



E-TENDER NOTICE

Ref. No. AAI/MDU /FRS-14/NIT-01/2022/17

Dated: 05.07.2022

NOTICE INVITING e-TENDER (2 BOT – 2 Envelope Open Tender)

Tender ID: 2022_AAI_121065_1

1. Item rate e-tenders are invited through the e-tendering CPP portal by Asst. General Manager (E-E), Airports Authority of India, Madurai Airport, Madurai – 625 022, (Bid Manager) on behalf of Chairman, A.A.I from the eligible contractors for the work of **“Annual Operational manpower Contract of Fire Fighting Systems and Equipment installed in terminal building for a period of 01 year at Madurai airport.”** at an Estimated cost of **Rs. 986105/- (Rupees Nine Lakh Eighty Six Thousand One Hundred Five only)** (Excluding GST, EPF, ESI & Bonus) for a period of 12 **(Twelve) Months.**

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

Prospective Tenders are advised to get themselves register at CPP-portal, obtain 'Login ID' & 'Password' and go through the instructions available in the Home page after login to the CPP-portal <https://etenders.gov.in/eprocure/app> or 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/help_desk_support).

- i. For any technical related queries please call the Helpdesk. The 24x7 Help Desk details are below:-

Tel: 0120-4200462, 0120-4001002, Mobile:91 8826246593,

E-mail: support-eproc@nic.in

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 further technical assistance with regard to functioning of CPP portal the bidder may contact to the following AAI help desk numbers on all working days only between :

- ii. 08.00 hrs. to 20.00 hrs. (Mon - Sat)
011-24632950, Ext-3512 (Six Lines), E-mail: - eprochelp@aai.aero
- iii. 09.30 hrs. to 18.00 hrs.(Mon-Fri)
011-24632950 Ext-3253, E-mail: etendersupport@aai.aero,
sanjeevkumar@aai.aero and snita@aai.aero.
- iv. 09.30 hrs. to 18.00 hrs. (Mon - Fri)
011-24657900, E-Mail: gmitichq@aai.aero

Tender processing fee of Rs.1180.00 (i/c GST) Non-refundable will be required to be paid online through Net Banking (SBI and other Banks) or NEFT/RTGS through the e-tender portal. Those who claim exemption under MSMED act shall upload scanned copy of valid MSEs certificate as applicable.

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	05.07.2022
Bid Document Download / Sale Start Date	06.07.2022 from 1800 hrs
Clarification Start Date	06.07.2022 from 1800 hrs
Clarification End Date	22.07.2022 up to 1800 hrs.
Bid Submission Start Date	06.07.2022 from 1800 hrs
Bid Submission End Date	26.07.2022 up to 1800 hrs.
Bid Opening Date (Envelope- I)	28.07.2022 at 1130 hrs.
Bid Opening Date (Envelope- II)	01.08.2022 at 1130 hrs.
Tender processing Fee online through Net Banking (SBI and other Banks) or NEFT/RTGS through the e-tender portal or MSEs certificate.	Rs.1180/- (i/c GST) Non-refundable through online mode of CPP portal.
Earnest Money Deposit (EMD)	Rs.19,722.00 to be paid online in CPP Portal or MSEs certificate against EMD if applicable.

For participating tender Tenderers has to pay tender processing fee. The tender processing fee Rs.1180.00 (i/c GST) Non-refundable and EMD Rs. 19,722.00 to be paid online in CPP portal.

Envelope-I (Tender processing fee, EMD, Technical Bid and Pre- qualification):

Bid containing following:

A. Tender Processing Fee, EMD:

- Scanned copy of online payment receipt of tender fees or valid MSE registration certificate giving details of such validity for similar nature of work / services to claim benefits under MSE act.
- Scanned copy of online payment receipt of EMD or valid MSE registration certificate giving details of such validity for similar nature of work / services to claim benefits under MSE act.
- SC/ST certificate issued by district authorities (for SC/ST owned MSEs only) for claiming benefits as per MSE act.



B. Technical Bid Containing the following:

- iv) Scanned copy of signed Unconditional Acceptance of AAI's Tender Conditions (Performa given in page No AL 01 of Tender Document).
- v) Scanned copy of Permanent Account Number (PAN).
- vi) Scanned copy of "Undertaking" regarding Blacklisting/Debarment (**Appendix-B**) & Minimum wages affidavit (**Appendix-A**) on Company's Letter Head.
- vii) 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/LLPIN/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.

- viii) PQ Performa (checklist) duly filled (**Annexure-A**).
- ix) Should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered, **however pre-determined phasing of the work will be accepted**) three works, each of **Rs. 3.94 Lakh (ex-GST)per annum** or two works, each of **Rs. 4.93 Lakh per annum (ex-GST)** or one work of **Rs. 7.89 Lakh(ex-GST) per annum** in single contract of **Similar nature of work i.e supply of manpower** during last seven years ending on **last date (extended date) of submission of bids**.

"The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of submission bid".

The Experience certificate of works completed pre-GST era, the completion amount will be divided by 1.12 (to execute pre GST tax or VAT 12%) to make it par with the experience certificate 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, completion cost and satisfactory completion of work. Experience certificate should contain work order copy, bill of quantities & completion certificate. **Firms showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with 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. (In case TDS is not available for supply portion, tax invoice along with client receipt / certificate is to be submitted).**

- x) Should have annualized average financial turnover of **Rs. 2.96 Lakh per annum** 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 with **UDIN (Unique document Identification Number)** of the firm should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- xi) GST registration or undertaking.



- xii) EPF & ESI registration copy or undertaking that the concern will register with EPF & ESI on award of work.
- xiii) Digitally Signed Tender Documents.
- xiv) The tenderer should have a minimum net worth of **Rs. 1.48 Lakhs per annum** issued by certified Chartered Accountants with **UDIN (Unique Document Identification Number of the Instituted of Chartered Accountant of India) (Appendix-C)**.

The tenderer shall upload the digitally signed file of scanned documents and all other documents in support of their meeting each criteria mentioned above in the CPP Portal.

EMD of value of Rs. **19,722.00** shall be accepted online only in CPP portal.

Refund of EMD

The refund of EMD to tenderers who fail to qualify in the eligibility/technical criteria, shall be initiated within 7 days of their rejection. For all tenderers who qualify after their financial bids are opened, the refund of EMD all such tenderers except L-1 shall be processed within 7 days of opening of the financial bid.

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 bidders. Bidders are required to download the BOQ file, open it and complete the **blue coloured** (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, 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 relations. Under no circumstance will father and his son(s) or other close relation who have business relationship with one another (i.e. when one or more partner(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 (CPPP) 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 documents as per Para 2 (A) & (B) (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

Payment confirmation will be checked at the time of tender opening. Payment status will be checked for each individual bidder. Paid information link will be viewed and bidder details along with payment details will be checked. The payment status should show success against each bidder. If the status (tender fee) is not displaying success the tender will be rejected.

If the bidder has any query related to the Bid Document of the work, they should use “**Seek Clarification**” 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 is required. The tenderer shall upload the requisite clarification/documents within time specified by AAI, failing which it shall be presumed that the 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):

Envelop-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in per CRITICAL DATA SHEET. **(In case the date and time for opening of Envelop-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 debar by any department of AAI. **AAI reserve the right to verify the credential submitted by the agency at any stage (before or after the award the work). If at any stage, any information /documents submitted by the applicant is found to be incorrect/false or have some discrepancy which disqualifies the firm then AAI shall take the following action:**
 - a) **Forfeit the entire amount of EMD submitted by the firm.**
 - b) **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.



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

(An ISO 9001:2015 and ISO 14001:2015 Certified Airport)

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.
11. Concession to INDIAN Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/Directorate off Handicraft ad Handloom etc. to be given as per the provision of the Public procurement Policy for MSEs order 2012 with up to date amendments shall be applicable for tenders of supply/services and shall not be extended to construction works. **Concession for MSME registration is applicable for this work .**
12. Exceptions/benefits under public procurement policy 2012(MSEs) if applicable only for goods and services produced and provided by MSEs for which they are registered.

-Digitally signed-
Asst. General Manager (Engg. – Electrical)
AAI, Madurai Airport
Madurai -625 022



CHECK LIST

(To be uploaded in Envelope 1)

Name of Work: “Annual Operational manpower Contract of Fire Fighting Systems and Equipment installed in terminal building for a period of 01 year at Madurai airport.”

Ref No	Qualifying criterion	Particulars		Enclosure check list
(1)	(2)	(3)		(4)
1	Name and address of the firm/contract			
2	Envelope-I shall contain scanned copy of			
a	Scanned copy of receipt for online payment of Tender Fee or MSEs certificate against tender fee if applicable.			Copy enclosed: YES/NO
b	Scanned copy of receipt for online payment of EMD or MSEs certificate against EMD if applicable.			Copy enclosed: YES/NO
c	Scanned copy of Unconditional Acceptance of AAI's Tender Conditions (Performa given in page No AL 01 of Tender Document).			YES/NO
d	Permanent Account No. (PAN)			Copy enclosed: YES/NO
e	Proof of experience a) 01 work of 80% of 1 st year estimated cost per annum (OR) b) 02 works of 50% of 1 st year estimated cost per annum (OR) c) 03 work of 40% of 1 st year estimated cost per annum (completion certificate, work order copy & Bill of quantities)	Work	Value	Copy of certificates enclosed: YES/NO
		1		
		2		
		3		
f	Whether experience from Govt. organizations of Private clients?			Govt. Organization/ Private client (Tick whichever is Applicable)
g	If nongovernmental/non PSU experience enclose TDS certificate			TDS certificate enclosed: YES/NO
h	TURNOVER: Annualized average financial turnover equivalent to Indian Rupees Rs. 2.96 Lakhs per annum during last three financial years	Financial Year	Rs. In Lakhs	Proof of turnover enclosed (Abridged balance sheet & profit & Loss A/c) YES/NO
		2018 - 2019		
		2019 - 2020		
		2020 - 2021		
i	Scanned copy of undertaking regarding compliance of minimum wages on company's letter head (Appendix-A)			YES/NO
j	Scanned copy of undertaking regarding black listing/debarring of firm on company's letter head (Appendix-B)			YES/NO
k	Scanned copy of GST registration or undertaking			YES/NO



1	EPF & ESI registration copy or undertaking that the concern will register with EPF & ESI on award of work		YES/NO
m	The tenderer should have a minimum net worth of Rs.1.48 Lakhs per annum issued by certified chartered accountants (Scanned copy of certificate of net worth from chartered accountant (Appendix- C)		YES/NO
n	PQ performa (Annexure-A)		YES/NO
o	Digitally signed tender documents		YES/NO
p	Tenderer 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/LLPIN/ Name of directors of the company & copy of board resolution regarding authority to assign power of attorney only if the tender is processed by a person other than proprietor.		YES/NO
3	Envelope-II		
a	Financial bid through e-portal		YES/NO
4	Any other information		YES/NO

I/We hereby declare that

1. 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.
2. *I/we have already registered with EPF. The document copies attached.

(OR)

*I/we will register with EPF authorities and abide by the laws & rules on the matter at the immediate opportunity on award of work and the documents to that effect will be furnished to AAI at the latest along with First bill.

* Score out the Para not applicable.

Signature of Director / Proprietor of the company/firm

Note : If any of the supporting documents is submitted in any language other than English, a self-attested English Version shall be submitted with the respective documents, however as mentioned all the documents duly self-attested shall be submitted.