

DEPARTMENT OF TECHNICAL

DIBRUGARH AIRPORT, ASSAM-786012

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Name of Work: -Hiring of 01 no. of commercially Registered Vehicle – Mahindra Bolero/TUV300 or Equivalent (with A/C) for Engineering-Electrical Department at AAI, Dibrugarh Airport.

TENDER DOCUMENT

Tender Reference No.	AAI/DIB/TECH/VH-EE/2022-23/
E-Tender ID	2022_AAI_117701_1

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NAME OF WORK: Hiring of 01 no. of commercially Registered Vehicle – Mahindra Bolero/TUV300 or Equivalent (with A/C) for Engineering - Electrical Department at AAI, Dibrugarh Airport.

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This tender document contains a total of **35 pages** (serially numbered from 1 to 35), including the cover page and this page.

**-digitally Signed-
Airport Director
AAI, Dibrugarh Airport
Assam-786012
Tel.: 8168407756/9812782310**

TENDER SCHEDULE

01.	Name of Work	Hiring of 01 no. of commercially Registered Vehicle –Mahindra Bolero/TUV300 or Equivalent (with A/C) for Engineering -Electrical Department at AAI, Dibrugarh Airport.
02.	Tender No.	AAI/DIB/TECH/VH-EE/2022-23/
03.	Estimated cost	Rs. 14,40,000.00 (Excluding GST)
04.	Tender Fee (non -refundable)	Rs. 590/- (inclusive of 18% GST) (to be paid online through payment gateway on CPP Portal)
05.	EMD	Rs. 28,800/- (to be paid online through payment gateway on CPP Portal)
06.	Bid Publishing Date & Time	02/06/2022 @ 1800 Hrs.
07.	Bid Document Sale Start Date & Time	02/06/2022 @ 1800 Hrs.
08.	Bid Document Sale End Date & Time	15/06/2022 @ 1500 Hrs.
09.	Pre-bid queries, if any by Bidders to AAI through e-portal – Start Date & Time.	02/06/2022 @ 1800 Hrs.
10.	Clarification of pre-bid queries, if any by AAI to Bidders through e-portal – End Date & Time.	10/06/2022 @ 1500 Hrs.
11.	Bid Submission Start Date & Time	02/06/2022 @ 1800 Hrs.
12.	Bid Submission End Date & Time	15/06/2022 @ 1500 Hrs.
13.	Date of opening of Cover-I (Fees/Pre-qualification Cum Technical Bid)	16/06/2022 @ 1500 Hrs.
14.	Date of Opening of Financial Bid (Cover-II)	20/06/2022 @ 1500 Hrs. (Tentative)

Note: -

- 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>).
- Corrigendum if any, will be uploaded only on e-tendering portal. It is the responsibility of bidders to check at the website.
- Clarification after the due date stipulated above will not be entertained.

CHECK-LIST FOR DOCUMENTS TO BE UPLOADED ONLINE

Sl. No.	Name of the Document	Cover	Ref. to Tender Clause	Whether Uploaded
1.	Scanned copy of payment receipt for Rs. 590/- (through online on CPP Portal) for being proof of payment of Tender Fee. (OR) Scanned copy of NSIC/MSME/MSM Registration Certificate	I	Section-I 1.2 (Page-5)	YES / NO
2.	Scanned copy of payment receipt for Rs. 28,800/- (through online on CPP Portal) for being proof of payment of EMD. (OR) Scanned copy of NSIC/MSME/MSM Registration Certificate	I	Section-I 1.2 (Page-5)	YES / NO
3.	Scanned copy of Undertaking-cum-Declaration on Unconditional acceptance of Terms & Conditions (Annexure-A).	I	Section-I 1.2 (Page-6)	YES / NO
4.	Scanned copy of GST Registration Certificate.	I	Section-I 1.2 (Page-6)	YES / NO
5.	Scanned copy of PAN (Permanent Account Number).	I	Section-I 1.2 (Page-6)	YES / NO
6.	Scanned copy of Employees Provident Fund Organization (E.P.F.O) Registration.	I	Section-I 1.2 (Page-6)	YES / NO
7.	Scanned copy of Employees State Insurance Corporation (ESIC) Registration.	I	Section-I 1.2 (Page-6)	YES / NO
8.	Scanned copy of Work Order with its satisfactory Completion Certificate towards experience.	I	Section-I 1.2 (Page-6)	YES / NO
9.	Scanned copy of Balance Sheets along with Profit & Loss Accounts Statement.	I	Section-I 1.2 (Page-6)	YES / NO
10.	Scanned copy of 02 nos. of RC as per NIT	I	Section-I 1.2 (Page-6)	YES / NO
11.	Undertaking of GST as per Annexure-B	I		YES / NO
12.	Affidavit regarding compliance of minimum wages as per Annexure: -C.	I		YES / NO
13.	Authorization letter/Power of Attorney (if applicable).	I		YES / NO
14.	Online Financial Bid from the e-Tendering portal for the items as detailed in Price Schedule (Annexure-D).	II	Section-I 1.2 (Page-7)	YES / NO

SECTION: I
NOTICE INVITING e-TENDER

(E-TENDER ID: - 2022_AAI_XXXXX_1)

NIT No.: AAI/DIB/TECH/VH-EE/2022-23/

1.1 Item Rate Tenders are invited from the Reputed travel agencies, Car Rentals and other Transport Firms through the NIC CPP e-tendering portal by the **Airport Director**, Airports Authority of India, Dibrugarh Airport, Assam-786012 on behalf of chairman, AAI for **"Hiring of 01 no. of commercially Registered Vehicle – Mahindra Bolero/TUV300 or Equivalent (with A/C) for Engineering -Electrical Department at AAI, Dibrugarh Airport"** for 02 nos. of years an estimated cost of **Rs. 14,40,000/- (Excluding GST)**.

1.1.1 01 No. of Vehicle as detailed in Price Schedule (Annexure-D), registered for Commercial Use on or after 01/01/2020 and vehicle should not have run more than 30,000 Kms.

1.1.2 The tendering process is online at e-portal URL address <https://etenders.gov.in>. Aspiring bidders may download and go through the tender document.

1.1.3 Prospective bidders are advised to get themselves acquainted for e-tendering participation requirements at "Guidelines for Bidders", register themselves at NIC e-tendering portal, obtain 'User ID' & 'Password' and go through the 'Self Help files' available in the Home Page after log in to the portal <http://etenders.gov.in>. They should also obtain Class III Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03-day time. Bidders may also take guidance from AAI Help Desk Support (contact details mentioned in tender document).

1.2 The following 2 Covers shall be submitted by the bidders: -

COVER-I (FEE/PRE-QUALIFICATION CUM TECHNICAL BID)

The bidders should upload the following scanned documents **ONLINE** in support of their meeting **each criterion** mentioned below in "Cover-I".

S.No.	PRE-QUALIFICATION CRITERIA	DOCUMENT(S) TO BE UPLOADED IN E-PORTAL
1.	Tender Cost	Scanned copy of Payment receipt for Rs.590/- (Through online payment gateway on CPP Portal) being proof of payment of Tender Fee. Offline Submission of Tender Fee will not be accepted. (OR) Scanned copy of Registration with NSIC /UAM/ DICs/KVIB/ KVIC / Coir Board/Directorate of Handicrafts and Handlooms or any other body specified by MoMSME for category of Transport Service for exemption from payment of Tender fee
2.	EMD	Scanned copy of Payment receipt for Rs. 28,800/- (Through online payment gateway on CPP Portal) being proof of

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		payment of EMD. Offline Submission of EMD Payment will not be accepted. (OR) Scanned copy of Registration with NSIC / UAM / DICs / KVIB / KVIC / Coir Board / Directorate of Handicrafts and Handlooms or any other body specified by MoMSME for category of Transport Service.
3.	Undertaking-cum-Declaration	Scanned copy duly signed with company seal as per Annexure-A
4.	Should have GST Registration	Scanned copy of GST Registration Certificate
5.	Should have Permanent Account Number (PAN).	Scanned Copy of PAN Card
6.	Should be registered with Employee's Provident Fund Organization (E.P.F.O).	Scanned copy of Employees Provident Fund Organization (E.P.F.O) Registration Certificate.
7.	Should be registered with Employees State Insurance Corporation (E.S.I.C).	Scanned copy of Employees State Corporation (ESIC) Registration Certificate.
8.	Should have experience in providing Vehicles on Hire basis during the last seven years ending on 31/05/2022 for any one of the following quanta of the completed work(s) : - One order of value not less than Rs. 11,52,000/- (excluding of GST). OR Two orders having each of value not less than Rs. 7,20,000/-(excluding of GST). OR Three orders having each of value not less than Rs. 5,76,000/- (excluding of GST). (# 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)	Scanned copy of Work Order / Work Contract Agreement along with its Satisfactory completion certificate Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work Note: - a) The work /order should have been satisfactorily completed b) Initial period of contract and extension thereof if any up to 31/05/2022 shall be considered as completed work and reckoned for value of order c) Firm 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.
9.	Should have annualized average financial turnover of Rs. 4,32,000 during last three financial years ending On 31-March-2021	Scanned copy of abridged Balance Sheets along with Profit & Loss Accounts Statement for the Financial Year 2018-19, 2019-20 & 2020-21. Firms showing continuous losses during the last three financial years in the balance sheet shall be summarily rejected
10.	Should have a minimum of 02 Nos. Mahindra Bolero/TUV 300/Equiv. vehicles or higher version (with A/C) registered in the name of the Bidder / Firm /Proprietor /	Scanned copy of Registration Certificate (RC Book) in support of the 02 nos. of vehicles, along with respective POA, if applicable.

	Owner / Partner OR under the Notarized Power of Attorney (POA) and registered for Commercial Use.	Note: - In case of Partnership Firms Relevant Memorandum of Association / Article of Association / Partnership Deed is also, to be uploaded
11.	Undertaking for GST as per Annexure-B.	Scanned copy of Undertaking for GST as per Annexure: -B.
12.	Affidavit regarding compliance of minimum wages as per Annexure: -C.	Scanned copy of Affidavit regarding compliance of minimum wages as per Annexure: -C.
13.	Authorization letter/Power of Attorney (if applicable).	Scanned copy of Authorization letter/Power of Attorney (if applicable).

Note: -

- All the above-said documents are to be submitted on or before the stipulated date and time, failing which tender of bidder will be summarily rejected.
- In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

Envelope-II (FINANCIAL BID)

- Upload online Financial Bid from the e-Tendering portal for the items as detailed in Price Schedule (Annexure-D).

1.3 BIDS OPENING PROCESS

The bid opening process is described below: -

1.3.1 Envelope-I –Fee/Pre-Qualification Cum Technical Bid: Containing Pre-Qualifying requirement (Technical Bid) of Contractor / Firm (uploaded by the Bidders) shall be opened as per the Tender Schedule. If any clarification is needed from the Bidder about the deficiency in the uploaded documents in Envelope-I, the same shall be asked to be provided through Shortfall document folder in CPP portal. The Bidder shall upload the requisite clarifications / documents within date & time specified by AAI, failing which tender will be liable for rejection.

1.3.2 Envelope-II–Financial Bid: Envelope-II of those bidders who are found meeting all the requirements of “Envelope-I” only shall be opened. Bidders may please note that the ‘Price Schedule’ is attached in the portal. The same (BOQ) file shall be downloaded and be filled in the editable (un protected – coloured) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, Name of the bidder etc. No other cells (protected-uncolored) should be changed. Once the details are completed, the bidder should save and submit it online, without changing the filename. If the BOQ file is found to be modified/alterd in protected un-colored cells by the bidder, the respective bid will be rejected and EMD will be forfeited.

1.4 AAI reserves the right to accept or reject any or all applications without assigning

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any reasons thereof. AAI also reserves the right to call off tender process at any stage without assigning any reason.

1.5 The firm / bidder who are blacklisted / debarred by the CBI / CVC / BCAS / AAI or any other Department of Govt. of India or State Government shall not participate in the tender. A declaration to that effect shall be submitted by the parties as per prescribed form (Annexure-A).

1.6 AAI reserves the right to disallow the issue of tender documents 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 reserves the right to verify the credentials 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:

1.6.1 Forfeit the entire amount of E.M.D submitted by the firm.

1.6.2 The agency shall be liable for debarment for 3 (three) years from tendering in AAI, apart from any other appropriate contractual / legal action.

1.7 If the entity participating in any of the tenders is a private or public limited company, Partnership firm or proprietary firm and any of the Directors / Partners / Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the authority, then the said entity shall not be allowed to participate in AAI tenders.

**-digitally Signed-
Airport Director
Airports Authority of India
Dibrugarh Airport-786012
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