



भारतीय विमानपत्तन प्राधिकरण
केन्द्रीय रेडियो भंडार डिपो, सफदरजंग एयरपोर्ट, नई दिल्ली
AIRPORTS AUTHORITY OF INDIA
CENTRAL RADIO STORED DEPOT, SAFDARJUNG AIRPORT, NEW DELHI

ई-निविदा(एन आई क्यू) दस्तावेज़ e-TENDER DOCUMENT

कार्य: केन्द्रीय रेडियो भंडार डिपो, भा°वि°प्रा°, नई दिल्ली द्वारा री-एक्सपोर्ट शिपमेंट में लकड़ी के बॉक्स के फ्यूमि गेशन के लिए फ्यूमि गेशन कंपनी के चयन हेतु प्रतिष्ठित कंपनी की नियुक्ति

Work: Appointment of "Fumigation Firm" for the work of fumigation of wooden boxes for Re-export of faulty items by Central Radio Stores Depot, Airports Authority of India (AAI), New Delhi.

Tender Fees: INR 560/- inclusive of GST (Non-refundable)

**E-Tender ID No: 2022_AAI_118205_1
NIT No.: AAI/CRSD/CUSTOM/NIT-01/2022-23**

Name and Address of Bidder :

Date of upload to CPP Portal :

(This document must be uploaded along with the **Technical Bid duly signed on each page as a proof that bidder has read & understood terms & conditions defined in the NIT along with all corrigendum**).

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BID Manager (Custom-CRSD)
For General Manager (CNS)
Central Radio Stores Depot
Airports Authority of India
Safdarjung Airport, New Delhi

NAME OF WORK: Appointment of “Fumigation Firm” for fumigation of wooden boxes for Re-export of faulty items by Central Radio Stores Depot, Airports Authority of India (AAI), New Delhi.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

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 submit their bids online on the CPP Portal. More useful information for submitting online bids on the CPP Portal may be obtained at: <http://etenders.gov.in>

1.0 Registration:

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://etenders.gov.in>) by clicking on the link “**Online Bidder Enrolment**” on the CPP Portal which is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. 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.
- iv. 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.
- v. 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.
- vi. Bidder then logs into the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

2.0 Searching for Tender Documents

- i. There are various search options built in the CPP Portal, to facilitate bidders to search active Bids by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for Bids, 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.
- ii. Interested bidders may download the required documents / tender schedules. These Bids can be moved to the respective ‘**My Tenders/ My Bids**’ 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.
- iii. The bidder should make a note of unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3.0 Preparation of Bids

(Signature of the bidder with seal)

E-Tender ID No.: 2022_AAI_118205_1 Tender document Appointment of “Fumigation Firm” for the work of fumigation of wooden boxes for Re-export of faulty items.

- i. Bidder should consider any corrigendum published on the tender document before submitting their bids.
- ii. Please go through the TENDER invitation 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.
- iii. 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.
- iv. To avoid the time and efforts required in uploading the same set of standard documents which are required to be submitted as a part of this 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.

4.0 Submission of Bids

- i. 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 and date. Bidder will be responsible for any delay due to other issues.
- ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii. Bidders have to select the payment option as “**online**” in central Public Procurement Portal of Govt. of India (CPPP) to pay the Tender Document Fee which is non-refundable as applicable and enter details of the instrument.
- iv. Bidders should prepare the Tender Document Fee & EMD as per the instructions specified in the tender document paid online through central Public Procurement Portal of Govt. of India (CPPP).
- v. Bidders are requested to note that they should necessarily submit their technical and 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 (which is in excel format), open it and complete the colored (unprotected) cells with respective financial quotes in INR only. 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.
- vi. 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. 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

(Signature of the bidder with seal)

E-Tender ID No.: 2022_AAI_118205_1Tender document Appointment of “Fumigation Firm” for the work of fumigation of wooden boxes for Re-export of faulty items.

cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit 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.

- vii. The uploaded tender documents become readable only after the tender opened by the authorized bid openers.
- viii. 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.
- ix. 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.

5.0 Assistance to Bidders

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the BID Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. 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. For any Technical queries related to Operation of the Central Public Procurement Portal Contact at:

Mobile Numbers: 91-7878007972, 91-7878007973, 91-7574889871, 91-7574889874,
918826246593,


Tel: The 24 x 7 Toll Free Telephonic Help Desk Number 1800 3070 2232. Other Tel: 0120-4001002.

E-Mail: CPPP-doe@nic.in; support-eproc@nic.in; eprochelp@aai.aero

E-Tender ID No.: 2022_AAI_118205_1 Tender document Appointment of "Fumigation Firm" for the work of fumigation of wooden boxes for Re-export of faulty items.

TENDER

[PRESS AND NIC WEBSITE]

		AIRPORTS AUTHORITY OF INDIA TENDER		
E-Bids responses are invited by General Manager (CNS), CRSD, SAP, New Delhi on behalf of, Airports Authority of India (AAI) from the eligible bidders for the works listed below:				
S.N	E-TENDER	NAME OF WORK	LAST DATE OF SUBMISSION	Estimated Cost
1.0	E-Tender ID No.: 2022_AAI_118205_1	Appointment of "Fumigation Firm" for the work of fumigation of wooden boxes for Re-export of faulty items by Central Radio Stores Depot, Airports Authority of India (AAI), New Delhi.	20/06/2022	INR 2,350/- (Excluding GST)
For further details like tender, corrigendum/addendum and registration please visit NIC's CPP portal http://etenders.gov.in				
BID Manager (Custom-CRSD) For General Manager (CNS), CRSD, SAP, New Delhi				

(Signature of the bidder with seal)

SECTION – A: GENERAL INFORMATION AND GUIDELINES

1.0 Purpose and Scope of E-Quotation Document

Tender are invited by the General Manager (CNS), AAI, Central Radio Stores Depot, SAP, New Delhi – 110003 on behalf of Airports Authority of India for **Appointment of “Fumigation Firm” for the work of fumigation of wooden boxes for Re-export of faulty items by Central Radio Stores Depot, Airports Authority of India (AAI), New Delhi.** The bidder should have **valid Registration as Fumigation Firm** in its own name. The contract for the **Appointment of “Fumigation Firm” for fumigation of wooden boxes for Re-export of faulty items** is for the office of Central Radio Stores Depot (CRSD) and the services may be utilized by any establishment of AAI at CRSD, AAI, New Delhi - 110003. The period of contract shall be for **03 (THREE)** years with provision of one-year renewal/extension after mutual agreement on same term and condition after expiry of initial contract. The financial bids of bidders those found technically qualified by AAI shall be opened for financial bid evaluation as specified in this tender. After completion of financial bid evaluation, one company shall be appointed for the work of fumigation of wooden boxes for Re-export of faulty items.

- 1.1 The General Manager (CNS), AAI, Central Radio Stores Depot, SAP, New Delhi shall be the Executing Authority towards establishing this Contract for the subject work.
- 1.2 All Submissions/clarifications responses of bidder firm and AAI against this E-tender shall also form part of bidding firm's bid response and shall also be considered to by AAI in this tender for evaluation/award.
- 1.3 Positively submitted Technical/Price Bids of bidders available to AAI before 'Time of Opening of Technical Bid' shall be opened on NIC's CPP portal and examined by AAI.
- 1.4 Communication shall be sent by AAI to technically qualified or not qualified bidders evaluated by AAI.

2.0 Tender document

- 2.1 The Tender consists of **three** Sections. The bidder should go through all these sections (Section A: General Information and Guidelines; Section B: Pre-qualification Criteria; and Section C: Terms & Conditions of the tender document).
- 2.2 Each and every page of submitted tender document should be serially numbered & indexed.
- 2.3 Bidders willing to participate may download the digitally signed Tender document on-line from Central Public Procurement Portal (CPPP) at **<https://etenders.gov.in>** and submit digitally counter signed tender document on-line at the same portal.
- 2.4 The instructions in the Tender document are binding on all the bidders and submission of the Tender shall imply unconditional acceptance of all the terms and conditions by the bidder.

Schedule of Important Activities.	Date & Time
Publishing of Tender	06/06/2022 & ACTUAL
tender document download / sale start date	06/06/2022 & 1800 HRS
Last date for download of Tender Document	20/06/2022 & 1800 HRS
Seek clarification Start date for bidder	06/06/2022 & 1800 HRS
Seek clarification End date for bidder	10/06/2022 & 1800 HRS
Bid Submission Start date	06/06/2022 & 1800 HRS
Bid Submission End date	20/06/2022 & 1000 HRS
Date of opening of pre-qualification bid /Technical bids	21/06/2022 & 1100 HRS
Date & Time for opening of Price bids	30/06/2022 & 1000 HRS

3.0 Amendment to Tender document

(Signature of the bidder with seal)

- 3.1 At any time, prior to scheduled date of submission of bids, the GM (CNS), CRSD 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 into this Tender and binding on the bidders. Addendum / corrigendum will be notified through Central Public Procurement Portal to all bidders at <http://etenders.gov.in> only.

4.0 Composition of Bids and General Guidelines for bid process

- 4.1 Bidders shall submit their bids as per scheduled date & time through Central Public Procurement portal at <http://etenders.gov.in> only. Central Public Procurement Portal (CPPP) system shall not allow bidders to submit their Tender documents, after the scheduled date & time. Bidders shall submit Tender before the deadline specified in Para 2.4 of this Tender document. The Technical bids will be opened online by [AAI](#), [CRSD](#) at the time and date as scheduled in Para 2.4. All the Statements, documents, certificates etc., uploaded by the bidders shall be downloaded and verified by [AAI](#), [CRSD](#) for technical evaluation. The clarifications, particulars, if any, required from the bidders, will be obtained through query provision available in CPPP or by email. The status of opening of Technical bid shall be displayed on CPPP and shall be visible to all the bidders who participated in this Tender.

5.0 Tender Procedure

- 5.1 Tender once uploaded shall be final and no amendment thereto shall be permitted after the submission date as prescribed in Section-A, Para 2.4. One bidder shall submit only one Tender.
- 5.2 Tender shall consist of two stages – **Technical Bid & Financial Bid**. The documents required for, Technical bid and Financial Bid evaluation is listed hereunder.

Submission of Tender Documents - Tender shall be submitted in three e-Covers, viz. Cover-1, 2 & 3 as follows:

(A) e-COVER-1 [Fee Folder]

(a) ON-LINE part:

FOR MSEs seeking exemption from depositing Tender fee and EMD:

Such bidders shall upload a self-attested scan copy of valid NSIC or MSME Registration Certificate, giving details of such validity, stores/ services etc.

Note: If such details don't comply the tender's requirement, tender shall be rejected.

(b) ON-LINE part:

Bidders who don't intend to avail exemption as NSIC or MSME registered bidder Submit Tender Fee/ EMD online **before the opening date & time of eCover-1**, failing which Tender shall be rejected outright. AAI shall not be responsible for late submission in any way.

- (i) Tender fee Rs. **Rs. 560/-** including GST Online through central Public Procurement Portal of Govt. of India (CPPP)
- (II) Earnest Money Deposit **Rs. 2570/-**

Online through central Public Procurement Portal of Govt. of India (CPPP),

(Signature of the bidder with seal)

E-Tender ID No.: 2022_AAI_118205_1 Tender document Appointment of “Fumigation Firm” for the work of fumigation of wooden boxes for Re-export of faulty items.

Address: **The General Manager (CNS)
Airports Authority of India,
Central Radio Stores Depot, Near Delhi Flying club
Safdarjung Airport, New Delhi – 110 003,
Attn. Bid Manager (Custom-CRSD).**

(B) e-COVER-2 [PQQ & Technical Bid]

- **Qualifying requirements of bidder:** Shall comprise of the documents as given in **Annexure-VII** (Digitally signed scan copy in **.pdf** form to be uploaded).
- Hard copy of documents shall not be entertained.
Note: If such details don't comply the Tender requirement, Tender shall be Rejected.

If any clarification is needed from the bidder about the deficiency in their uploaded documents in Envelope – they will be asked to provide it through Shortfall Documents in NIC CPPP or by Email.

The bidder shall upload the requisite clarification / documents within specified time given by AAI, failing which the bid will be liable to be rejected.

(C) eCOVER-3: [Financial Bid]

Guideline for submitting the Financial e-Bid shall be as follows: (Sample BOQ given in Annexure-IA)

- (a) Financial bids must be submitted in the format provided and no other format is acceptable.
- (b) The price bid is given as a standard BOQ (MS Excel format) format with the Tender document. The same is to be downloaded and to be filled in by all the bidders. Bidders are required to download the BOQ file, open it and complete the **colored (unprotected) cells** with their respective rate in INR only 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.**

Exemption from paying Tender fee & Earnest Money Deposit

- (a) Micro and Small Enterprises (MSEs) – registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National small Industries Corporation or Directorate of Handicraft and Handloom or any other body specified by the Ministry of Micro, Small and Medium Enterprises as MSMED Act, 2006, Udyog Aadhar Acknowledgment/ Udyog Aadhar Memorandum issued by MoMSME for goods produced and services rendered – shall be issued Tender Documents free of cost and shall be exempted from paying Earnest Money Deposit (EMD).
- (b) **Price Preference:** Concession to the Bidders Registered with NSIC or MSE shall be applicable as per directives of Govt. of India.

Note:

The benefit as above to MSEs shall be available only for goods / services produced and provided by MSEs for which they are registered.

MSEs seeking exemption and benefits should enclose an attested / self-certified copy of valid Registration Certificate, giving details of such validity, stores / services etc., failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.

5.2.1 Following documents, **duly signed & stamped** are required to be uploaded to evaluate **Technical Bid:**

(Signature of the bidder with seal)

E-Tender ID No.: 2022_AAI_118205_1Tender document Appointment of “Fumigation Firm” for the work of fumigation of wooden boxes for Re-export of faulty items.

- i. **Non-Refundable Tender Fee amounting to Rs. 560/- including GST through Online Mode** available in CPP portal for bidder other than MSME.
 - ii. EMD (2%) of the value of **Rs.2570/-** through Online Mode available in CPP portal, as per estimate calculated in respect of Annexure-X for bidder other than MSME.
 - iii. Scanned copy of duly filled Performa for unconditional acceptance of tender (**Annexure -II**)
 - iv. Scanned copy of duly filled Performa for bidder's bank details (**Annexure -III**)
 - v. Valid GST Registration certificate.
 - vi. Certificate of authorized Signatory of the tender containing details of the signatory.
 - vii. Bidders shall provide the scanned copy of Permanent Account Number (PAN).
 - viii. Valid/Current **Certificate of Registration with NSIC under single point registration** scheme for the tendered items/works in case of MSE bidders. Also, Valid/Current Certificate of approved '**monetary limit**' in case of MSE bidders.
 - ix. Certificate / undertaking of this tender document.
 - x. Bidders shall endorse (sign) each page of the scanned copy of the entire Tender Document and upload the same at CPP Portal as a token of having read and understood each & every page and agreeing to all the provisions of the tender document.
 - xiii. Non-submission of any of the aforesaid documents (As per annexure-VII) or, submission of any of the aforesaid documents in a manner which is not in conformance with the relevant clause of the Tender document may result in rejection of tender.
 - xiv. Documents submitted online as above at Central Public Procurement Portal during technical bid submission shall only be accepted for verification/evaluation.
 - xv. It shall be clearly understood that Technical Bid is only for technical evaluation of Solution offered by bidder firm to AAI as per scope of this Tender. No conditional offers in bid responses to different sections of this Tender may be accepted by AAI & are liable to be rejected.
 - xvi. **Technical Bid response shall not contain Price quote / information; otherwise the technical bid response of such participating firm shall be summarily technically disqualified by AAI.**
- 5.2.2 **“Financial Bid”** shall be filled as per the guidelines given in the CPP Portal:
The tenderer shall upload the digitally signed Schedule of price bid in the form of BOQ.xls
- (i) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. 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 colored (unprotected) cells with their rates in INR only 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.

(Signature of the bidder with seal)

E-Tender ID No.: 2022_AAI_118205_1Tender document Appointment of “Fumigation Firm” for the work of fumigation of wooden boxes for Re-export of faulty items.

- (ii) The rates quoted in the financial bids shall be per shipment basis (For one shipment only one bill shall be accepted). The prices quoted by the bidder shall remain firm during the entire period of contract and shall not be subject to variation on any account.
- (iii) Tender, in which any of the particulars and prescribed information is missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected.

6.0 Bid Opening and Evaluation

6.1 Opening of Technical Bids

- **E-Cover-1 (Fee Folder), E-Cover-2 (PQQ/Technical Bid) and E-Cover-3 (Financial Bid)** will be opened online by AAI at the time and date as scheduled for the same. All the statements, documents, certificates etc., uploaded by the bidders shall be verified for bid evaluation.
- Technical bids of bidders shall be scrutinized by duly constituted committee to ensure that the same are in conformity with the requirements of tender documents and to short list the bidders for opening of financial bids. It shall therefore be in the bidder's interest to give complete and comprehensive details while submitting the bids.
- AAI may seek clarifications on Technical details or any other information deemed necessary. The queries raised should be replied positively within the time specified, failing which the Technical evaluation will be done on the basis of the information available.
- The clarification, if any, required from the bidders, will be obtained through query provision available in the NIC's CPP portal or email if necessary.
- e-Cover 3 (Financial Bid), only for the bidders found technically qualified by AAI shall be opened online at the date and time as scheduled for the same.
- No correspondence shall be entertained from the bidders after opening of Technical bid, except for the clarifications sought by AAI.
- Date of acceptance and opening of tender can be extended on sole discretion of the GM, CRSD Corrigendum in this regard, if any, will be notified through AAI Website (www.aai.aero) & CPP portal (etenders.gov.in) only.

6.2 Evaluation of Technical bid

- 6.2.1 AAI, CRSD will evaluate the Technical bids based on the documents uploaded by the bidder as per para 5.2 of this tender. In case of non-submission of any of the aforesaid documents or, submission of any of the aforesaid documents in a manner which is in non-conformance with the relevant clause of the Tender, tenders shall be finalised on the basis of the information available.

AAI, CRSD shall evaluate the bids to determine whether they are complete, the documents have been properly signed and the bids are in order. The decision of the General Manager (CNS), CRSD shall be final.

- 6.2.2 Bidders meeting Technical bid criteria as specified herein shall only be informed and considered for opening of financial bids by AAI. However, bidders not meeting Technical bid criteria shall also be informed.
- 6.2.3 **AAI, CRSD may seek clarification on technical details or any other information deemed necessary. Such queries raised on-line on CPP portal or email (If necessary) shall be replied on-line positively by the bidder, within the time specified, failing which the evaluation shall be done on the basis of the information available.**

(Signature of the bidder with seal)

6.3 Opening of Financial Bids

- 6.3.1 Financial Bids of those bidders who qualify in Technical bid evaluation shall be opened online by the AAI, CRSD. The financial bid shall be opened as per the schedule specified in para 2.4. Opened bids not for complete tendered works as in **Para 3, Section-B** shall not be considered and shall be technically disqualified.
- 6.3.2 No correspondence shall be entertained from the bidders after opening of Technical Bid of the Tender and completion of clarification process. Date of acceptance and opening of Tender can be extended on sole discretion of the General Manager (CNS), CRSD.
- 6.3.3 Bid response once submitted and opened by AAI shall be final and no amendment thereof shall be considered thereof by AAI. Only additional technical details/clarifications sought by AAI shall be considered.

6.4 Comparison and Evaluation of financial bids.

- 6.4.1 The tenders opened only by AAI shall be evaluated by AAI to ascertain the compliance of complete tendered scope contained in the tender document.
- 6.4.2 In the evaluation of tenders, the overall quality and economy of the system offered shall be kept in view. Such offers which necessitate, additional expenditure required to be made by AAI may have to be loaded to make the offer compatible with the tender document requirement.
- 6.4.3 The L-1 bid shall be decided on the basis of the lowest price quoted by the bidder without GST received within Financial Bid, Price Schedule. This means that the work order can be issued to the bidder quoted lowest price bid received in the price schedule with GST.
- 6.4.4 Bidders, 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 and are liable to be rejected.
- 6.4.5 It may be clearly understood and noted that in financial bid of the Tender document should consists of rates in INR. No condition, whatsoever, should be stipulated in this part. If any conditions are stipulated in the financial bid of the tender, the tender is liable to be rejected.

7.0 Currency of Financial Quotes of limited tender:

- 7.1 Bidders shall quote in Indian Rupees (INR) only for this tender.

8.0 Rejection & Return of Tender:

- 8.1 AAI reserves the right to reject any or part of tender without assigning any reason. AAI also reserves the right at its sole discretion not to award any order under the tender called. AAI shall not pay any cost incurred in the preparation and submission of any tender or any cost incidental to it.
- 8.2 Tender, in which any of the particulars and prescribed information is vague, missing or is incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive and may be liable to be rejected. If the bidder gives wrong information in his tender, AAI reserves the right to reject such tender at any stage or to cancel the Contract, if work awarded.

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- 8.3 The information contained in the Tender should be comprehensive and to the point. The tenders containing information other than sought, with a motive to confuse or delay the finalization process are likely to be rejected.
- 8.4 Canvassing in any form in connection with the tenders is strictly prohibited and the Tender submitted by the Bidders who resort to canvassing are liable for rejection.
- 8.5 If bidders have a relation or relations employed in the capacity of an officer of AAI, the tender inviting authority shall be informed of the fact along with the offer, failing which AAI, at its sole discretion may reject the tender or cancel the contract.

9.0 Award of Contract

- 9.1 AAI, CRSD shall appoint one **“Fumigation Firm” for the work of fumigation of wooden boxes for Re-export of faulty items**. The GM (CNS), CRSD shall be the sole judge in the matter and the decision of the GM (CNS), CRSD shall be final and binding. The accepting authority does not bind himself to accept the lowest or, any Tender or to give any reason for his decision.
- 9.2 AAI shall enter into a formal agreement / contract on a non-Judicial Stamp paper of Rs.100/- (Rupees One Hundred Only) as per format Annexure-IV with authorized representative of successful bidder incorporating the agreed terms and conditions of Tender & Work Order, corrigendum if any, **within 05 working days of award of work**. The cost of the non-judicial stamp paper shall be borne by the successful bidder.

10.0 Paying authority

- 10.1 The payments shall be released by the General Manager (CNS), AAI, CRSD, SAP, New Delhi as per terms of payment.

11.0 Address for Correspondence

- 11.1 All completed Tender documents for verification and enquiries regarding clarification/interpretation in connection with this tender, **other than e-tendering procedures & Technical support**, shall be addressed to:

**The General Manager (CNS)
Airports Authority of India,
Central Radio Stores Depot, near Delhi Flying club
Safdarjung Airport, New Delhi: 110 003**

12.0 Preparation and Submission of Tender

12.1 Language

The Tender and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Applicant with the tender document may be in any other language provided that these are accompanied by appropriate translations of the pertinent passages in the English language. Supporting material, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the tender document, the English language translation shall prevail.

12.2 Earnest Money Deposit

- 12.2.1 The Bidder shall furnish as part of its tender, Earnest Money Deposit of **Rs.2570/-** to be paid through Online mode available at CPP portal, as per estimate calculated in respect of Annexure-X.
- 12.2.2 If tender fee / EMD is not submitted by a bidder(s) as mentioned above, then bid(s) of such bidder(s) shall be rejected considering it as non- responsive and their Technical bid shall not be opened and if opened then it will NOT be evaluated.
- 12.2.3 EMD and Tender Fee in the form of cash or any other offline form (DD/Banker’s Cheque/Pay Order) shall not be accepted.
- 12.2.4 Refund of EMD of unsuccessful bidders who fail to qualify the eligibility / technical stage shall be initiated within Two week of their rejection. The refund of EMD of all unsuccessful bidders (other than L-1) who technically qualify and their financial bids are opened shall be refunded within Two week after award of order to successful bidder.
- 12.2.5 The selected (L-1) Bidder’s Earnest Money Deposit (EMD) shall be returned / refunded after the receipt of Security Deposit, without any interest therein.
- 12.2.6 The Authority shall not be liable to pay any interest on the Earnest Money Deposit and the same shall be interest free.
- 12.2.7 The applicant, by submitting its application pursuant to this tender document shall be deemed to have acknowledged that without prejudice to the AAI’s any other right or remedy hereunder or in law or otherwise, the Earnest Money Deposit shall be forfeited and appropriated by the AAI as the mutually agreed pre-estimated compensation and damage payable to the AAI for, inter alia, the time, cost and effort of the AAI in regard to the tender including the consideration and evaluation of the Tender under the following conditions:
- a. If an Applicant engages in any of the Prohibited Practices specified in para 12.3 of this section;
 - b. If an Applicant withdraws its Tender during the period of its validity as specified in this TENDER and as extended by the Applicant from time to time;
 - c. If the Applicant withdraws its Tender (offer) during the interval between the Tender Due Date and expiration of the Tender Validity Period;
 - d. If the successful Applicant fails to accept the Letter of Acceptance in writing within the time specified in this document or any extension thereof granted by AAI;
 - e. If the successful bidder fails to sign the agreement and fails to furnish the required Performance Security within the time specified in this document or any extension thereof granted by AAI;
 - f. If the Applicant imposes any condition after the Tender due date affecting the original Tender.
 - g. If any information furnished by the bidder in the tender document found to be false, fabricated or forged.

12.3 Fraud and Corrupt Practices

(Signature of the bidder with seal)

E-Tender ID No.: 2022_AAI_118205_1Tender document Appointment of “Fumigation Firm” for the work of fumigation of wooden boxes for Re-export of faulty items.

- a) The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this tender, AAI shall reject a Tender without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “**Prohibited Practices**”) in the Selection Process.
- b) Without prejudice to the rights of AAI under Clause 12.2 (a) hereinabove, if an Applicant or Consultant, as the case may be, is found by the AAI to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the notification of empanelment, such Applicant or Consultant shall not be eligible to participate in any tender or TENDER issued by AAI during a period of 2 (two) years from the date such Applicant, as the case may be, is found by AAI to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

12.4 Submission of Bids

- 12.4.1 The Applicant shall provide all the information in terms of this tender Document. Only those documents shall be evaluated that are received in the required format and complete in all respects through central Public Procurement Portal of Govt. of India (CPPP)
- 12.4.2 The bidder shall submit their tender on-line on e-tendering website <http://etenders.gov.in> Bidder (authorised signatory) shall submit their offer on-line in Electronic formats both for technical and financial bid. The technical bid should also contain scanned copy of online fee paid receipt generated from CPP portal for tender Cost (Non-Refundable) and scanned copy of online fee paid receipt generated from CPP portal for EMD.
- 12.4.3 ‘EMD’ and ‘Cost of Tender Document’ submitted after due date and time shall not be accepted and online Bids of such Bidders shall liable to be summarily rejected.
- 12.4.4 AAI will not be responsible for any delay, loss or non-receipt of ‘EMD and ‘Cost of Tender Document’. AAI shall not be responsible for ‘EMD’ and ‘Cost of Tender Document’ not paid online through CPP portal, receipt not generated by Government e Procurement System.
- 12.4.5 Prospective bidders are advised to get themselves acquainted for e-tendering participation requirements given in “Instructions for Online Bid Submission”, register themselves at 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. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days’ time. The bidder may also take guidance from Help Desk Support.
- 12.4.6 All Submissions/clarifications responses of bidder firm and AAI against this e-Tender shall also form part of bidding firm bid response and shall also be considered to by AAI in this tender for evaluation/award.
- 12.4.7 The e-bid response submitted by bidding firm(s) against this tender shall be valid for **THREE YEARS** from the date of award letter issued by AAI with provision of one-year renewal/extension after mutual agreement on same term and condition with same rate after expiry of initial contract.

13.0 On-line E-Tendering General Guidelines

(Signature of the bidder with seal)

E-Tender ID No.: 2022_AAI_118205_1Tender document Appointment of “Fumigation Firm” for the work of fumigation of wooden boxes for Re-export of faulty items.

- i. System shall not permit upload of bids after the scheduled date & time of submission.
- ii. The bidder may correct, modify or withdraw his bid after submission but prior to scheduled last date & time of submission of Technical and Price bids.
- iii. Subject to Clause “ii” above, no bid shall be modified subsequent to the schedule time of submission of bids.
- iv. To assist in the examination and evaluation 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 CPPP or by email.
- v. Bidders may submit their response to AAI queries through provision of Central Public Procurement Portal Only or email if asked by email.

Note: For All queries/information related to CPP Portal, bidder can contact below provided escalation matrix to avoid any lapses."

https://www.aai.aero/sites/default/files/tender/ContactUs_CPPP01092021.pdf

Declaration:

The General Information and Guidelines given in this Tender Document have been read and understood properly. The same are hereby accepted unconditionally and shall be complied with.

Signature of Bidder

Name:
Telephone:.....
Fax:.....
mail:

(Signature of the bidder with seal)

SECTION – B: PRE-QUALIFICATION CRITERIA

Tender Responses are invited by The **General Manager (CNS), CRSD, SAP, New Delhi** on behalf of **Airports Authority of India (AAI)** for the works as detailed below.

- 1.0 a) Estimated Cost (Excluding GST): INR 2,350/-
b) Earnest Money Deposit (EMD): INR Rs.2,570/-**
- 2.0 Details of E-Quotation Works: Appointment of “Fumigation Firm” for the work of fumigation of wooden boxes for Re-export of faulty items by Central Radio Stores Depot, Airports Authority of India (AAI), New Delhi.**
- 3.0 ELIGIBILITY CRITERIA:**
- 3.1 The bidder should have valid Registration as Fumigation Firm in its own name.
- 3.2 FOR MSEs seeking exemption from depositing Tender fee and EMD:
Such bidders shall upload a self-attested scan copy of valid NSIC or MSME Registration Certificate, giving details of such validity, stores/ services etc. Note: If such details don't comply the tender's requirement, tender shall be rejected.
Bidders who don't intend to avail exemption as NSIC or MSME registered bidder Submit Tender Fee/ EMD online before the opening date & time of eCover-1, failing which Tender shall be rejected outright. AAI shall not be responsible for late submission in any way.
- 3.3 Bidder firm(s) shall submit an undertaking (As per annexure-V) stating its firm or its partners or its directors have not been black listed or any case is pending against the firm or any complaint regarding irregularities is pending against the firm, in India or abroad, by any global international body like World Bank/International Monetary Fund/ World health Organisation etc., or any Indian State/Central Governments Departments or Public Sector Undertaking of India. Bidder firm(s) not meeting this criterion may not apply. At any stage of evaluation if it is found that a bidder firm has given wrong or misleading information then bid of such bidder firm(s) shall be summarily rejected.
- 3.4 No bidder firm or its subsidiary firm or its parent firm shall be allowed to submit alternate bids. If such bids are found then the same and related bids shall be summarily rejected. Bidder firm shall submit an undertaking stating the same.
- 3.5 Certified English translation must be submitted along with documents which are not in English and Hindi language.
- 3.6 Date of publishing of Tender in press shall be taken as reference for assessing all the eligibility criteria.
- 3.7 The bidder firm (in case of foreign registered firms having permanent establishment (PE) and Indian registered bidder firms only) shall have valid PAN/GST etc. Registration Certificates in respect of firm and shall submit same with the bid response.
- 3.8 At any stage of evaluation of tender bids submitted by the bidder firms if it found by AAI that the bidding firm(s) have formed a cartel or consortium to mislead AAI, then such bids shall be summarily rejected with/without assigning any reasons to bidder firms.
- 3.9 Bidder Firm(s) shall submit **complete contact details of authorised signatory** along with authorization certificate on **NON-JUDICIAL STAMP PAPER of Rs.100/-**, signed by Director of the Firm, so that AAI can refer its queries and receive authorised replies. No replies/queries from other than authorised signatory shall be accepted /considered for reply by AAI.
- 3.10 At any stage of evaluation of tender bids submitted by the bidder firms if it found by AAI that the bidding firm(s) have formed a cartel or consortium to mislead AAI, then such bids shall be summarily rejected

(Signature of the bidder with seal)

E-Tender ID No.: 2022_AAI_118205_1 Tender document Appointment of “Fumigation Firm” for the work of fumigation of wooden boxes for Re-export of faulty items.

with/without assigning any reasons to bidder firms and their EMD shall be forfeited.

- 3.11 Three-year experience: Documentary proof for last three years’ experience as Fumigation Firm from any reputed Pvt Co./PSU/Govt organization (Copy of Fumigation certificate year wise for last three year).
- 3.12 Bidder firm shall submit fumigation registration certificate/license valid throughout the contract period. In case validity of the license expires during the course of the contract, the bidder has to submit renewal license accordingly.

4.0 Public Procurement Policy - Concessions to Indian Micro & Small Enterprises (MSEs) or Units Registered with NSIC:

- a) Within guidelines of Government of India, concessions to for Micro & Small Enterprises (MSEs) or Units registered with NSIC, under single point registration sche me, for the tendered supply/works shall be applicable.
- b) MSEs bidders or registered with the NSIC shall submit the following document(s) in support of claiming the concession/benefits:
- i) Valid/Current **Certificate of Registration with NSIC under single point registration scheme for the tendered items/works.**
- ii) Valid/Current *Certificate of approved 'monetary limit'.*
- c) The MSE bidders shall meet & comply to the following for seeking concession under this clause:
- i) The MSEs shall be registered with the NSIC single point registration scheme for the tendered items/works.
- ii) The approved monetary limits of the MSE bidders shall be equal or more than the estimated value mentioned in this tender.
- iii) The MSE bidder meets the eligibility criteria as mentioned at para (4) of Notice Inviting Tender.
- d) **Tender Document Fee and Earnest Money Deposit (EMD):**
- i) The bidder registered as MSEs as per Para 5.2(C)-(a) or with the NSIC under single point registration scheme and meeting requirements of para (c) shall be given exemption from payment of Tender Document Fee and submission of Earnest Money Deposit.
- ii) During evaluation of the bid if the documents submitted to claim the Tender Fee and EMD exemption are found to be incomplete, not registered for the tendered items/works, not meeting the monetary limits, not meeting Para c) above, the bid shall be treated non-compliant and not submitted along with the EMD and such bids shall be rejected and shall not be evaluated/considered for further processing by AAI.

Declaration:

The Pre-qualification Criteria given in this section of the Tender Document have been read and understood properly. The same are hereby accepted unconditionally and shall be complied with.

Signature of Bidder

Name:

Telephone:.....

Fax:.....

E-mail:

Stamp:

(Signature of the bidder with seal)

SECTION – C: TERMS & CONDITIONS

Appointment of “Fumigation Firm” for the work of fumigation of wooden boxes for Re-export of faulty items by Central Radio Stores Depot, Airports Authority of India (AAI), New Delhi.

1.0 GENERAL TERMS & CONDITIONS

- 1.1 The financial bid of technically qualified bidders/companies shall be opened. The bidder whose rates on “per shipment” basis found to be lowest (L-1) shall be appointed for the work of fumigation of wooden boxes for Re-export of faulty items.
- 1.2 The appointed bidder shall receive invoice cum packing list having detail of consignee, consignor, items detail with weight and dimension of the wooden boxes for the issuance of fumigation certificate after fumigation.
- 1.3 No advance payment or approval of any bill will be made for any function by AAI.
- 1.4 The bill shall be accepted only after receipt of the fumigation certificate of the wooden boxes. Payment shall be released within 30 days from the date of receipt of the bill.
- 1.5 Payment will be made within 30 days after receipt of bill, if there is no discrepancy in the submitted bills. The bidder should submit the bifurcated bill with GST as applicable under the Rules.
- 1.6 The bidder shall submit rate on “**per consignment**” of fumigation basis. The payment shall be released per shipment basis.
- 1.7 AAI may send query any number of times for any consignment. The appointed bidder shall be responsible to reply each and every query without levy of any extra charges.
- 1.8 The appointed bidder shall submit only one bill for one consignment. There should not be more than one bill for a particular consignment.
- 1.9 There should not be any charges for any amendment in fumigation certificate, if fumigation certificate needs to be amended.
- 1.10 The appointed bidder shall provide fumigation certificate after fumigation within 02 working days after the call/mail receipt from AAI. In case of delay, AAI may take suitable necessary action and may debar/blacklist the appointed bidder.
- 1.11 AAI reserves the right to Debar/Black list the bidder in case the bidder backs out after emerging successful (L-1) in the bid or fails to execute the work as per Work Order.
- 1.12 The Security Deposit or EMD or both shall, however, be liable to be forfeited if the bidder backs out at any stage after successful (L-1) in the bid or fails to execute the work as per work order.

2 EARNEST MONEY DEPOSIT (EMD):

- 2.1 The EMD of all unsuccessful bidder firm shall be returned as per para 12.2.4 of section-A. The EMD of the successful bidder firm shall be refunded/returned as per para 12.2.5 of section-A.
- 2.2 If the successful bidder firm fails to enter into a contract with AAI within **15** calendar days after the date of issue of P.O./LOI, the EMD amount may be liable to be forfeited.

(Signature of the bidder with seal)

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- 2.3 No interest or any other expenses, whatsoever, shall be payable by AAI on the EMD in any manner.
- 2.4 If due some reason AAI cancels this tender then EMD of all bidder firm without any interest shall be returned back to bidder firm or its authorized representative/signatory/partner.
- 2.5 The EMD of the technically unsuccessful bidders shall be discharged / returned after the completion of the technical evaluation process.
- 2.6 The EMD of the financially unsuccessful bidders shall be discharged/ returned promptly, after evaluation of financial bids.

2.7 The EMD amount shall be forfeited in the following events.

- 2.7.1 If the successful bidder fails to enter into a contract with AAI within 15 calendar days after the receipt of the work order.
- 2.7.2 In the event of not accepting the conditions of the contract even after agreeing to do so and submitting the letter of unconditional acceptance of terms as per format given in Annexure-II.

3 CONTRACT MONITORING

The AAI shall monitor the performance of the contract throughout the execution process after the award of the contract.

4 TERMINATION OF CONTRACT AT AAI’S INITIATIVE:

The AAI reserves the right to terminate the contract either in part or in full due to the reasons other than specified herein. The AAI shall in such an event give 30 days’ notice in writing to the contractor to this effect.

5 ARBITRATION AND LAWS

- 5.1 Except where otherwise provided for in the contract, all questions and disputes relating to the meeting of the specifications, designs, drawings, and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be settled within thirty (30) days (or such longer period as may be mutually agreed upon) from the date that either party notifies in writing that such dispute or disagreement exists. Provided that any dispute that remains unresolved shall be settled under the Rules of Indian Arbitration and Conciliation Act, 1996, the venue of Arbitration shall be New Delhi, India. The arbitration award shall be final and binding upon the parties and judgment may be entered thereon, upon the application of either party, by any court having jurisdiction.
- 5.2 Indian Govt. Laws shall govern this tender and contract. The law applicable to this contract shall be the law enforced in India. The courts of Delhi shall have exclusive jurisdiction in all matters arising under this contract.

6 EFFECT AND JURISDICTION OF CONTRACT:

- 6.2 The contract shall be considered as having come into force from the date of issue of letter of the award of the contract by the AAI. The law applicable to this contract shall be the law enforced in India. The courts of Delhi shall have exclusive jurisdiction in all matters arising under this contract.
- 6.3 Contract period will be **Three years (03 Years)** from the date of issue of work order.
- 6.4 Contract may be **extended for One Year (01 Year) on same terms and condition and on same rate if mutually agreed** by AAI and contractor.

(Signature of the bidder with seal)

7 TERMS OF PAYMENT:

- 7.2 Payment shall be released within 30 days from the date of receipt of the bill, if there is no discrepancy in submitted bills.
- 7.3 No advance payment or approval will be made for any function by AAI.
- 7.4 Payment will be made in compliance of GST regulation requirement applicable to the bill submitted.

8 REJECTION & RETURN OF BID:

- 8.2 Airports Authority of India (hereinafter abbreviated as AAI) reserves the right to reject any or part of bid without assigning any reason. The documentation submitted by bidders shall not be returned unless the bidders explicitly state this request at the time of submission of their tender. AAI also reserves the right at its sole discretion not to award any work order under the tender called. AAI shall not pay any costs incurred in the preparation and submission of any bid.
- 8.3 If the bidder gives wrong information in his Bid, AAI reserves the right to reject such bid at any stage or to cancel the Contract, if awarded. AAI has the right to black list such bidder.
- 8.4 Canvassing in any form in connection with the bids is strictly prohibited and the bids submitted by the Contractors who resort to canvassing are liable for rejection. AAI has the right to black list such bidder.
- 8.5 Should a bidder have a relation or relations employed in the capacity of an officer of AAI the authority inviting tender shall be informed of the fact along with the offer, failing which AAI, at its sole discretion may reject the bid or cancel the contract, if awarded.

9 PRICE

- 9.2 The bidder firm quoted prices in tender shall be firm and fixed and subject to no escalation whatsoever till the validity period of the tender, contract and for any time extension granted and any extension sought by AAI.
- 9.3 All the bidder firm quotes in the tender shall be in **Indian Rupees only**.
- 9.4 Bidder Firms shall clearly indicate the GST component in the quoted rates.
- 9.5 GST rate should be as per GST guidelines in India. Bidder firm shall be responsible for quotes of GST at wrong rates and shall defend itself at its own cost with government/Tax authorities.
- 9.6 **Prices obtained / received on NIC's CPP portal through tender, Price Bids only shall be considered for price comparison.**

10 VALIDITY OF CONTRACT:

- 10.2 Bidders firms shall be empaneled for **THREE YEAR** from the date of work order.

PAYMENT TERMS

No mobilization advance payment shall be paid.

100 % payments shall be released **within a month**, after submission of Bill, to the L1 Bidder through online electronic clearing system i.e. RTGS to the Bank account of the bidder on submission of documents as below.

I. Original Bill.

The payment shall be released against the successful work completion by the bidder.

Paying Authority: **The General Manager (CNS),
Airports Authority of India,
Central Radio Stores Depot,
Safdarjung Airport, New Delhi-110003.**

(Signature of the bidder with seal)

11 Security Deposit or Performance Security:

The successful bidder shall submit Contract Security Deposit (in lieu of Contract Performance security) of the Amount **Rs.3855/-** as per Annexure X estimate calculation to AAI from a scheduled/Nationalized bank in the form of **Demand Draft/Pay order from scheduled/Nationalized Bank**. The Security Deposit or Performance Security shall be submitted **within 02 working days of acceptance of Work order by the bidder**, and will be valid **till 180 days after the end of the period of Work. Order.**

- a. In case successful bidder fails to submit the SD (Pay order/DD) within the stipulated period interest @ 12% p.a. on Security Deposit or Performance Security amount would be levied (non-refundable) for delayed period of submission and shall be deducted from EMD.
- b. In case successful bidder fails to submit Security Deposit or Performance Security within 30 days, AAI reserves the right to forfeit EMD and cancel the order.
- c. Security Deposit or Performance Security amount shall be payable to AAI without any condition what so ever and it shall be irrevocable.
- d. The Security Deposit or Performance Security shall be deemed to govern the following guarantees from the successful bidder, in addition to other provisions of the guarantee:
- e. **Refund of Security Deposit** - After termination/expiry of the contract, the security deposit/held by AAI will be released to the contractor without interest, subject to realization of dues, if any to be recovered from the contractor.
- f. **Correspondence**
- g. In the event of any breach of the terms and conditions and duties to be performed by the bidder, the Authority may without prejudice to other rights and remedies be entitled to forfeit the security or any part thereof and in such an event he shall pay such additional sum immediately as may be called by the Authority to pay so that the Security Deposit shall at all times during the continuance of this contract, be the above said sum. **On the expiration or earlier determination of the term of the contract, the Authority shall return the Security Deposit or part thereof which has not been forfeited as aforesaid to him without interest.**
- h. The prospective successful bidder may submit Security Deposit or Performance Security in the form of Demand Draft/Pay order from scheduled/Nationalized Bank.

12 Force Majeure

- 12.1 AAI may grant an extension of time limit set for the completion of the work in case the timely completion of the work is delayed by force majeure beyond the contractor's control, subject to what is stated in the following sub paragraphs and to the procedures detailed therein being followed. Force majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or un declared), hostilities, national emergencies, civil commotions and strikes (only those which exceed a duration of ten continuous days) at successful tenderer's services. The successful tenderer's right to an extension of the time limit for completion of the work in above mentioned cases is subject to the following procedures.
- 12.2 That within 10 days after the occurrence of a case of force majeure but before the expiry of the stipulated date of completion, the tenderer informs the AAI in writing that the Bidder considers himself entitled to an extension of the time limit.
- 12.3 That the Successful Bidder produces evidence of the date of occurrence and the duration of the force majeure in an adequate manner by means of documents drawn up by responsible authorities.
- 12.4 That the Successful Bidder proves that the said conditions have actually been interfered with the carrying out of the Contract.
- 12.5 That the Successful Bidder proves that the delay occurred is not due to his own action or lack of action.

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- 12.6 Apart from the extension of the time limit, force majeure does not entitle the successful Bidder to any relaxation or to any compensation of damage or loss suffered.

13 Agreement:

The successful bidder, who is appointed shall submit a Proforma for agreement to be signed between AIRPORTS AUTHORITY OF INDIA and CONTRACTOR (On Non-judicial stamp paper of Rs 100.00) (Rupees One Hundred only) as per **Annexure-IV**.

Declaration:

The Terms and Conditions given in this section of the Tender Document have been read and understood properly. The same are hereby accepted unconditionally and shall be complied with.

Signature of Bidder

Name:

Telephone:.....

Fax:.....

E-mail:

Stamp:

(Signature of the bidder with seal)

Annexure-IA

Price Schedule (SAMPLE ONLY)

(Sample Price Schedule E-Cover 2 (the Financial Bid envelop)

FORMAT FOR COMMERCIAL BID

S.No.	Description	Charges in INR (As per Annexure IA and IB)		
		BASIC RATE to be entered by the Bidder (INR) for Fumigation of wooden boxes (One consignment will be counted up to five boxes at a time to one place): except Australia and New Zealand country	GST (in%)	Total Amount (Including GST)
1.	Charges for Fumigation of wooden boxes (One consignment will be counted up to five boxes at a time to one place) except Australia and New Zealand country	SAMPLE ONLY DON'T WRITE ANY PRICE HERE		
Charges Total				

NOTE-1: The Charges in serial no. 1 of BOQ shall include charges for Fumigation of wooden boxes (One consignment will be counted up to five boxes at a time to one place)

NOTE-2: The Charges in serial no. 1 of BOQ are including all other charges with applicable GST.

Signature of Bidder with seal

Name:

Stamp:

(Signature of the bidder with seal)

Annexure-IB

Instruction to fill Financial bid

1. Price shall be quoted in **INDIAN RUPEES (INR)** only.
2. Price shall be as per the guidelines of CPPP.
3. Prices are to be mentioned strictly as per the format.
4. Consignment type: **Wooden type box** (containing electronic equipment/spares).
5. One Consignment: Will be counted **up to Five wooden boxes at a time to one place.**
6. Work execution period: **Within 02 days from date of receipt of call/mail** for fumigation.
7. Duration of Fumigation: **24 hours.**
8. Validity of fumigation: **21 days from the date of completion of fumigation.**
9. Place of fumigation: **CRSD, AAI, Safdarjung Airport, Near Delhi flying club, New Delhi- 110003.**
10. Period of contracts: **03 years with provision of 01 year of renewal/extension** on mutual agreement on same rate and same term and conditions.
11. Fumigation type: Carry out fumigation as per **International standard for phytosanitary measures (ISPM-15) having 6-C** for maintaining **Plant Protection & Quarantine standards (PP&QS)** and **Subsequent amendments issued by the ministry of Agriculture, GOI** from time to time.
12. Financial bids comparison shall be done on total charges quoted in price bid of this tender. **L-1 shall be decided on the lowest total charges excluding GST** quoted in financial bid.
13. Under provision of the Portal. No extra charges other than quoted amount shall be payable.
14. Bidder shall quote for all the above items. Tender may be rejected in cases of blank quoting. **The rates quoted in price bid of limited tender shall be including all other charges with GST.** In case of any ambiguity in rate quoted in figures & words, the rates quoted in words will be considered.
15. The rate shall remain fixed throughout the contract period of 3 year after finalization of work order with successful bidder.
16. Financial bids comparison shall be done on total charges quoted in price bid of this limited tender. L-1 shall be decided on the lowest total charges excluding GST quoted in financial bid

I / We agree to all terms and conditions and Note above.

Signature of Bidder with seal & date

Name:

Stamp:

(Signature of the bidder with seal)

Annexure – II

PROFORMA FOR SUBMITTING UNDERTAKING FOR UNCONDITIONAL ACCEPTANCE OF AAI’S Tender CONDITIONS

[TO BE SUBMITTED WITH e COVER 1 TECHNICAL BID]

To,
General Manager (CNS)
Airports Authority of India,
Central Radio Stores Depot,
Safdarjung Airport, New Delhi - 110003.

Sub: **Submission of Bid – Tender No. _____, Tender Id No. _____**

For Appointment of “Fumigation Firm” for the work of fumigation of wooden boxes for Re-export of faulty items

Having examined the conditions of the contract including addenda, I/we, the undersigned, offer to undertake **Tender No. _____ for Appointment of “Fumigation Firm” for the work of fumigation of wooden boxes for Re-export of faulty items** in conformity with the terms & conditions of the Tender.

- a. I/We agree to abide by the terms and provisions of the said conditions of the contract and provisions contained in the Notice inviting Tender.
- b. I/We hereby unconditionally accept(s) the Notice Inviting Tender conditions of AAI’s Tender documents in its entirety for the above work.
- c. It is certified that I/we have not stipulated any condition(s) in our offer/bid response. In case any condition(s) are found in our Notice inviting Tender offer, the same may be treated as withdrawn.
- d. Price Quote response submitted by us is prepared as per the Notice Inviting Tender document and submitted to AAI on NIC’s CPP Portal only.
- e. We understand that the Prices quote of tender available to AAI on opening of Price Bid on NIC’s CPP portal is (without conditions and options) shall only be taken for Price Comparison and shall be loaded with requisite components to make the price comparative as per the complete scope of work in the Notice Inviting Limited Tender.
- f. Bid submitted to AAI are as per the instructions contained in Section A, B, C of Notice Inviting Tender and we also understand that if it is found to be contrary our Bid offer stands summarily rejected by AAI.
- g. 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 and will not pay 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.
- h. That, I/We undertake that AAI’s tender document shall form part of contract agreement.
- i. Bid submitted by us are submitted as per Notice Inviting Tender guidelines of NIC’s CPP Portal only and our technical bid does not contain any price quote information. If it is found contrary to this then our e-bid response may be summarily rejected.

Thanking you

Yours faithfully

Dated:

Witness.....
Signature.....
Address.....

Signature of bidder with seal & date
Name:.....
Telephone:.....
Fax:.....
E-mail:
Stamp:.....

Note: This duly filled undertaking shall be submitted in the TECHNICAL BID without which the bid response of the bidder firm may be liable to be rejected.

(Signature of the bidder with seal)

Annexure-III

CONTRACTORS BANK DETAILS FOR TRANSFER OF FUNDS BY AAI THROUGH RTGS
(To be submitted on contractor’s letter head)

S.No.	Particulars	
1.	Name of the Party	
2.	Office Address	
3.	Type of Party's Organization	
	(a) Sole Proprietor	
	(b) Partnership	
	(c) Private Ltd. Company	
	(d) Public Ltd. Company	
4.	Name of Bank in which Party Maintains A/c	
5.	Bank Branch Code	
6.	Bank Account No.	
7.	IFSC Code	
8.	PAN No.	

Signature of Bidder

Name:
Telephone:.....
Fax:.....
E-mail:
Stamp:

(Signature of the bidder with seal)

Annexure- IV

PROFORMA FOR AGREEMENT TO BE SIGNED BETWEEN BUYER & SELLER

For _____
(On Non-judicial stamp paper of Rs.100.00)

AGREEMENT

FOR

BETWEEN

AIRPORTS AUTHORITY OF INDIA, RAJIV GANDHI BHAWAN, SAFDARJUNG AIRPORT,
NEW DELHI- 110 003

AND

M/S.....

This agreement is made at New Delhi today day of..... of 2022 between AIRPORTS AUTHORITY OF INDIA, A corporate body constituted by the Central Government under the Airports Authority Act (Act 55 of 1994) and having its Corporate office at RAJIV GANDHI BHAWAN, SAFDURJUNG AIRPORT, NEW DELHI-110003 and its unit office at Central Radio Stores Depot., Safdarjung Airport, New Delhi represented by hereinafter called the 'AUTHORITY' (which term shall unless excluded by or is repugnant to the context be deemed to include its Chairman, or Member, Executive Directors, General Managers, Officers or any of them specified by the Chairman on his behalf and shall also include its successors and assigns on one part and
having its principal office space & place of business
.. (Hereafter called and represented by of the on the other part hereinafter called the CONTRACTOR (which term shall unless excluded by or is repugnant to the context, be deemed to include its higher, representative, successors and assigns of the contract).

Whereas, the AUTHORITY wants to hire the "Fumigation Firm" for the work of fumigation of wooden boxes for Re-export of faulty items. and CONTRACTOR is desirous of providing the same.

WHEREAS, the CONTRACTOR has offered its bid, for , in accordance with their Price Bid opened on and AAI has accepted its offer;

Now, therefore, in consideration of the promises and mutual covenants contained herein, the CONTRACTOR and the AUTHORITY (hereinafter referred to as the "parties") agree as follows:

For the purpose of this contract the following constitutes part of the agreement:

- a. **Contract Period** – for Three year with effect from up to

(Signature of the bidder with seal)

- b. AUTHORITY NIQ Documents for the Scope of
..... comprised of NIT No.
.....(Tender ID) and CONTRACTOR Price bid
opened on
- c. Bid Response Documents submitted by the CONTRACTOR in fulfilling the NIT requirements that includes the signed Compliance.
- d. Unconditional acceptance of AUTHORITY Tender conditions as given by the CONTRACTOR.
- e. Replies to Queries raised by AUTHORITY during Technical evaluation and Technical clarifications submitted by the CONTRACTOR in response thereof vide letter dated:
- f. The price bid of the CONTRACTOR opened on..... and accepted by AUTHORITY.
- g. AUTHORITY's Letter of Intent stating acceptance dated..... and the CONTRACTOR's Acknowledgement dated.....
- h. AUTHORITY Order no.
- i. Whereas, the AUTHORITY agreed to grant the CONTRACT to
..... For the referred period on Terms and conditions, mutually agreed upon as hereunder:

IN WITNESS WHEREOF, the parties have caused this agreement and executed by their respected duly authorized representatives on theday..... andyear written.

ON BEHALF OF
(M/S)

ON BEHALF OF
(AIRPORTS AUTHORITY OF INDIA)

1. Witness:

2. Witness:

(Signature of the bidder with seal)

ANNEXURE – V

To be submitted with e-Cover 2

वचनबंध/Undertaking

(E-Tender Ref No.:)

(Scanned copy of the filled up & duly signed format below shall be uploaded)

I/We hereby declare that my/our firm/agency,
or its partners or its directors have not been black listed or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like world bank/International monetary fund/world health organization etc. or any Indian state/Central governments departments or public sector undertaking of India.

We/I further undertake that at any stage of evaluation, if it is found that we /I (the bidder firm) have given wrong or misleading information then our bid can be summarily rejected.

I/We hereby declare that my/our firm/agency after award of the tender can be blacklisted at any stage of tender duration if the Fumigation firm will not work according to the term and condition of the NIT with in the scheduled time limit.

(Signature of Bidder/authorized signatory)

NAME OF THE SIGNATORY:
ADDRESS OF THE FIRM/AGENCY:

Date:

(Signature of the bidder with seal)

ANNEXURE – VI

“To be submitted with e-Cover 2”

(Scanned copy of the filled up & duly signed format below shall be uploaded)

वचनबंध/Undertaking

(E-Quotation ID No.-----)

TO WHOM IT MAY CONCERN

I/We hereby declare that my/our firm,

having Office address

has been registered under Goods & Services Tax (GST) & compliant of GST provisions.

Date:

(Signature of Bidder/authorized signatory)

(Signature of the bidder with seal)

ANNEXURE - VII

"To be submitted with e-Cover 2"

(Scanned copy of the filled up & duly signed format below shall be uploaded)

CHECK LIST FOR eCOVER-2 (PQQ & Technical Bids)
(To be FILLED IN & scanned while uploading)

S.No.	Eligibility Criteria	Documents Uploaded (Yes or No)
1	Company Registration Certificate	
2	Valid Fumigation Registration Certificate/License.	
3	Copy of PAN Card.	
4	Valid GST Registration certificate.	
5	List of clients in India.	
6	Valid NSIC or MSME Registration Certificate should indicate validity of NSIC or MSME (If applicable).	
7	Three-year experience: Documentary proof for last three years' experience as Fumigation firm from any reputed Pvt Co./PSU/Govt organization (Copy of fumigation certificate year wise for last three year).	
8	Certificate of authorized signatory containing details of authorized signatory. (Name, Designation, contact no. and E-mail etc.) [Refer clause-3.9 of Section-B]	
9	Scanned copy of duly filled Performa for unconditional acceptance of tender (Annexure -II)	
10	Scanned copy of duly filled Performa for bidder's bank details (Annexure -III)	
11	Undertaking (for not black listed) [Annexure – V]	
12	Undertaking (GST compliance) [Annexure – VI]	
13	Check List (e-Cover – 2) [Annexure – VII]	
14	Annexure – VIII of tender document on COMPANY LETTER HEAD	
15	Check List (e-Cover – 1) [Annexure – IX]	
16	Tender document duly Signed and Stamped on all pages	

NOTE: - Non-submission of any of the above documents may be considered as incomplete PQQ bid & shall be rejected.

Date:

(Signature of bidder/authorized signatory)

Name _____

(Signature of the bidder with seal)

Annexure-VIII

"To be submitted with e-Cover 2"

(Scanned copy of the filled up & duly signed format below shall be uploaded)

(To be submitted on contractor's letter head)

To
General Manager (CNS)
Airports Authority of India,
Central Radio Stores Depot,
Safdarjung Airport, New Delhi - 110003.

Sub: Submission of Bids (PQQ, Technical & Financial)

(E-Tender No. -----)

Dear Sir

This is with reference to the tender document mentioned above and downloaded by M/s -----

----- . In this regard we are submitting our bids along with all the following documents as required by your NIT.

- (a)** I/We have submitted the earnest money deposit of **Rs.2570/-** & tender fee of **Rs. 560/-** including GST (Rupees Five Hundred Sixty Only) in the form of online through **central** Public Procurement Portal of Govt. of India (CPPP) for the tender for the above mentioned
- i. Scan copy of unconditional acceptance letter (as per Annexure-II) of all the tender work (original sent by post, scan copy attached in eCover-2) or, I/We being registered in NSIC or MSME, have submitted valid NSIC OR MSME Registration Certificate (in eCover-2) as the case may be conditions is attached.
 - ii. Scan copy of all the documents as mentioned as per Annexure VII.
 - iii. Scan copy of duly filled up & signed Annexure II, III,V, VI, and VII in respective e Covers.
 - iv. Financial Bid BOQ uploaded as per e-Tender Format.

Note: Ambiguous statements & incomplete supporting documents for vital tender requirements may attract the risk of rejection without further reference.

Yours Sincerely

(Signature of Bidder/authorized signatory)

Date:

(Signature of the bidder with seal)

ANNEXURE – IX

"To be submitted with e-Cover 2"

(Scanned copy of the filled up & duly signed format below shall be uploaded)

CHECK LIST FOR e-COVER 1 (Fee folder)

(E-Tender Ref No. -----)

Work: For Appointment of "Fumigation Firm" for the work of fumigation of wooden boxes for Re-export of faulty items.

#	Eligibility Criteria	Documents Uploaded (Yes/No)
1	<u>For non-NSIC registered Bidders</u> (a) Tender fee Rs.560/- including GST to be paid online through CPP portal. (b) Earnest Money Deposit Rs.2570/- to be paid online through central Public Procurement Portal of Govt. of India (CPPP).	
2	<u>For NSIC or MSME registered Bidders:</u> MSEs seeking exemption and benefits should enclose an attested self-certified copy of valid Registration Certificate, giving details of such validity, stores / services etc.	

Date:

(Signature of bidder/ authorized signatory)

Name _____

(Signature of the bidder with seal)