bills shall be made.

6.20.2 The contractor is required to pay bonus @ 8.33% of actual wages per year per person (at least) to the Operators by 11th month of the contract, failing which recovery/withheld @ 9 % against bonus shall be made from their R/A Bill.

6.20.3 In case the contractor fails to supply or provide the material or, fails to provide the Tractor as per the scope of work, the AAI reserves the right to purchase such material or, hire such Tractor mounted Boom sprayer from the open market at the risk and cost of contractor and the additional amount, if any, over and above the approved rates of the Contract, will be deducted from the monthly bills / security deposit payable to the contractor. The amount stated by AAI shall be final and binding on the contractor.

6.21 The disputes or differences whatsoever arising between the parties out of or relating to the operation or effect of this contract of breach thereof shall be settled through:

(a) Dispute Resolution Committee: If a dispute of any kind, whatsoever, arises between the procuring entity and contractor in connection with or arising out of the contract or the

execution of the works, whether during the execution of the work or after their completion and whether before or after the repudiation or termination of the contract, including any disagreement by either party with any action, opinion, instruction, determination, certificate or valuation of the Authority; the matter in dispute shall in the 1st place, be referred to the Dispute Resolution Committee (DRC) appointed by the Airport Director/Competent Authority, AAI, DABH Airport, Indore-452 005 DRC thus, constituted may act as “conciliator” and will be guided by principles of “conciliation” as included in part III of Arbitration and Conciliation Act 1996. DRC should take into consideration, rights and obligations of parties, usage to trade concern and circumstances surrounding the dispute(s), including any previous business practices between parties. Efforts of DRC should be to come to an amicable settlement of outstanding disputes. If parties agree, a written settlement will be drawn out and signed by the parties. DRC will authenticate the settlement Agreement and furnish a copy to each party. DRC will give its’ report within 45 days of its constitution.

(b) Adjudication through Arbitration: Except where the decision has become final, binding and conclusive in terms of Sub Para (i) above, disputes or differences shall be referred for adjudication through arbitration by a sole arbitrator appointed by the Chairman / Member of AAI. If the arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever, another sole arbitrator shall be appointed in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of contract that If the contractor does not make any demand for appointment of Arbitrator in respect of any claim in writing within 120 (One hundred Twenty) days of receiving the decision / award from Dispute Resolution Committee, the claim of contractor(s) will be deemed to have been waived and absolutely barred and the AAI shall be discharged and released of all liabilities under the contract in respect of these claims. It is term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each such disputes along with the notice for appointment of arbitrator and giving reference to the rejection of their claims by the Dispute Resolution Committee. It is also a term of this contract that no person, other than a person appointed by above mentioned appointing authority, should act as arbitrator and if for any reason that is not possible, the matter shall not be referred to arbitration at all. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (26 of 1996) or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause. It is also a term of this contract that the arbitrator shall adjudicate on only such disputes as are referred to him by the appointing authority and give separate award against each dispute and claim referred to him and in all cases where the total amount of the claims by any party exceeds Rs.1,00,000/-, the arbitrator shall give reasons for the award. It is also a term of the contract that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

The venue of the arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The fees, if any, of the arbitrator shall, If required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the

arbitrator who may direct to any by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.

(c) Laws governing the Contract: The Indian Laws shall govern this contract for the time being in force.

6.22 FORCE MAJEURE

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, earth quake, explosions, epidemics, quarantine restrictions, bandh , strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of AAI as to whether the services have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option to terminate the contract.

6.23 TERMINATION OF CONTRACT

6.23.1 If the AAI considers that the quality or efficiency of the work performed by the contractor is unsatisfactory or not upto the excepted standard, the AAI shall notify the contractor in writing and specify in detail the cause of such dissatisfaction. The AAI shall have the option to terminate the contract by giving 30 days' notice in writing to the contractor, if contractor fails to comply with the requisitions contained in the said written notice issued by the AAI.

6.23.2 AAI may also give written notice and without compensation to the contractor to terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

6.23.3 The contract can be terminated by issuing 30 days' notice in writing at any time by either of the party without assigning any reason and the contractor shall not cease to render the service facility until the AAI makes alternate arrangements thereof and informed the contractor accordingly. The extended period after expiry of the notice period will not, however, be more than 30 days in any case.

6.23.4 Upon termination, under and with reference to this clause, the contractor shall be entitled to be paid for the work actually performed up to the date of termination in accordance with the provisions of the contract, but shall not be entitled to any other claim or compensation whatsoever, including (but not limited to) any claim or compensation for any expenditure incurred by the contractor in or for any equipments, materials or facilities or for any loss in the profit or anticipated profit of the contractor.

6.23.5 If at any stage during the period of execution of contract, any case involving moral turpitude is instituted in a court of law against the contractor or his employees, AAI reserves the exclusive and special right to the outright termination of the contract and the contractor shall not be entitled to any compensation from the AAI whatsoever.

6.23.6 The agreement shall be deemed to have been terminated on the expiry of the contract period unless AAI has exercised its option to extend this contract in accordance with the provisions, if any, of this contract.

6.24 SUBLETTING OF CONTRACT

The work shall not be sublet / assigned directly or indirectly to other agencies without prior written consent of the competent authority of the AAI.

6.25 JURISDICTION

The agreement including all matters with this contract, shall be governed by the Laws of India for the time being in force and shall be subjected to exclusive jurisdiction of the Indore Court only.

6.26 CONTRACT AGREEMENT

6.26.1 All Terms & Conditions of the tender, as mentioned in Section-I to VI and Work order placed on successful bidder or any other relevant letter, shall form the part of the agreement to be made with the AAI.

6.26.2 The contract agreement shall be executed on a non-judicial Stamp Paper of value Rs.100/- as per AAI format within one month from the date of award of work and cost of the same shall be borne by the Contractor.

I / We agree to abide by the Special Terms and Conditions contained in the Tender as above.

**Signature of Bidder/Authorized Signatory
(With Company /Firm Seal)**

Date:

**UN-CONDITIONAL ACCEPTANCE LETTER
(To be submitted in Envelope – I)**

To,
Airport Director
Airports Authority of India,
DABH Airport, Indore
MP – 452 005

ACCEPTANCE OF AAI'S TENDER CONDITIONS

Sir,

1. The tender document for the work of “**Clearing of bushes, vegetation, spraying of insecticide in operational area for year 2022-23 at DABH Airport, Indore** ” has been sold to me/us by Airports Authority of India and I/we have downloaded from the e-portal. I /We hereby certify that I/we have inspected the site and read the entire terms and conditions of the tender documents made available to me / us from the e-portal, which shall form part of the contract agreement and I/we shall abide by the conditions/clauses contained therein.
2. I/we hereby unconditionally accept(s) the tender condition of the AAI’s tender documents in its entirety for the above work.
3. The contents of the NIT of tender document have been noted wherein it is clarified that after unconditionally accepting the tender conditions and its entirety. It is not permissible to put any remarks/condition (except unconditional rebate on quoted rates if any) in the tender, enclosed in Envelope No. I and the same have been followed in the present case. In case, this provision of the tender is found violated after opening of the tender, I/We agree that the tender shall be rejected and AAI shall without prejudice to any other right or remedy, I/We shall be suspended for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order.
4. That, I/we declare that I/we have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe/gratification, I will immediately report it to the Appropriate Authority in AAI.
5. The required earnest money for this work has been deposited online on CPP Portal.

Yours faithfully,

Date:

**Signature of Bidder / Authorized Signatory
(with Company Seal)**

(To be submitted along with Pre-Qualifying cum Technical Bid in Envelope – II)

UNDERTAKING REGARDING DEBARMENT/ BLACKLISTING

I/We _____ (name and post of authorized signatory) on behalf of _____
(Name of firm) do here by solemnly affirm and declare as follows:

(i) Our firm is not restrained / debarred / blacklisted by AAI or Central / State Govt. Depts. / PSUs / World Bank / ADB etc. and the debarment is not in force as on last date of submission of proposal.

(ii) None of Proprietor / Partners / Board Members / Directors of M/s _____ (Name of firm) has remained Proprietor / Partner / Board Member / Director in any firm which stands debarred / blacklisted by AAI or Central / State Govt. Depts. / PSUs / World Bank / ADB etc. and the debarment is not in force as on last date of submission of proposal.

(iii) Our firm understands that at any stage, if above statements are found to be false, our firm shall be liable for debarment from bidding in AAI, apart from any other appropriate contractual legal action including debarment / blacklisting, termination of the contract etc. as deemed fit.

Date:

**(Signature and name of the
authorized signatory of the firm)**

Place:

Note: Above undertaking is to be give on company's letter head.

A F F I D A V I T

(To be executed in Rs.100/- Non Judicial Stamp Paper duly notarized and submitted along with Pre-qualification cum technical in Envelope-I)

I, (_____), age _____
years S/o _____ proprietor
/ Managing Partner / Managing Director of M/s
_____ having
address _____

do hereby solemnly affirm and state as follows;

I am competent to swear this affidavit on behalf of _____
(name of the agency) and hereby undertake that in event this tender is awarded to us, we shall fully comply with the legal obligations with regards to payment of minimum wages as per Minimum Wages Act – 1948 and deduction of Provident Fund Authorities as per EPF & MP Act – 1952 and Contract Labour (Regulation and Abolition) Act, 1970, with up to date amendments.

Date:

Place:

**(Signature of the Contractor)
With rubber-stamp.**

(Notary)

(To be submitted along with Pre Qualifying Cum Technical Bid in Envelope-II on his Letter Head)

UNDERTAKING BY THE BIDDER

I/We _____ (Name of company/Firm) hereby undertakes that:-

1. Our firm is registered under GST and compliant of GST provision.
2. In case of Non-compliance of GST provisions and blockage of any input credit, the bidder shall be responsible to indemnify AAI.
3. That all input credits have been passed on to AAI by the bidder.

Date:

Place:

Authorized Signatory of firm with seal

(To be submitted in COVER-II /Technical Bid)
DECLARATION ON NON-PARTICIPATION OF NEAR RELATIVES IN THE TENDER

I/We do hereby declare and state that none of the members or my/ our relatives is relative of any employee of AAI and I/ We also further declare that no Director / Employee of Airports Authority of India is/area Director/ Partner of my/Our firm/ Company/ Partnership) Proprietor.

I/ We do further hereby declare and state that if found that the information given by me is false / incorrect, AAI shall have the absolute right to take any action as deemed fit without any prior intimation tome/us.

Signature of Tenderer

Name of the firm/agency:

Full Address (in capitals)

Seal:

Date:

UNDERTAKING TO BE SUBMITTED BY AGENCIES
UNDER MAKE IN INDIA POLICY

(To be printed on Company's Letter head)
(TO BE SUBMITTED WITH ENVELOPE-II)

Name of work: **"Clearing of bushes, vegetation, spraying of insecticide in operational area for year 2022-23 at DABH Airport, Indore".**

Name of Contractor / Firm:

Bid No.:

I / We have applied for above tender for the work of **"Clearing of bushes, vegetation, spraying of insecticide in operational area for year 2022-23 at DABH Airport, Indore"** and hereby undertake that: -

- I / We have gone through the "Make in India Policy" mentioned in the tender document and have understood the provisions available in the policy.
- I / we have quoted the make in India local content not less than 50% of the total quoted amount as per BOQ.

Date:

Signature of the Contractor

UNDERTAKING REGARDING COMPLIANCE OF RESTRICTION
UNDER RULE 144(xi) OF GFR 2017

(To be printed on Company's Letter head)
(TO BE SUBMITTED WITH ENVELOPE-II)

I/We (Name of agency)
..... certify that we are fully complying legal obligations with
regard to restriction under rule 144 (xi) of General Finance Rule 2017 amended up
to date.

Signature and name of the authorized signatory of the firm
With Rubber Stamp

Date:

Place:

CHECK LIST / PQ PROFORMA
(Pre-Qualifying Requirements Proforma to be uploaded by applicants along with tender application in Envelope-II)

Name of work: "Clearing of bushes, vegetation, spraying of insecticide in operational area for year 2022-23 at DABH Airport, Indore".

S.No.	Qualifying Criterion	Particulars	Enclosure check list
1.	Name and address of the Agency i/c e-mail & Contact No. etc.		
2.	Scanned copy of duly signed and stamped Unconditional Acceptance Letter of AAI's Tender Conditions.		Enclosed / Not Enclosed
3.	Details of Tender Fee and Earnest Money.		Enclosed / Not Enclosed
4.	Details of Registration of Firm/Contractor	Deptt. _____ Class _____ Limit _____ Lacs Valid up to _____	Enclosed / Not Enclosed
5.	Scanned copy of Affidavit regarding payment of Minimum Wages.		Enclosed / Not Enclosed
6.	Scanned copy of EPF and ESIC registration proof.		Enclosed / Not Enclosed
7.	Valid Permanent Account Number (PAN) from Income Tax.		Enclosed / Not Enclosed
8.	Valid GST registration Certificate and Undertaking regarding GST.		Enclosed / Not Enclosed
9.	'Undertaking' regarding Blacklisting / Debarment on Company's Letter Head.		Enclosed / Not Enclosed
10.	Declaration for relatives (ANNEXURE – E)		Enclosed / Not Enclosed

11.	PQ Performa duly filled.		Enclosed / Not Enclosed
12.	Certificate from clients of having satisfactorily completed similar works. (Copy of Completion Certificate issued by Clients, Work Order etc. to be uploaded)	Details of the Three/Two/One works as applicable	Copy of the certificates Enclosed / Not Enclosed
	<p>a) Three works of 40 %</p> <p>OR</p> <p>b) Two works of 50%</p> <p>OR</p> <p>c) One work of 80% of estimated amount in single contract of similar nature during last 7 years ending on 23.05.2022.</p>	<p>1.Client:</p> <p>Name of Work:</p> <p>Order No. & Dt.:</p> <p>Cost:</p> <p>Date of completion:</p> <p>2.Client:</p> <p>Name of Work:</p> <p>Order No. & Dt.:</p> <p>Cost:</p> <p>Date of completion:</p> <p>3. Client:</p> <p>Name of Work:</p> <p>Order No. & Dt.:</p> <p>Cost:</p> <p>Date of completion:</p>	

13.	Whether experience from Private clients?	Experience of Non- Govt. Organization or private client, should submit copy of tax deduction at sources certificate in support of their claim for having experience of stipulated value of work.	Certificate enclosed: Yes/ No
14.	Turnover	Year INR (in Lakh)	
	Annualized average financial turnover equivalent to Indian 30% of Estimate Amount during last three financial years.	2019-20: Rs. 2020-21: Rs. 2021-22: Rs.	Proof of Turnover (Abridged Balance Sheet and Profit & Loss Account certified by Chartered Accountant) Enclosed / Not Enclosed
		Average: Rs.	
15.	In case of MSE's, Registration Certificate issued by DIC / NSIC / KVIC / KVIB / Directorate of Handicraft and handloom etc. as per Public Procurement Policy for MSEs order 2012 with up to date amendments.		Enclosed / Not Enclosed
16.	Undertaking regarding Make in India Policy.		Enclosed / Not Enclosed
17.	Undertaking regarding compliance of restriction under Rule 144(xi) of GFR 2017		Enclosed / Not Enclosed
18.	Details of any other information, if any.		Enclosed / Not Enclosed

I/We, () hereby declare that the documents submitted/enclosed for the tender are true to the best of my/our knowledge and belief. I/We further undertake that in case any of the documents submitted by me/us, is found to be forged/false at any stage, I/We may be debarred from AAI for taking participation in all future AAI works, my/our EMD may be forfeited & any other suitable action may be taken against me/us as deemed fit by AAI.

Place:

Signature

Authorized Signatory of the contractor/Firm

Date:

Advisory: For Applicant and its BG Issuing Bank Branch.

It is to be noted that along with physical BG; we have also activated an online facility to view the issued BG cover message transmitted to ICICI Bank through SFMS platform.

- For availability of BG in this platform, it is necessary that BG issuing/amending bank send the BG advice in the form of message format IFN 760COV (BG Issuance) / IFN 767COV (BG Amendment) via SFMS (Structured Financial Messaging System) as provided by RBI.
- In the event of BG issuing/amending bank not sending the message IFN 760COV/ IFN 767COV or **committing any error while capturing the details** at least in the below field, **BG confirmation through online portal would not be updated.**

Request you to notify your bank (BG issuing bank) to update below details at time of submission of BG issuance/amendment request to their respective banks:

BG advising message – IFN 760COV/ IFN 767COV via SFMS

IFSC CODE: ICIC0000007

Corporate Name- Airport Authority of India

Field Number**Particulars (to be mentioned in Row 1)**

7037

<unique identifier> (LIST ATTACHED)

Please note that the issuing bank while issuing/amending the BG, should ensure that the above information is correctly captured in the message i.e. IFN 760COV/ IFN 767COV.

Please find below indicative request letter format to be sent to issuing bank for ensuring transmission of BGs through SFMS.

S No.	Name of the AAI Unit	Email ID	UNIQUE IDENTIFIER CODE (7037)
1	Corporate Headquarters	precheckbgv@aai.aero	AAICORHQ
2	RHQ-NR	bgv.rhqnr@aai.aero	AAIRHQNR
3	JAMMU	bgv.jammu@aai.aero	AAIJAMMU
4	SRINAGAR	bgv.srinagar@aai.aero	AAISRINAGAR
5	AMRITSAR	bgv.amritsar@aai.aero	AAIAMRITSAR
6	CHANDIGARH	bgv.chandigarh@aai.aero	AAICHANDIGHAR
7	JAIPUR	bgv.jaipur@aai.aero	AAIJAIPUR
8	JODHPUR	bgv.jodhpur@aai.aero	AAIJODHPUR
9	UDAIPUR	bgv.udaipur@aai.aero	AAIUDAIPUR
10	KHAJURAHO	bgv.khajurao@aai.aero	AAIKHAJURAO
11	CATC ALLAHABAD	bgv.catc@aai.aero	AAICATC

(2)

53	SILCHAR	bgv.silchar@aai.aero	AAISILCHAR
54	IMPHAL	bgv.imphal@aai.aero	AAIIMPHAL
55	GUWAHATI	bgv.guwahati@aai.aero	AAIGUWAHATI
56	KOLKATA AIRPORT	bgv.kolkata@aai.aero	AAIKOLKATA
57	CHENNAI AIRPORT	bgv.chennai@aai.aero	AAICHENNAI
58	CHENNAI PROJECT	bgv.chennaiproj@aai.aero	AAICHENNAI PROJECT
59	RAU-SAP	bgv.rausap@aai.aero	AAIRAUSAP



Request Letter: Transmission of Bank Guarantee Cover Message <to be submitted by applicant to BG issuing bank>

Date: _____

The Manager,

(Bank),

(Branch)

Sub: Inclusion of unique identifier code of AAI while transmitting BG cover messages where beneficiary bank is ICICI Bank (IFSC – ICICI0000007).

Dear Sir/Ma'am,

I/We, _____, request you to include unique identifier _____ in field 7037 of the SFMS cover message IFN COV 760 (for BG issuance) and IFN COV 767 (for BG amendment) while transmitting the same to the beneficiary bank (ICICI Bank-IFSC-ICICI0000007).

Thank You,

(Vendor/Customer/Concessionaire)

**CHARACTER AND ANTECEDENTS FORM
(CASUAL /DAILY LABOUR)**

Photo

Warning:-

1. The furnishing of false information & suppression of any factual information in the form would be disqualification for issuance of token and is likely to render the applicant unfit for entry in Airport premises.
2. If detained arrested, prosecuted, bound down, fixed, convicted, debarred, equitted etc. subsequent to the completion / submission of this form and issuance of Token, details should be communicated immediately to BCAS.
3. If the fact that false information or suppression of any factual information has been made in the form, comes to the notice later anytime the token of the applicant will be confiscated and may be denied entry at the Airport.

Particulars:-

1. Full name with aliases, if any (Please indicate if you have added or dropped at any stage any part of name or surname)

2. Present address, in full with Police Station and District.

3. Home / Permanent address in full with Police Station & District

4. Date of Birth / Age _____
5. Father's Name is full with aliases, if any;

FORMAT FOR REGISTER AT EACH GATE

Name of the Contractor: _____

Dated: _____

Name / Names of the Supervisors _____

S. No.	Name of the Labourer	Father's Name	Thumb impression / Signature	Pass No.	Pass received	Pass return
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Signature & date

Signature & date

Supervisor

Supervisor

Signature & date

Signature & date

Issuing Officer

Receiving Officer

Occupation: _____

Present Address: _____

Two marks of identifications:

Since when working with present agency	Days/Month	
(a) Have you ever been arrested?	Yes	No.
(b) Have you ever been prosecuted?	Yes	No
(c) Have you ever been kept under detention?	Yes	No
(d) Have you ever been bound down?	Yes	No
(e) Have you ever been fined by a court of law?	Yes	No
(f) Have you ever been convicted by a court of law?	Yes	No
(g) Is any case pending against you in any court of law?	Yes	No
(h) Whether discharged / expelled withdrawn from any training institution under the govt. or otherwise?	Yes	No

NOTE:

If the answer to any of the above mentioned question is “YES” give full particulars of the case / arrest / detention / fine / conviction / sentence / punishment etc. and / or the nature of the case bending in the Court / University / Institution.

I certify that the following information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances, which impair my fitness for issue token for Airport Entry.

Signature of Contractor’s
Authorized representative,

Signature of Applicant /
Thumb impression.

Name _____
Date _____
Place _____

Name _____
Date _____
Place _____

STEPS FOR MAKING TENDER PAYMENTS IN ETENDERS SYSTEM VIA SBI BANK GATEWAY

(SBI AND NON SBI ACCOUNT HOLDERS)

Home Page.

Login as a bidder into etenders.gov.in to proceed for payment.



Step 1) Click “Pay Online” when you reach below page while Online Bid Submission.

User Management

- My Accounts
- My Documents

Auction Management

- My Auctions
- Live Auctions
- View Auction History

Bid Management

- Search Active Tenders
- My Tenders
- Clarification
- My Active Bids
- Bid Opening (Live)
- Short fall Documents
- Online Payment Status
- My Bids History
- Short Fall Documents History
- Archived Clarification
- Tender Status
- My Withdrawn Bids

BID MANAGEMENT

My Tenders
2018_LSGD_204397_1
Transaction Message

Organization Chain : NIC|NIC Contracts

Tender Reference Number : PW3/23401/18

Tender ID : 2018_LSGD_204397_1

Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING

Bid Process List

S.No	Bid Process	Action
1	Profile	

Bid Payment Details

S.No	Fee Type	Actual Fee	Exempted Fee	Fee To Be Paid	Paid Fee
1	Tender Fee	2500.00 (INR)	0.00	2500.00 (INR)	0.00
2	Emd Fee	37500.00 (INR)	0.00	37500.00 (INR)	0.00

Pay Online
Encrypt&Upload

Version:1.09.06 04-Feb-2018
(c) 2008 Tenders NIC, All rights reserved.

Step 2) Click “Confirm to Pay” to proceed with the payment gateway, as below.

Note: Please ensure that you have availed Tender Fee / EMD Exemption, if eligible. Further, there would not be any provision to change back, under any circumstances.

The screenshot displays the 'BID MANAGEMENT' section of a web portal. On the left is a sidebar menu with categories: User Management, Auction Management, and Bid Management. The main content area is titled 'Offline/OnLine Payment Confirmation' and shows details for a specific tender. Below this, a table titled 'Bid Payment Details' lists fees. A yellow 'Portal Alert' box contains instructions and a confirmation statement. At the bottom right of the alert box are 'Back' and 'Confirm to Pay' buttons.

BID MANAGEMENT

Offline/OnLine Payment Confirmation

Organization Chain : NIC||NIC Contracts
Tender Reference Number : PW3/23401/18
Tender ID : 2018_LSGD_204397_1
Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING

S.No	Fee Type	Actual Fee	Exempted Fee	Fee To Be Paid
1	Tender Fee	2128.00 (INR)	0.00	2128.00 (INR)
2	Emd Fee	23100.00 (INR)	0.00	23100.00 (INR)

Portal Alert :

- Beyond this stage, you will not be able to edit Fee or Exemption details.
- Please confirm that the exemption and amount to be paid are correct.

I hereby confirm that the above payment details are correct.

Back Confirm to Pay

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Step3) Verify that the Tender fee and EMD shown are correct, as per tender document. Then, select the payment option **SBI MOPS** and Submit, as below.

Note: In case of any mismatch in tender payments, with reference to tender documents, please contact TIA for clarifications.

BID MANAGEMENT

OnLine Payment Gateway

Organization Chain : NIC||NIC Contracts
Tender Reference Number : PW3/23401/18
Tender ID : 2018_LSGD_204397_1
Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING

Fee Type	Actual Fee	Exempted Fee	Fee To be Paid
Tender Fee	2,500	0	2,500
Emd Fee	37,500	0	37,500
Total Fee			40,000

Choose Payment Option

☒ SBI MOPS

Back **Submit**

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Step 4) Check and Follow the **Terms and Conditions**, and then **Submit**, as below.

BID MANAGEMENT

OnLine Payment Gateway

Payment Verification

Organization Chain : NIC||NIC Contracts
Tender Reference Number : PW3/23401/18
Tender ID : 2018_LSGD_204397_1
Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING

Pay Model : SBI MOPS

✓ **Terms And Conditions.**

- You are being redirected to the SBI MOPS site.
- You have to complete the transaction with in the session time which is approximately 15 minutes.
- Money once transferred towards tender fee shall not be refunded at any point of time. This is applicable even in case you have not completed the tender process.
- Once payment is successfully completed, you will be automatically redirected back to e-Procurement site.
- It is the responsibility of the Individual to ensure that the payment is successfully completed and eProcurement system is not responsible for any malfunctions in the Bank payment gateway.
- please take print screen for bank acknowledgement page.

[Back](#) [Submit](#)

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Step 5) Bidders may choose the type of transaction and proceed for payment.

SBI ONLINE

STATE BANK MULTI-OPTION PAYMENT SYSTEM

Please Select Appropriate Card Type To Avoid Failures (C-Credit Card Options/D For Debit Card)

Net Banking

SBI
Bank Charges: 11.8
[Click Here](#)

Other Banks
Bank Charges: 132.5
[Click Here](#)

Card Payments

Other Payments Modes

NEFT
NEFT/RTGS
Bank Charges: 133.0
[Click Here](#)

[Cancel](#)

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Step 6) Once the Payment type is selected it navigates to the respective landing page.

a) SBI

i. Bidders with SBI account may click **SBI** option to proceed to its Net Banking Page

The screenshot displays the SBI Online Banking login interface. At the top, the SBI logo and 'SBI ONLINE' are visible. The main heading is 'Login to OnlineSBI'. Below this, a note states '(CARE: Username and password are case sensitive.)'. There are two tabs for 'PERSONAL BANKING' and 'CORPORATE BANKING'. The 'Please select the customer Segment' dropdown is set to 'PERSONAL BANKING'. The 'Username*' and 'Password*' fields are present, along with 'Login' and 'Reset' buttons. Links for 'New User? Register here', 'Forgot Login Password', and 'Forgot Username' are provided. A virtual keyboard is shown on the right side of the login section. Below the login area, there are security tips: 'Mandatory fields are marked with an asterisk (*)', 'Do not provide your username and password anywhere other than in this page', 'Your username and password are highly confidential. Never part with them. SBI will never ask for this information.', and 'Please do not call Contact Centre or try to raise a CMS complaint on the day of transaction.' The footer includes '© State Bank of India', 'Site best viewed at 1024 x 768 resolution in IE 7 or above, Mozilla 3.5 or above, Google Chrome 3 or above, Safari 5.0', and links for 'Privacy Statement', 'Disclosure', and 'Terms of Service (Terms & Conditions)'.

ii. Bidders may enter SBI Net banking user ID and Password and Click on **Login** to proceed.

State Bank of India - Internet Banking

SBI **ONLINE**

Login to Online SBI

(CARE: Username and password are case sensitive.)

Please select the customer segment: ☒ PERSONAL BANKING ☐ CORPORATE BANKING

Username*

Password*

New User? Register here

[Forgot Login Password](#)

[Forgot Username](#)

[Login](#) [Reset](#)

For better security use the Online Virtual Keyboard to login. [FAQ](#) | [About Phishing](#)

✓ Mandatory fields are marked with an asterisk (*)

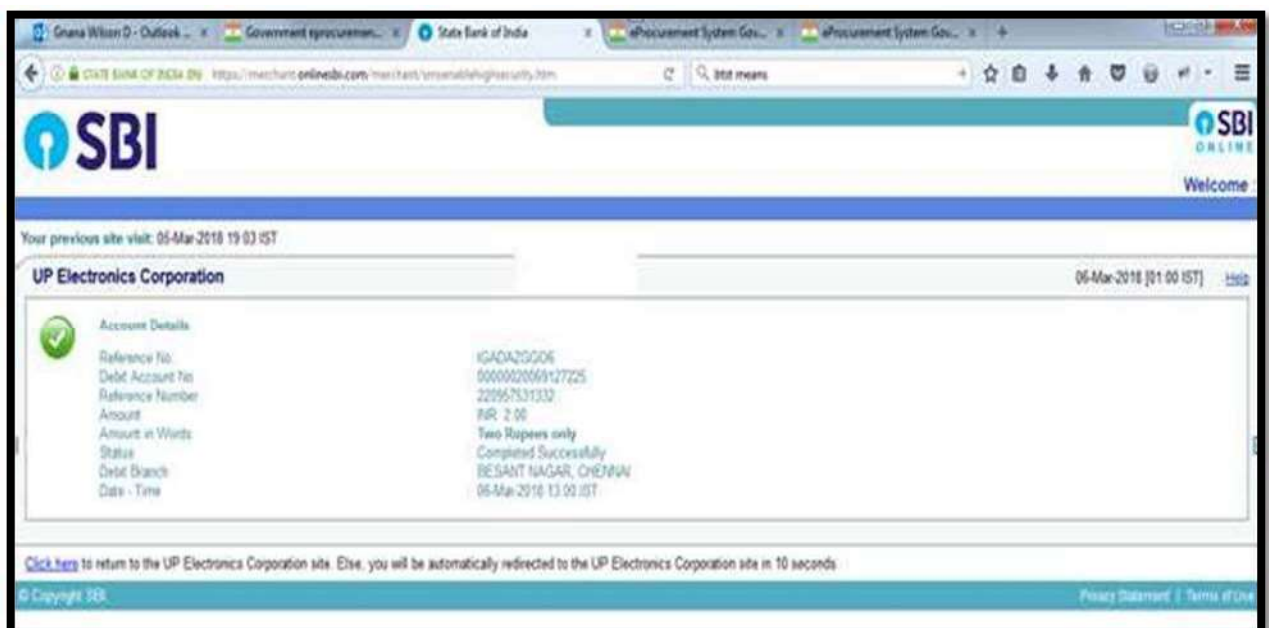
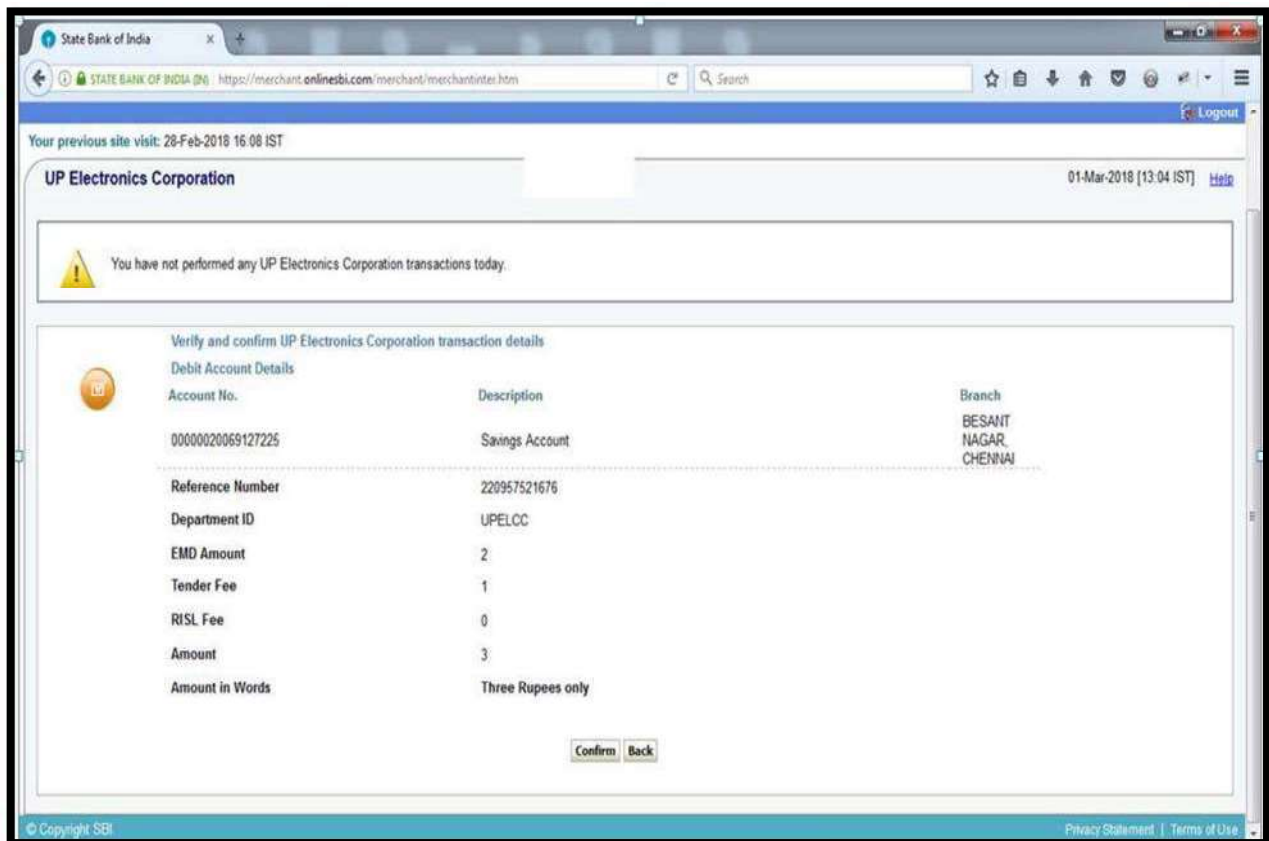
✓ Do not provide your username and password anywhere other than in this page

✓ Your username and password are highly confidential. Never part with them. SBI will never ask for this information.

✓ Please do not call Contact Centre or try to raise CMS complaint on the day of transaction.

[Privacy Statement](#) | [Disclosure](#) | [Terms of Service/Terms & Conditions](#)

iii. Please ensure that your account has sufficient balance, before proceeding further. After checking the same, Click **Confirm** button as below, to transfer payment. After account debit, MOPS gateway will automatically re-direct to the eProcurement System, with the Success transaction.



iv. As in below, you will receive bank response immediately by verifying the payment status, whether **Success** or not. In case, payment was debited from account and further, **Payment Failure** is shown, immediately contact the eProcurement helpdesk, for resolution, before tender closing time.

Click **Next** to go to Bid Preparation details, as in screenshot.

The screenshot displays the 'BID MANAGEMENT' section of a web application. On the left is a sidebar menu with categories: 'User Management' (My Accounts, My Documents), 'Auction Management' (My Auctions, Live Auctions, View Auction History), and 'Bid Management' (Search Active Tenders, My Tenders, Clarification, My Active Bids, Short fall Documents, Online Payment Status, My Bids History, Short Fall Documents History, Archived Clarification, Tender Status, My Withdrawn Bids). The main content area is titled 'BID MANAGEMENT' and contains a sub-header 'Bank Response On Payment Details'. A yellow success message states: 'Your Online transaction has been completed successfully.' Below this, transaction details are listed: Organization Chain: NIC||NIC Contracts, Tender Reference Number: PW3/23401/18, Tender ID: 2018_LSGD_204397_1, and Tender Title: PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING. A second section, also titled 'Bank Response On Payment Details', provides further specifics: eProcurement Ref. Number: 220957531332, PRN Number: 220957531332, Bank / UTR Number: IGADA2GG06, Bank Name: SBI Bank, Status: Success, Status Description: Completed successfully, Tender Fee in ₹: 1, EMD Fee in ₹: 1, and Total Fee in ₹: 2. A 'Next' button is located at the bottom right of the details section.

BID MANAGEMENT	
Bank Response On Payment Details	
✓ Your Online transaction has been completed successfully.	
Organization Chain : NIC NIC Contracts Tender Reference Number : PW3/23401/18 Tender ID : 2018_LSGD_204397_1 Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING	
Bank Response On Payment Details	
eProcurement Ref. Number : 220957531332 PRN Number : 220957531332 Bank / UTR Number : IGADA2GG06 Bank Name : SBI Bank Status : Success Status Description : Completed successfully. Tender Fee in ₹ : 1 EMD Fee in ₹ : 1 Total Fee in ₹ : 2	
Next	

v. Please ensure that the **Pay Online** option is not shown after successful payment, as below, for confirmation. From here, you may proceed with **Encrypt and Upload** to upload tender documents, and further submission process.

The screenshot displays the 'BID MANAGEMENT' section of a web application. On the left is a sidebar menu with categories: User Management, Auction Management, and Bid Management. The main content area shows details for a specific tender under the 'My Tenders' tab.

Tender Details:

- Organization Chain : NIC||NIC Contracts
- Tender Reference Number : PW3/23401/18
- Tender ID : 2018_LSGD_204397_1
- Tender Title : PW3/23401/18 PRO.NO.604/18-19 DYN.30 VARIOUS LANES INTERLOCKING AND CONCRETING

Bid Process List:

S.No	Bid Process	Action
1	Profile	

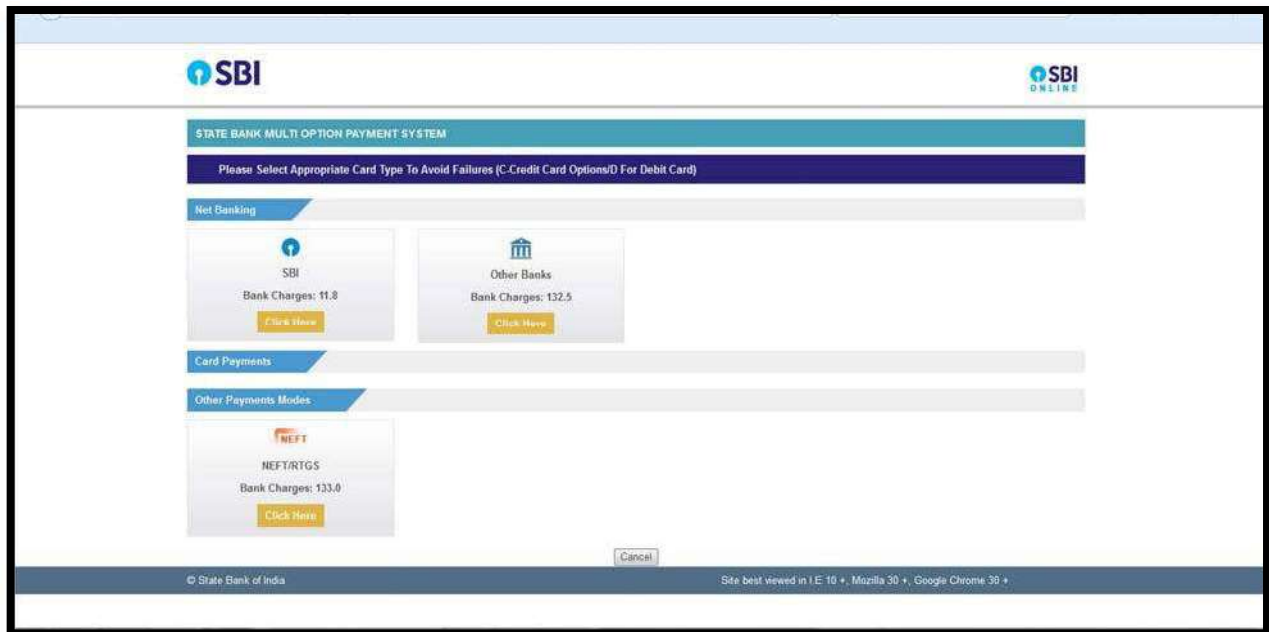
Bid Payment Details:

S.No	Fee Type	Actual Fee	Exempted Fee	Fee To Be Paid	Paid Fee
1	Tender Fee	1.00 (INR)	0.00	0.00	1.00 (INR)
2	Emd Fee	2.00 (INR)	0.00	0.00	2.00 (INR)

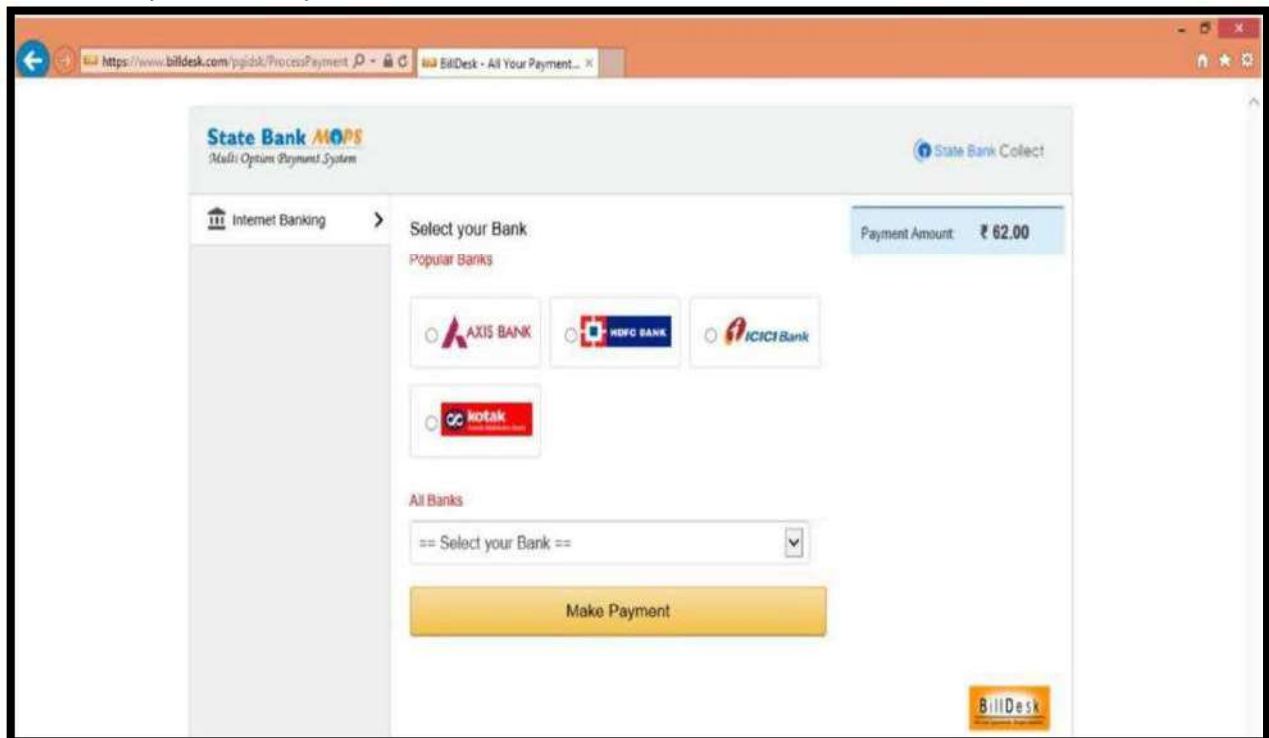
At the bottom right of the main content area, there is an orange button labeled 'Encrypt&Upload'.

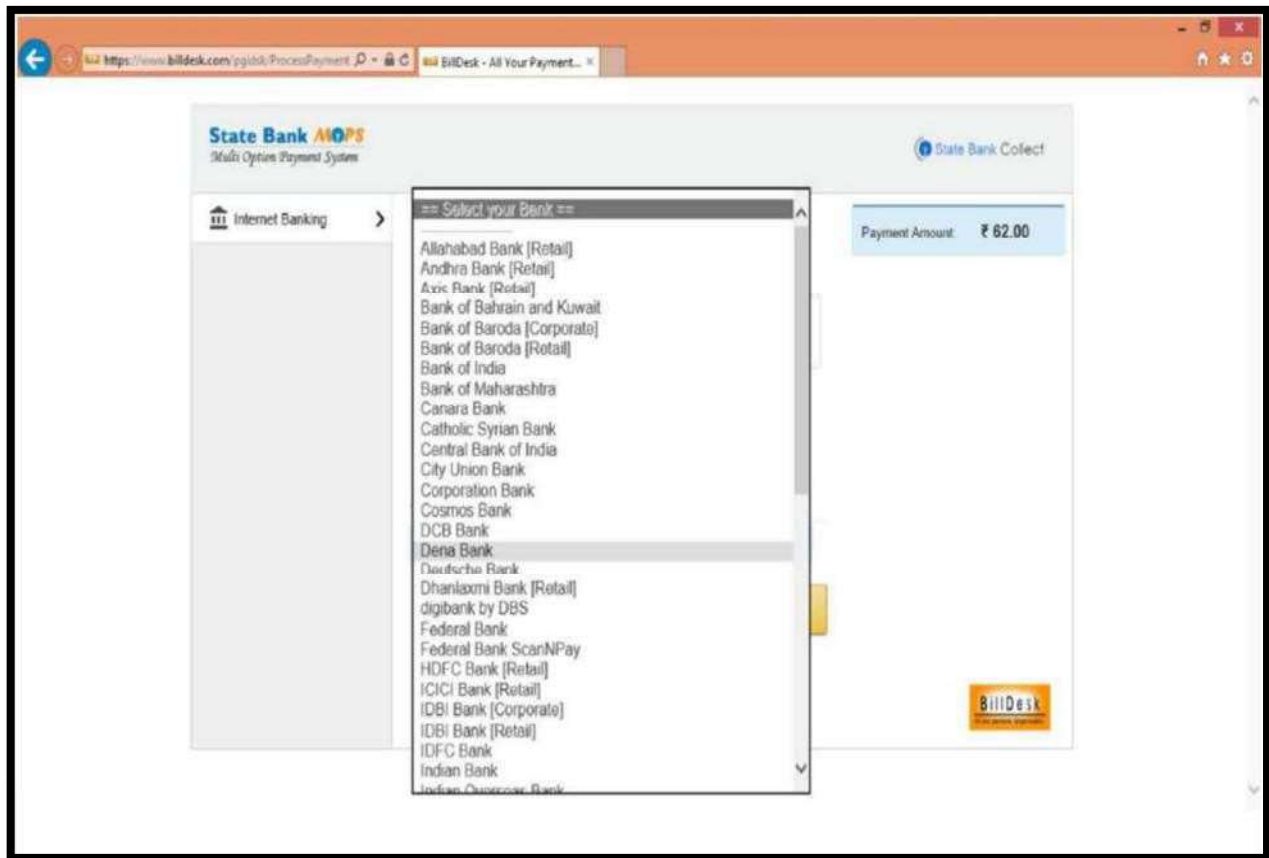
b) OTHER BANKS :

- i. Bidders with other bank account may click **Other Banks** option to proceed to SBI Net Banking Page

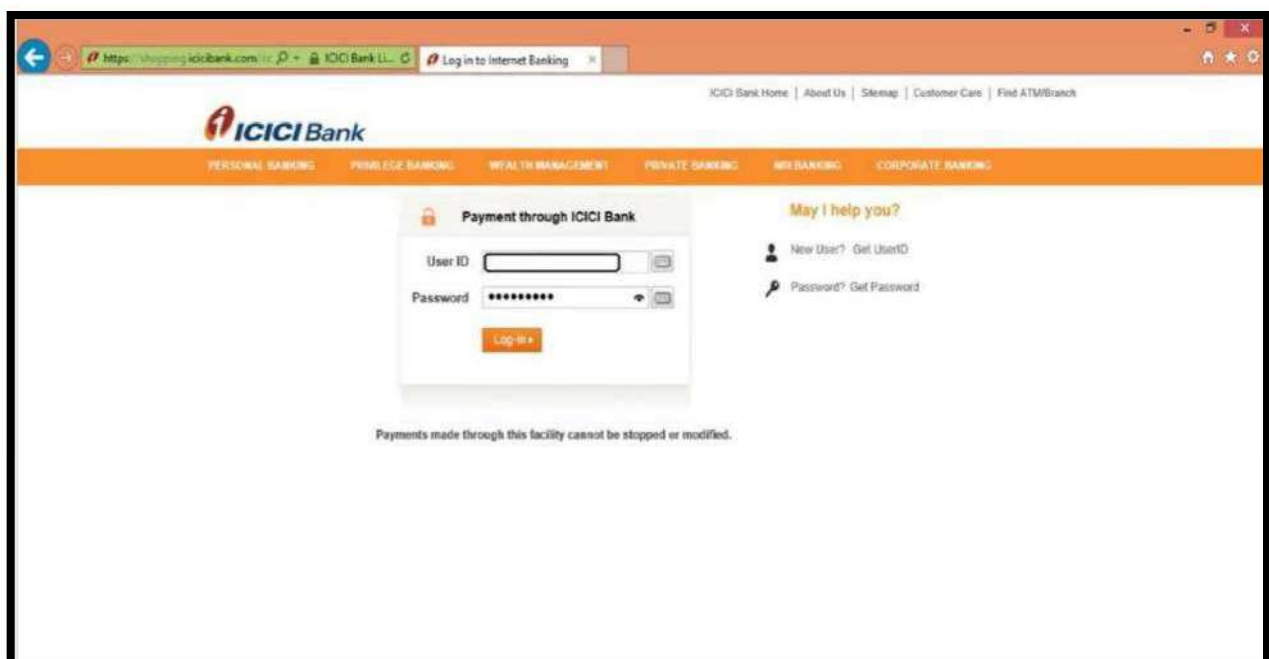
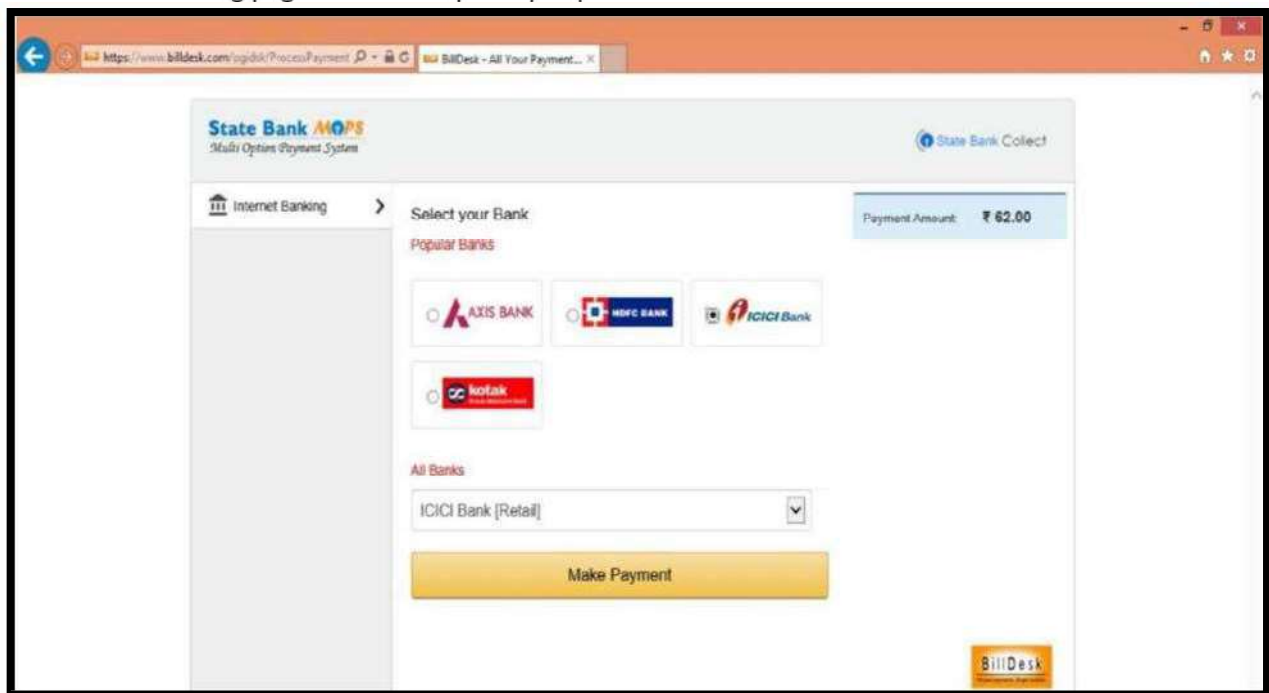


You may select the appropriate Bank from selection page. As an example, we are proceeding with ICICI Bank in the provided dropdown box of **All Banks**.





- ii. After selecting ICICI Retail Banking, Click **Make Payment** Button to proceed to its internet banking page. Further steps may depend on the Bank Procedure.



[About Us](#) | [Customer Care](#) | [Find ATM/Branch](#)

Make a Payment

You now have the option of paying from either your savings account or Pockets wallet.

Payment Details

Pay From:

Pay To: State Bank Of India - INB Dept (SB)

Amount (INR): 62.00

Remarks:

[Click here](#) to view terms & conditions.

Notes:

1. By clicking on the 'Pay' button, you are agreeing to the terms and conditions as given above.
2. After clicking the 'Pay' button, please wait for sometime while we pass on your payment details to the biller.
3. Please do not refresh or close the browser window.
4. Please check the status of the payment with the merchant after 7 days of transaction date. In case the merchant does not update the payment within 7 days, please contact our [24x7 Customer Care](#) for further assistance.

Customer Service
Customer Care Numbers

Useful Links
Get User ID | Ways To Bank | Online Banking | Savings Account | PPF | Personal Finance Tools | Film Center | Gold Rate Today | Media Gallery | Credit

Visit Other ICICI Bank Sites
ICICI Group | ICICI Foundation | ICICI Lombard General Insurance | ICICI Securities | ICICI Prudential Life Insurance | ICICI Prudential AMC | ICICI Ventures | ICICI Direct | GSHK Financial Consulting | ICICI Home Finance | Enclave The Bank of Rajasthan | Careers | Bahrain | Canada | Germany |

Confirm Details

Details

Pay From

Pay To State Bank Of India - INB Dept.(BILL DESK BPC)

Amount (INR) 62.00

Remarks

Please enter these details to authorize the transaction

Grid Card

Please enter the following digits of your Debit Grid (This will be on the back of your card) for Account Number: 086601507890

B H J

One Time Password

OTP has been generated and sent to your registered Mobile Number

Payment Successful

Your payment of INR 62.00 has been made successfully to State Bank Of India - INB Dept.(BILL DESK BPC)

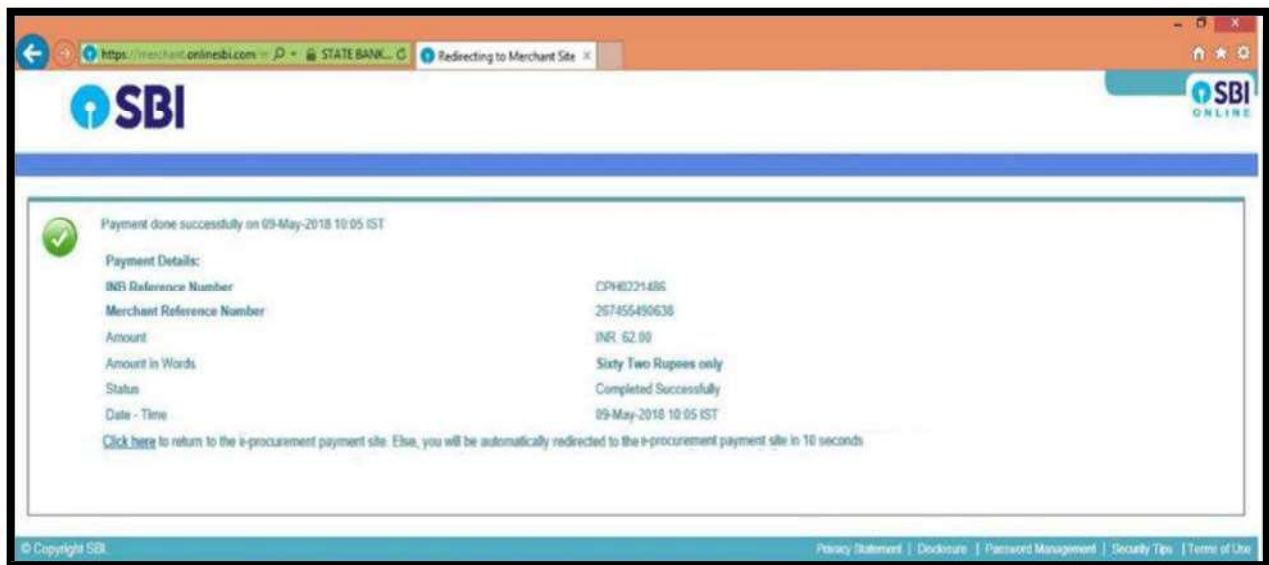
Your Merchant Reference Number is NIC6289234178

Your Transaction Reference Number is 1448560349

Kindly wait while we pass on your payment confirmation to State Bank Of India - INB Dept.(BILL DESK BPC)

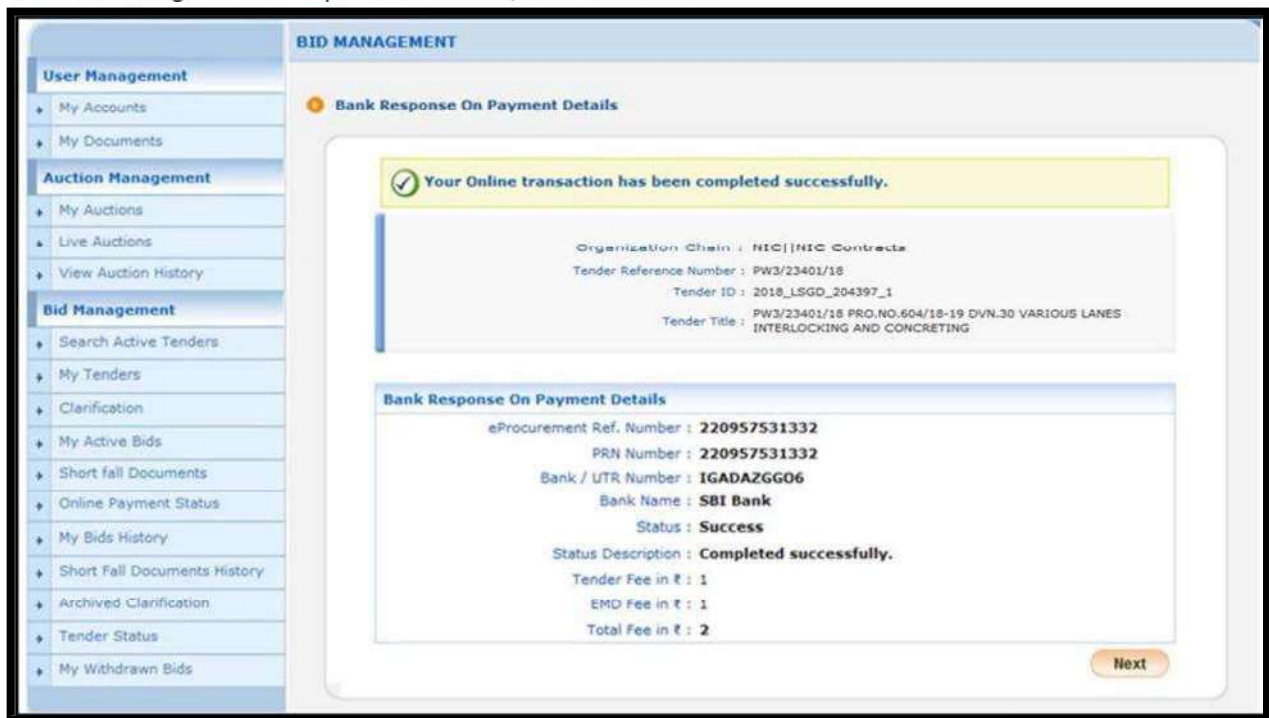
Please Note : For any transaction related queries, please contact the merchant and quote the Merchant Reference Number mentioned above

- iii. After, successful payment, system will direct you to payment confirmation page.



- iv. As in below, you will receive bank response immediately by verifying the payment status, whether Success or not. In case, payment was debited from account and further, **Payment Failure** is shown, immediately contact the eProcurement helpdesk, for resolution, before tender closing time.

Click **Next** to go to Bid Preparation details, as in screenshot.



v. Please ensure that the **Pay Online** option is not shown after successful payment, as below, for confirmation. From here, you may proceed with **Encrypt and Upload** to upload tender documents, and further submission process.

BID MANAGEMENT

My Tenders • 2018_KSITM_203916_2 • Transaction Message

Organization Chain : NIC|NIC Contracts
Tender Reference Number : PW3/23401/18
Tender ID : 2018_LSGD_204997_1
Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING

Bid Process List

S.No	Bid Process	Action
1	Profile	

Bid Payment Details

S.No	Fee Type	Actual Fee	Exempted Fee	Fee To Be Paid	Paid Fee
1	Tender Fee	1.00 (INR)	0.00	0.00	1.00 (INR)
2	Emd Fee	2.00 (INR)	0.00	0.00	2.00 (INR)

Encrypt&Upload

C) NEFT/RTGS

(i) Bidders may choose the type of transaction and proceed for payment.

SBI ONLINE

STATE BANK MULTI OPTION PAYMENT SYSTEM

Please Select Appropriate Card Type To Avoid Failures (C-Credit Card Options/D For Debit Card)

Net Banking

SBI
Bank Charges:

[Click Here](#)

Other Banks
Bank Charges: 59.9

[Click Here](#)

Card Payments

Other Payments Modes

NEFT
NEFT/RTGS
Bank Charges: 0.0


[Click Here](#)

[Cancel](#)

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Site best viewed in I.E 10 +, Mozilla 30 +, Google Chrome 30 +

(ii) Please click the check Box to proceed to the payment and click on the Confirm Button.



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☐ I have read and accepted the terms and conditions stated above.
(Click Check Box to proceed for payment)


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- (iii) Please ensure that your account has sufficient balance, before proceeding further. After checking the same, Click **Confirm** button as below, to transfer payment.




Your site visit: 18-Sep-2018 [11:45 IST]

e-procurement payment

 Payment details

Reference Number	117725193159
Department ID	AAA
EMD Amount	3
Tender Fee	2
RISL Fee	0
Amount	5
Amount in words	Five Rupees only

[Click here](#) to abort this transaction and return to the e-procurement payment site

 > Mandatory fields are marked with an asterisk (*)

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- (iv) Click **Confirm** button as below, to transfer payment.

SBI ONLINE

Your site visit: 18-Sep-2018 [11:45 IST]

e-procurement payment

Payment details

Reference Number	117725193159
Department ID	AAA
EMD Amount	3
Tender Fee	2
RISL Fee	0
Amount	5
Amount in words	Five Rupees only

Confirm

> Mandatory fields are marked with an asterisk (*)

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- (v) The challan is generated after successful transaction.

SBI ONLINE

Your site visit: 18-Sep-2018 [11:45 IST]

e-procurement payment NEFT/RTGS Form

Beneficiary Details

Beneficiary Account Number (to be entered as it appears)	PSE0ACF0803187
Amount	Rs. 5
Amount in Words	Five Rupees only
Beneficiary Bank	State Bank of India
Beneficiary IFSC Code	SBIN0007676
Name & Address	e-procurement payment
Beneficiary Reference Number	117725193159

Note for Bidder:

- The bidder should be within the prescribed time and as per the terms and conditions specified in tender.
- Please ensure the correctness of details required while remittance through RTGS/NEFT. SBI and State Bank of India would not be responsible for the transactions requested due to incorrect details inputted.
- For RTGS/NEFT transactions, Date and time at which payment is received in SBI would be relevant for the purpose of determining the time as to whether payment was received in time or not. Therefore, bidders should make transactions well in advance so as to ensure that the payment reaches SBI before the due time for submission of tender.
- For RTGS/NEFT transactions, Date and time at which payment is received in SBI would be relevant for the purpose of determining the time as to whether payment was received in time or not. Therefore, bidders should make transactions well in advance so as to ensure that the payment reaches SBI before the due time for submission of tender.
- For RTGS/NEFT transactions, Date and time at which payment is received in SBI would be relevant for the purpose of determining the time as to whether payment was received in time or not. Therefore, bidders should make transactions well in advance so as to ensure that the payment reaches SBI before the due time for submission of tender.
- Bidder should verify the payment status on e-procurement portal. The transaction for which payment is received before bid tender closing date and time would be displayed as 'SUCCESSFUL' in the portal. Otherwise bidders may contact their bank from which the transaction was made.
- Bidder should ensure that tender document fees and EMD are remitted as one single transaction and not separate.
- Bidder should ensure that account no. entered during RTGS/NEFT remittance at any bank branch or Internet banking site is the same as it appears in e-procurement remittance form. Bidder should not initiate this account number.
- No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for RTGS/NEFT remittance.
- Cash or Cheque deposit to the account in SBI and associated Bank not allowed and the payment may be treated as invalid and the respective bid is liable to be rejected.
- Please obtain CTR no. from your remitting bank for your remittance reference.
- Please note that this is only a remittance information form and not an acknowledgment of remittance.

In case the above points are not followed, the payments may be treated as invalid and the respective bid is liable to be rejected.

Disclaimer:

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[Click here to report the Remittance Form](#)
[Click here to Download it as PDF](#)
[Click here to return to the Beneficiary e-procurement payment page](#)

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(vi) The Downloaded challan of the e-procurement RTGS/NEFT Remittance Information

e-procurement payment RTGS/NEFT Remittance Information Form	
Beneficiary Details	
Beneficiary Details	
Beneficiary Account Number (to be entered as it appears)	PSEGACPJ8923167
Amount	Rs. 5
Amount In Words	Five Rupees only
Beneficiary Bank	State Bank of India
Beneficiary IFSC Code	SBIN0017676
Name and Address	e-procurement payment
Beneficiary Reference No	117725193159
Instructions for remitting Bank: <ul style="list-style-type: none"> a. This form is valid for remittance through non-SBI branches. b. Beneficiary account no. is alpha-numeric and case sensitive. It should be entered as it appears above. c. Amount to be remitted should not be higher or lesser and should be the same as shown above. 	
Note for Bidders: <ul style="list-style-type: none"> a. Bidder should ensure that account no. entered during RTGS/NEFT remittance at any bank counter or Internet banking site is the same as it appears in this remittance form. Bidder should not truncate or add any other detail to the above account number. b. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for RTGS/NEFT remittance. c. Account to Account transfers or Cash payments are not allowed and are invalid mode of payments. Hence, this remittance form is to be used only for RTGS or NEFT payment. d. Bidder should ensure that tender document fees and EMD are remitted as one single transaction and not separate. The remittance should be within the prescribed time and as per the terms and conditions specified in tender. e. Please ensure the correctness of details inputted while remittance through RTGS/NEFT. Please also ensure that your banker keys in the Account Number (which is case sensitive) as displayed in this form. SBI and Merchant Bankers should ensure that the account number is correctly inputted. f. For RTGS, the purpose of remittance should be relevant for the purpose of tender. Therefore, bidders should make the remittance before date and time for submission of tender. g. Bids for which Payment is received after closing date/time for submission of tender/bid would be rejected. 	

Refund and Settlement Process for Tender Fee and EMD

1. Refund and Settlement process:

- a. **Step-I:** After opening the tender, bid submitted successfully along with the online payment, the tender fee settled to 'Tender Fee Settlement Account' and EMD amount will remain in 'Pooling Account'.
- b. **Step-II: On Technical Evaluation:** After submission of technical evaluation report on the CPP portal, the 'EMD of Technically Qualified bidders will remain in the pooling account' and EMD amount of rejected bidders will be refunded to their source account.
- c. **Step-III: On Financial Evaluation:** After submission of financial evaluation report on the CPP portal, the 'EMD of L1 bidder will remain in the pooling account' and EMD amount of rejected bidders will be refunded to their source account.
- d. **Step-IV: EMD Refund of L1:** After AOC completion on the portal, the L1 bidders EMD amount will be refunded to their source account after Adjustment of Security Deposit (SD) as per NIT Condition.

2. In the case of "Cancellation of tender" before opening and "Re-Tender":

- All the submitted amount will be refunded to the bidders.

3. In the case of "Cancellation of tender" after opening and "Re-Tender":

- The tender fee has already settled to the AAI's tender fee settlement account at the EoD of tender opening.
- Now only EMD residing in the collection pooling account, the EMD will be refunded to the bidders.

4. In case of 'Withdraw of bid' by the vendor:

- Procurement system allows the bidder to withdraw till the bid submission closing date, assume that the bidder has paid the amount and withdrawn the bid, eProcurement system will initiate the refund of EMD on the day of tender opening.

5. In case of Revocation Corrigendum:

- If Tender Inviting Authority (TIA) publishes revocation corrigendum to accept the rejected bidder than TIA must ask EMD again via offline mode before publishing the revocation corrigendum because EMD amount has already been refunded or refund initiated to the rejected bidders A/c.