

SECTION: I

NOTICE INVITING e-TENDER

1. Item Rate Tenders are invited from the reputed Travel Agencies, Car Rentals and other Transport Firms through the CPP portal (e-procurement) by the Assistant General Manager (E-C), Airports Authority of India, MBB Airport, Agartala on behalf of Chairman, AAI for '**Construction of Perimeter wall at Khowai Airport, Tripura SH:- Hiring of vehicle for office purpose**' for a period of 12 Months at an **estimated cost of Rs.6,95,000/-** (exclusive of GST).

1.1 Hiring of 01 no. Vehicle (A/C, Diesel driven) with cylinder capacity of minimum 1400 cc (Mahindra Bolero/Scorpio) or equivalent model not older than 2019 & already run not beyond 50,000 Km, registered for Commercial Use on or after 01/01/2019. Scope of work includes running 2500 km between and at Agartala, Khowai, Kamalpur & Kailashahar Airport, Tripura on monthly basis for 12 (Twelve) months on daily basis deployment of 10hrs/day. Monthly fixed Hire charges for 2500 KM run per month per vehicle including fuel & driver as detailed in Financial Bid (Annexure-B).

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

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

- i. For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, and 0120-6277787. International Bidders are requested to prefix 91 as country code. Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating the tender(s) published kindly contact the respective Tender Inviting Authority.

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

E-Mail: support-eproc@nic.in

- ii. For any Policy related matter / Clarifications Please contact Dept of Expenditure, Ministry of Finance.
E-Mail: cppp-doe@nic.in
- iii. 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”.

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

SL. No.	Support Persons	Escalation Matrix	E-Mail Address	Contact Numbers	Timings*
1.	Technical Help Desk Team	Instant Support	eprochelp@aai.aero	011-24632950, Ext-3512	0800-2000 Hrs. (MON - SAT)
2.	Sh. Sanjeev Kumar, Sr. Mgr.(IT)	After 4 Hrs. of Issue	etendersupport@aai.aero or sanjeevkumar@aai.aero	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
3	Sh. Dharmendra Kumar Jt.GM(IT)	After 12 Hrs.	dkumar@aai.aero	011-24632950 Ext. 3527	0930-1800 Hrs. (MON-FRI)
5.	General Manager(IT)	After 03 Days	gmitchq@aai.aero	011-24657900	0930-1800 Hrs. (MON-FRI)

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

v. The above mentioned help desk numbers are intended only for queries related to the issues on 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

Tender processing fee of Rs. 1180/- (i/c GST), non-refundable will be required to be paid through payment gateway provided on CPP Portal. Tender processing fee in any other form shall not be accepted.

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

ENVELOPE-1:

a. Tender processing fee, EMD, Pre-Qualification / Technical Bid (Online).

The Tenderer shall submit their application only at CPP Portal <https://etenders.gov.in>. Bidders are advised to follow the instructions provided in the tender document for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Public procurement policy for Micro, small and medium enterprises registered under NSIC shall be followed as per the directives of Government of India prevailing on the date of acceptance.

MSEs which are specified by the Ministry of Micro, small and Medium Enterprises under MSMED Act 2006 and Public Procurement Policy, 2012 as Manufacturing and Service Enterprises should have registered with NSIC under its Single Point Registration Scheme (SPRS).

Such bidders should submit a copy of valid NSIC / MSME Registration Certificate **related to the tendered work in Envelope-I through Online mode only**, to claim exemption from Tender Cost & EMD, failing which their tenders will be summarily rejected.

The bidders should upload the following scanned documents **ONLINE** in support of their meeting each criteria mentioned below in "Envelope-I": -

SL. NO.	DESCRIPTION/ REQUIREMENT	QUALIFYING	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(i)	Tender Cost		Scanned copy of Proof of payment for Tender fee (Rs.1180.00) made through online OR Scanned copy of Registration Certificate of NISC / MSME / UAM / DICs/ KVIC / KVIB / Coir Board/ Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises in case of MSEs seeking exemption of Tender Fee.
(ii)	EMD		Scanned copy of Proof of payment for EMD (Rs.13,900.00) made through online.
(iii)	Undertaking-cum-Declaration		Scanned copy duly signed with company's seal, as per Annexure-A.
(iv)	Should have GST Registration & Complying its Provisions on company's letter head.		Scanned copy of GST Registration & Certificate Complying its Provisions on company's letter head, As per Annexure-D.
(v)	Should have Permanent Account Number (PAN).		Scanned copy of PAN Card.

(vi)	Should have registered with Employee's Provident Fund Organization (E.P.F.O).	Scanned copy of Employees Provident Fund Organization (E.P.F.O) Registration Certificate.
(vii)	Should have registered with Employees State Insurance Corporation (E.S.I.C).	Scanned copy of Employees State Insurance Corporation (ESIC) Registration Certificate.
(viii)	<p>Should have experience in providing Transport Vehicles on hire basis during the last seven years ending on 30-06-2022 for any one of the following quantum of completed work(s): -</p> <p>One Work - 80% of estimated cost, i.e. not less than Rs.5.56 lakhs.</p> <p>OR</p> <p>Two Work - 50% of estimated cost, i.e. not less than Rs.3.48 lakhs each order.</p> <p>OR</p> <p>Three Work - 40% of estimated cost, not less than Rs. 2.78 lakhs each Order.</p>	<p>Scanned copy of satisfactory completion certificate.</p> <p>The said satisfactory completion certificate should reflect Completion cost, period of contract etc., Ref. No. & Date of WorkOrder /Contract Agreement in support of the above.</p> <p>Note:-</p> <p>a. The above Work / Order should have been satisfactorily completed.</p> <p>b. Initial period of contract and extension thereof if any up to 30-06-2022 shall be considered as 'completed work' and reckoned for value of order.</p> <p>c. Firms showing work experience certificate from Non-Government / Non-PSU Organizations should submit copy of Tax Deduction at Source (TDS) certificate in support of their claim for having experience of stipulated value of work.</p>
(ix)	Should have annualized average financial turnover of Rs. 2.09 lakhs (30% of the annual estimated cost) during last three financial years ending on March-2021 .	Scanned copy of Balance Sheets along with Profit & Loss Accounts Statement for the Financial Year - 2018-19, 2019-20 & 2020-21.
(x)	Should have a minimum net worth of Rs 1.04 lacs issued by certified Chartered Accountants	Scanned copy of minimum net worth of Rs 1.04 lacs issued by certified Chartered Accountants, As per Annexure-C.

(xi)	'Undertaking' regarding Blacklisting / Debarment on Company's Letter Head.	Scanned copy of 'Undertaking' regarding Blacklisting / Debarment on Company's Letter Head, As per Annexure-E.
(xii)	Affidavit regarding compliance of minimum wages and deduction of Provident Fund Authorities as per EPF & MP Act – 1952 and Contract Labour (Regulation and Abolition) Act, 1970 on non judicial stamp paper of value Rs. 100/- duly notarized	Scanned copy of Affidavit regarding compliance of minimum wages and deduction of Provident Fund Authorities as per EPF & MP Act – 1952 and Contract Labour (Regulation and Abolition) Act, 1970 on non judicial stamp paper of value Rs. 100/- duly notarized, As per Annexure-F.
(xiii)	Should have 01 nos Vehicle (A/C, Diesel driven) with cylinder capacity of minimum 1400 cc (Mahindra Bolero/Scorpio) or equivalent model in the name of the Firm / Proprietor / Owner / Partner OR under the Notarized Power of Attorney (POA) and registered for Commercial Use on or after 01/01/2019.	Scanned copy of Registration Certificate (RC Book) in support of the above vehicles, along with respective POA, if applicable. In case of Partnership Firms relevant Memorandum of Association / Article of Association / Partnership Deed is also to be uploaded.

Note:-

1.The qualifying requirement as stated in Sl.No.(xiii) above is only for the consideration of eligibility criteria. Considering that all the vehicles are for operational area related duties, the services are to be uninterrupted.

Also, considering the time taken for making new Airport Entry Pass, Airfield Driving Permit, Vehicle Entry Pass, Police Verification Certificate etc. only prior-approved vehicles are to be provided and accordingly the successful bidder upon award of work shall position vehicle commercially registered on or after 01/01/2019 **only in the name of the Firm / Proprietor / Owner / Partner.**

2. The Tenderers who are presently not registered with appropriate EPFO and ESIC Registration authority may be deemed eligible to apply provided they submit an Undertaking on their Company's letter-head stating that on award of work, they will get registered, obtain and deposit their EPFO and ESIC registration certificate with AAI and will submit EPFO and ESIC registration certificate within 02 months from the date of work order.

Note:-

a. Tender fee of Rs. 1180/- (including 18% GST)& EMD of Rs.13,900/- will be required to be paid online only through payment Gateway provided at the CPP portal itself.

~~b. Each tender shall be accompanied with the Declaration form as "Bid Security Declaration" accepting that if they withdraw or modify their bids during period of~~

~~validity etc., Agency will be suspended for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order.~~

c. Tender Fee in the form of Cash/Demand Draft or any other form shall not be accepted. Tender fee & EMD shall be submitted online through CPP portal only. Vendors shall also note that they are not required to contact any AAI employee or submit any documentary evidence of submission of Tender Fee& EMD. In no scenario the vendors are required to submit / contact any AAI employees for physical submission of any documents before opening of the bids.

d. The bidders of the tender who fails to submit the scanned copies online of EMD Declaration form as ~~"Bid Security Declaration"~~ & Tender fee before the stipulated time shall be rejected outright.

e. **Attention NSIC / MSME Bidders** - The bidders registered under NSIC / MSME are eligible to get the benefits under the Public Procurement Policy for Micro, Small & Medium Enterprises extended by the Govt. of India.

Such bidders should submit a scanned copy of valid NSIC / MSME Registration Certificate **related to the tendered work** in Cover-**IONLINE**, to claim exemption from **Tender Cost & EMD**, failing which their tenders will be summarily rejected.

f. All the above-said documents are to be submitted on or before the stipulated date and time, failing which tender of bidder will be summarily rejected. No postal delay will be accepted.

g. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds

1.3 **ENVELOPE-II: Financial Bid (Online)**

All rates shall be quoted in the format provided and no other format is acceptable. The Financial Bid has been given as a standard **BOQ format** with the tender document and the same is to be downloaded and filled by all the bidders.

Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed.

Once the details have been completed, the bidder should save it and submit it online, without changing the file name.

1.4 **BIDS OPENING PROCESS**

The bid opening process is described below: -

1.4.1 **Envelope-I (Tender Processing Fee, EMD, Undertaking-cum-Declaration (Annexure-A) & Pre-Qualification / Technical Bid:**

Envelope-I containing document as per Para 1.2 (uploaded by the tenderers) shall be opened on date & time mentioned in the tender schedule.

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.

1.4.2 If any clarification is needed about the deficiency in the uploaded documents in Envelope-I, the same shall be asked to be provided through Short fall document folder in e-tendering portal. The Bidder shall upload the requisite clarifications / documents within date & time specified by the Bid Manager, failing which tender will be liable for rejection.

1.4.3 **Envelope-II – Financial Bid:**

Envelope-II of those bidders who are found meeting all the requirements of "Envelope-I" only shall be opened.

Bidders may please note that the 'BOQ' is attached in the portal. The same (BOQ) file shall be downloaded and shall be filled in the editable (un protected – coloured) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, Name of the bidder etc. No other cells (protected-uncoloured) should be changed. Once the details are completed, the bidder should save and submit it online, without changing the filename. **If the BOQ file is found to be modified/alterd in protected un-coloured cells by the bidder, the respective bid will be rejected, and The Firm will be debarred for 01 (one) year from participating in AAI tender.**

1.5 AAI reserves the right to accept or reject any or all applications without assigning any reasons thereof. AAI also reserves the right to call off tender process at any stage without assigning any reason.

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

1.7 AAI reserves the right to disallow issue of tender documents to working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain / Temporary / Permanent debar by any Department of AAI, AAI reserve the right to verify the credentials submitted by the agency at any stage (before or after the award the work). If at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm, then AAI shall take the following action:

1.7.1 The agency shall be liable for debarment for 1 (One) year from tendering in AAI, apart from any other appropriate contractual / legal action.

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

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