



**NOTICE INVITING e-TENDER (2 BOT- 2 ENVELOPE OPEN TENDER)**

**Tender ID: 2022\_AAI\_117047\_1**

1. Item rate tenders are invited through the e-tendering portal by Assistant General Manager (Engg-E), AAI, Tirupati Airport, Renigunta – 517520, Phone No. 0877-2275332 (Bid Manager) on behalf of Chairman, AAI from the eligible Contractors for the work of **“ARMO of E&M Installations at Tirupati Airport for the year 2022-23. Sub Head: Supply of spares for Water cooler cum purifiers at Tirupati Airport.”** at an estimated cost of **₹.3,34,975/-** (Excluding GST) with period of completion of 45 (Forty Five) days.

The tendering process is online at e-portal URL address <https://etenders.gov.in/eprocure/app> or [www.aai.aero](http://www.aai.aero). Aspiring bidders may download and go through the tender document.

Prospective Tenderers are advised to get themselves register at CPP-portal, obtain ‘Login ID’ & ‘Password’ and go through the instructions available in the Home Page after log in to the CPP-portal <https://etenders.gov.in/eprocure/app> or [www.aai.aero](http://www.aai.aero). They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days’ time. The tenderer may also take guidance from AAI Help Desk Support through path [aai.aero/tender/e-tender/help desk support](http://aai.aero/tender/e-tender/helpdesk/support).

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

Note:- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating the tender(s) published kindly contact the respective Tender Inviting Authority.

Tel No: 0120-4001002, 0120-4001005, and 0120-6277787

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

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

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

3. **For any technical Issues / Clarifications relating to the publishing and submission of AAI tender(s)**

a. In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <https://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal(CPPP).

b. Before submitting queries, bidders are requested to follow the instructions given in **“Guidelines to Bidders”** and get their computer system configured according to the recommended settings as specified in the portal at **“System Settings for CPPP”**.



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

Sl. No	Support Person	Escalation Matrix	E-mail address	Contact No.	Timings
1	Technical Help Desk team	Instant Support	<a href="mailto:eprochelp@aai.aero">eprochelp@aai.aero</a>	011-24632950 Ext-3512	0800-2000 Hrs. (MON-SAT)
2.	Sh.Sanjeev Kumar, Sr.mgr.(IT)	After 4 hours of issue	<a href="mailto:etendersupport@aai.aero">etendersupport@aai.aero</a> or <a href="mailto:sanjeevkumar@aai.aero">sanjeevkumar@aai.aero</a>	011-24632950 Ext-3523	0930-1800 Hrs. (MON-FRI)
3	Sh. Dharmendra Kumar Jt.GM(IT)	After 12 Hours	<a href="mailto:dkumar@aai.aero">dkumar@aai.aero</a>	011-24632950 Ext-3527	0930-1800 Hrs. (MON-FRI)
4	General Manager (IT)	After 03 days	<a href="mailto:gmitchq@aai.aero">gmitchq@aai.aero</a>	011-24657900	0930-1800 Hrs. (MON-FRI)

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

5. 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**

#### **ONLINE PAYMENT DETAILS:**

i. Tender processing fee of ₹.1,180/- (i/c GST), non-refundable shall be paid online through CPP Portal.

ii. EMD (Earnest Money Deposit): EMD fee of ₹.6,700/- (Six Thousand Seven Hundred only) shall be deposited online through CPP Portal.

iii. The tender fee of ₹.1,180/- and EMD fee of ₹. 6,700/- has to be submitted through CPP portal by the bidder, within the due date of submission of the bid as above and scanned copy of said payment receipt to be submitted in Envelope-I, failing which the bid shall be summarily rejected.

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

#### **CRITICAL DATA SHEET**

Publishing Date	08.06.2022
Bid Document Download / Sale Start Date	09.06.2022 from 0930 Hrs.
Clarification Start Date	09.06.2022 from 0930 Hrs.
Clarification End Date	13.06.2022 from 1800 Hrs.
Bid Submission Start date	09.06.2022 from 0930 Hrs.
Bid Submission End date	01.07.2022 upto 1800 Hrs.
Bid Opening Date (Envelope-I)	04.07.2022 at 1100 Hrs.
Bid Opening Date (Envelope-II)	07.07.2022 at 1500 Hrs.
Tender processing Fee(Non-refundable), to be paid online thorough CPP Portal	₹.1,180/- (Including GST, Non-refundable)
Earnest Money Deposit (EMD)	₹. 6,700/- to be paid online thorough CPP Portal



**Envelope-I: (Tender processing fee, EMD, Technical Bid and Prequalification):**

Bid containing following:

**A. Tender Processing Fee & EMD**

- i. Scanned copy of online payment receipt [in PDF Format] of Tender Processing fee (Non-Refundable) of ₹.1,180/- (Rupees One Thousand One Hundred and Eighty Only) made through online SBI payment gateway in CPP portal.
- ii. Scanned copy of documentary evidence of online payment for Earnest Money Deposit (EMD) of value ₹.6,700/- (Six Thousand Seven Hundred only ) made through online SBI payment gateway in CPP portal.

**B. Technical Bid** containing the following: -

- i. Scanned copy of Unconditional Acceptance of AAI's Tender Conditions as per Annexure-1.
- ii. Scanned copy of Permanent Account Number (PAN) and GST Registration Number
- iii. Scanned copy of 'Undertaking' regarding Black listing/Debarment on Company's Letter Head as per Annexure-2
- iv. Scanned copy of undertaking regarding GST as per Annexure-3
- v. Companies other than propriety 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/LIPIN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney. Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.
- vi. PQ Performa/check list dully filled.
- vii. Digitally signed AAI Tender Document.

**C. Qualifying requirements of contractors / tenderers containing the following:**

- i. 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 ₹.1,33,990 /- or two works, each of ₹.1,67,488/- or one work of ₹.2,67,980 /- in single contract of similar nature of work i.e. **"Supply of Electrical, Mechanical and Water cooler/RO plant spares."** during last seven years ending on 31.05.2022 in India.

"The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7.00% per annum, calculated from the date of completion to the last date of submission of bid". The experience certificates of works completed pre-GST era, Completion amount will be divided by 1.12 (to exclude pre-GST tax of VAT 12%) to make it at par with experience certificates of post GST era but excluding GST".

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. Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with



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a certificate issued by registered chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.

- ii. Should have annualized average financial turnover of ₹.1,00,493/- against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the tenderer should be submitted along with the application. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- iii. The tenderer should have a minimum net worth of ₹.50,246/- issued by the certified Chartered Accountants **as per Annexure-5.**

Scanned copy of all the Documents of Envelope-I mentioned above shall be submitted on the CPP Portal. The requisite amount of Tender processing fee and EMD fee is required to be submitted only online. The tenderer, whose Tender processing fee and EMD fee is not received, then their Tenders will be liable to be rejected.

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

## **Refund of EMD**

The refund of EMD to tenders who fail to qualify in the eligibility /technical criteria shall be initiated as per the Standard operating Procedure (SOP) for online payment, refund and settlement of EMD and Tender Fee through CPP Portal, which is attached as Page No. SOP 1 to SOP 27-

## **Envelope-II: - The Financial e-Bid through CPP portal**

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the tenderers. Tenderers are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer). No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the tenderer, the bid will be rejected.

## **3. Bid Submission :-**

The tenderer shall submit their application only at CPP Portal: <https://etenders.gov.in/eprocure/app>. Tenderer/contractor are advised to follow the instruction provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents as per Para 2. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

4. Not more than one tender shall be submitted by one tenderer or tenderers having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partners(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.



5. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPP) website <http://etenders.gov.in/eprocure/app> shall not tamper /modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered /modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAI.

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

**Envelope- I: (Tender Processing Fee, EMD, Technical bid and pre- qualification):**

Envelope I containing document as per Para 2 (A), (B) and (C) (uploaded by the tenders) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If the bidder has any query related to the Bid document of the work, they should use "Seek clarifications" on CPP portal to seek clarifications. No other means of communication in this regard shall be entertained.

If any clarification is needed from the tenderer about the deficiency in his uploaded documents in Envelope-I, he will be asked to provide it through CPP Portal or email if required. The tenderer shall upload the requisite clarification/documents within time specified by AAI, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through CPP Portal.

**Envelope-II: (Financial Bid):**

Envelope – II containing financial bid of the tenders found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATA SHEET. (In case the date and time for opening of Envelope II (Financial Bid) is required to be changed, the same shall be intimated through CPP portal)

7. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.
8. AAI reserve 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 debarment/blacklisting by any department of AAI or Central/State Govt. Dept./PSUs/World Bank/ADB etc. 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 tenderer then AAI shall take the following action:
- Forfeit the entire amount of EMD submitted by the tenderer-
  - The tenderer shall be liable for debarment from tendering in AAI, including termination of the contract apart from any other appropriate contractual/legal action.
9. Consortium /JV companies shall not be permitted.
10. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.



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11. Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC /KVIB/Directorate of Handicraft and Handloom etc., to be given as per the provisions of public procurement policy for MSEs order 2012 with up to date amendments shall be applicable.
12. Tenderers have to submit UDIN generated documents like Balance Sheet/ Turnover certificate, , Net worth Certificate, Tax Deduction at Source (TDS) Certificates for Non- Govt. works etc. as per NIT conditions duly certified by CA and having UDIN. The documents submitted by bidders without UDIN shall not be entertained

**Digitally Signed**  
**Assistant General Manager [Engg-E]**  
**AAI/Tirupati Airport/ Renigunta.**



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## PQ PROFORMA/CHECK LIST

(To be uploaded in Envelope 'I')

**Name of Work: ARMO of E&M Installations at Tirupati Airport for the year 2022-23. Sub Head: Supply of spares for Water cooler cum purifiers at Tirupati Airport.**

S.No	Qualifying Criterion	Particulars		Enclosure Check List
(1)	(2)	(3)		(4)
1	Name and Address of the firm/contractor			
2	<b>Envelope-I shall contain copies of following:</b>			
a	Scanned copy of challan of the e-Procurement RTGS/NEFT Remittance information against Tender Processing Fee.			Copy enclosed: YES/NO
b	Scanned copy of challan of the e-Procurement RTGS/NEFT Remittance information against Earnest Money Deposit.			Copy enclosed: YES/NO
c	Scanned copy of Signed AAI Unconditional Acceptance of Tender conditions as per Annexure-1.			Copy enclosed: YES/NO
d	Permanent Account Number (PAN)			Copy enclosed: YES/NO
e	GSTIN Registration			Copy enclosed: YES/NO
f	Scanned copy of Declaration- Black listing/debarring of firm as per Annexure-2			Copy enclosed: YES/NO
i	Scanned copy of Undertaking regarding GST as per Annexure-3			Copy enclosed: YES/NO
j	Scanned copy of Authorization Letter/Power of Attorney (if applicable)			Copy enclosed: YES/NO
k	Proof of Experience (Completion certificate, work order copy & Bill of quantities)	Work	Value	Copy of certificates
		1		

तिरुपति हवाईअड्डा, रेनिगुंटा - 517520, आ.प्र. फोन : 0877-2275354; फ़ैक्स : 0877-2275353

Tirupati Airport, Renigunta – 517520, A.P., T: 0877-2275354 ; Fax : 0877-2275353



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	a) 01 work of 80% of estimated cost <b>(OR)</b> b) 02 works of 50% of estimated cost <b>(OR)</b> c) 03 works of 40% of estimated cost	2 3		enclosed: YES/NO
l	Whether experience from Govt. organizations of Private clients?	Govt. Organization / Private client		(Tick whichever is Applicable)
m	If nongovernmental/non PSU experience enclose TDS certificate.			TDS Certificate enclosed: YES/NO
n	TURNOVER: Annualized average financial turnover equivalent to 30% of estimated cost during last three financial years.	<b>Financial year</b>	<b>Rs. In Lakhs</b>	Proof of turnover enclosed (Abridged balance sheet & profit & loss A/c) YES/NO
		2018-19		
		2019-20		
		2020-21		
o	Scanned copy of Minimum net worth certificate issued by the certified Chartered Accountants as per Annexure-5			Copy enclosed: YES/NO
p	Digitally signed tender document			Copy enclosed: YES/NO
<b>3</b>	<b>Envelope-II</b>			
a	Financial bid through e-portal			
<b>4</b>	<b>Any other information</b>			

## I/We hereby declare that

- The documents attached to the application for 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 & any other suitable action may be taken against our company/firm as deemed fit by AAI.
- I/We have already registered with EPF/ESI. The document copies attached.

Signature of Director / Proprietor of the company/firm