

TENDER DOCUMENT FOR

Job Contract for the work "Hiring of Vehicles for official use" at

D.A.B.H. Airport Indore



**Airports Authority of India
DEVI AHILYA BAI HOLKAR AIRPORT,
INDORE (M.P.) 452005**

Name and Address of the firm :

:

Telephone & Mobile No. :

Email Address (if any) :

INDEX

<u>Name of work:</u> Job Contract for the work "Hiring of Vehicles for official use" at D.A.B.H. Airport, Indore.		
Sr. No.	Description	Page No.
1	Notice inviting E-Tender	3-12
2	General Conditions of the Contract	13-19
3	Arbitration and Laws	20-21
4	Unconditional Acceptance Letter	22
5	Agreement Form	23-26
6	Special terms & conditions of contract	27-35
7	PQ Performa & Declaration To Be Submitted By Applicants In Envelope II (ANNEXURE-A)	36-38
8	Undertaking Regarding Criminal Cases (ANNEXURE-B)	39
9	Declaration of Relatives (ANNEXURE-C)	40
10	GST Undertaking (ANNEXURE - D)	41



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
DEVI AHILYA BAI HOLKAR AIRPORT, INDORE-452005
PHONE 0731-2626231, email: prakash_k@aai.aero

AAI/ID/IND/MT/E-NIT-05/2018-19/

DATE : 02-05-2018

NOTICE INVITING E-TENDER (3 Envelopes Open Tender)
(Tender I.D No. 2018_AAI_10334_1)

1. Item rate tenders are invited through the e-tendering portal by **In-charge (Technical), Airports Authority of India, Devi Ahilya Bai Holkar Airport, Indore – 452005(MP) (Bid Manager)** on behalf of Chairman, A.A.I. from registered Firms / Companies / specialized agencies / Contractors of repute having experience for the work of Job Contract for the work "**Hiring of Vehicles for official use**" at DABH Airport, Indore for one Year at an estimated cost of **Rs. 57,12,900/-** (Fifty Seven Lakhs Twelve Thousand Nine Hundred Only) with period of **completion 12** (Twelve) **Months**. (Extendable for further 06 months if desired by AAI) under given below details:
- a) **03 (Three) Numbers, Non-AC Mahindra Bolero or equivalent vehicle, (24 Hrs X 7 Days), 3000 KM each** per month with Fuel Oil & Lubricants (POL), maintenance & repair expenses, **WITH DRIVER** in all 3-shifts (8Hrs per Shift).
- b) **02 (Two) Number, Non-AC Mahindra Bolero or equivalent vehicle, (24 Hrs X 7 Days), 2000 KM each** per month with Fuel Oil & Lubricants (POL), maintenance & repair expenses, **WITH DRIVER** in all 3-shifts (8Hrs per Shift).
- c) **01 (One) Number, AC Innova or equivalent vehicle, (24 Hrs X 7 Days), 1500 KM** per month with Fuel Oil & Lubricants (POL), maintenance & repair expenses, **WITH DRIVER** in all 3-shifts (8Hrs per Shift).

Tender documents may be downloaded from CPP portal: **<http://etenders.gov.in/eprocure/app>** and Airports Authority of India web site **www.aai.aero** (for reference only) as per the schedule as given in CRITICAL DATE SHEET as under:-

Critical Dates

Tender Document Download/Sale Start Date	02.05.2018 From 17:30 hrs
Seek Clarification Start Date	02.05.2018 From 18:00 hrs
Seek Clarification End Date	08.05.2018 upto 18:00 hrs
Bid Submission Start Date	02.05.2018 From 18:00 hrs

Bid Submission End Date	14.05.2018 upto 18:00 hrs
Last Date for Online submission of Tender Fee and EMD & Offline submission of MSME Certificate, if applicable	16.05.2018 upto 15:00 hrs
Bid Opening Date: Envelope-I (Fee : Containing scanned copies of Payment Receipt of Tender Cost & EMD, Letter for Unconditional Acceptance of AAI's Tender Conditions)	16.05.2018 at 15:30 hrs
Bid opening Date: Envelope-II (Pre-Qualifying Criteria Cum Technical Bid)	Will be intimated later.
Bid opening Date : Envelope-III (Price Bid)	Will be intimated later to the shortlisted technically qualified bidders.

2. **Tender Fee and EMD :-**

- 2.1** Tender fee of **Rs 1180/-** (i/c GST), non-refundable is to be deposited through electronic payment mode such as Wire Transfer/NEFT/RTGS. Bidder has to submit the self-attested proof of transaction/UTR No. in Envelope-I.

The Bank particulars of the Authority are as follows:

Name of the A/c Holder	Airports Authority of India
Address of the A/c Holder	DABH Airport, Indore
Name of the Bank	State Bank of India
Name of the Branch	Airport Branch, Indore
Current A/c No.	33986211619
Branch Code	30526
IFSC Code	SBIN0030526
PAN	AAACA6412D

- 2.2 EMD** of the value of **Rs. 1,42,823/- (Rupees One Lakh Forty-Two Thousand Eight Hundred Twenty-Three Only)** is to be deposited through electronic payment mode such as Wire Transfer/NEFT/RTGS. Bidder has to submit the self-attested proof of transaction/UTR No. in Envelope-I.

The Bank particulars of the Authority are as follows:

Name of the A/c Holder	Airports Authority of India
Address of the A/c Holder	DABH Airport, Indore
Name of the Bank	State Bank of India
Name of the Branch	Airport Branch, Indore
Current A/c No.	33986211619
Branch Code	30526
IFSC Code	SBIN0030526
PAN	AAACA6412D

The tender of the bidder who fail to submit the EMD before the stipulated time shall be rejected outright.

2.3 Exemption from paying Tender Fees & EMD:-

The following procedure is to be adopted for the MSEs bidders registered with **NSIC/DIC/KVIC/KVIB/Coir Board/Directorate of Handicrafts and Handloom or any other body specified by the Ministry of MSME for goods produced and services rendered by MSEs for which they are registered :-**

- a) MSEs bidders shall be issued tender documents free of cost and shall be exempted from paying EMD.
- b) Price preference to MSEs shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
- c) **MSEs bidders seeking exemption and benefits should upload digitally signed self-attested scanned copy of valid Registration Certificate, giving details of such validity, stores / services etc. in Envelope-I (Fee), and hard copy of the same should reach to the office of bid manager (In-charge(Technical), Airports Authority of India, Devi Ahilya Bai Holkar Airport, Indore – 452005(MP)) on or before the Last Date & Time mentioned in the critical Date Sheet. failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.**
- d) The benefits to MSEs shall be available only for the goods/Services produced and provided by MSEs for which they are registered.
- e) In case MSEs registration certificate is found invalid during evaluation, the bid of such bidder shall be rejected and action shall be taken as per rules & regulation of AAI.

2.4 Refund of EMD

Refund of EMD of unsuccessful bidders who fail to qualify the eligibility / technical stage shall be initiated within minimum 7 days of their rejection. For all bidders who qualify and their financial bids are opened the refund of EMD of all unsuccessful bidders shall be processed within minimum 7 days of opening of the financial bid.

3. Bid Submission:

The tendering process is online at e-portal URL address <http://etenders.gov.in>. Prospective Tenderers are advised to get themselves acquainted for e- tendering participation requirements and enroll themselves with the NICCPP portal at <http://etenders.gov.in> under various links like “Online bidder enrollment”, “bidder manual kit” etc. and obtain necessary ‘Login ID’ & ‘Password’. They should also obtain Digital Signature Certificate [DSC] from agencies authorized by Govt. of India in parallel, which is essentially required for submission of Tender Bids.

For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002

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 to the tender(s) published kindly contact the respective Tender Inviting Authority. **Tel:**0120-4200462, 0120-4001002.; **Mobile:** 91 8826246593; **E-Mail:** support-eproc@nic.in

For any Policy related matter / Clarifications please contact Dept of Expenditure, Ministry of Finance. E-Mail: cphp-doe@nic.in

1. For any 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 <http://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**”.

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

Sl. No.	Support Persons	Escalation Matrix	E-mail Address	Contact Numbers	Timings*
1.	Help Desk Team	Instant Support	eprochelp@aai.aero	011-24632950, Ext-3512 (Six Lines)	0800-2000 Hrs. (MON - SAT)
2.	Sanjeev Kumar, Mgr.(IT)	After 4 Hrs. of Issue	etendersupport@aai.aero or sanjeevkumar@aai.aero	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
3	S. Nita, AGM(IT)	After 12 Hrs.	snita@aai.aero		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.**

3. 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**

The tenderer shall submit their application by downloading the tender document from the e-tendering portal, fill-up the required information and upload the digitally signed file of scanned documents in support of their meeting each criteria mentioned below in Technical Bid/ Attachments Section in the portal. Uploading of application in location other than specified above shall not be considered. **Hard copy of application shall not be entertained.**

4. Following 3 envelopes shall be submitted through online CPP-portal by the bidder:-

4.1 Envelope-I:- Containing following documents (Related to Fees)

- i) Scanned copy of the self-attested proof of transaction/UTR No. against Tender Fees of **Rs. 1180/-** & EMD of **Rs. 1,42,823/-**
- ii) Scanned copy of duly signed and stamped Unconditional Acceptance of AAI's Tender Conditions in the format as given at **page No. 22** of tender document.

The tenders of the bidders who fail to submit above documents before the stipulated date & time shall be rejected outright. Further, if EMD and other documents of any of the bidders are not meeting the AAI's tender conditions, then their e-bid response will be summarily rejected.

4.2 Envelope II:- (Pre-Qualifying Cum Technical): Containing Qualifying requirements of Contractors / Firms:- The tenderer shall submit their application by downloading the "Tender Document" from the e-tendering portal, fill-up the required information and upload the digitally signed file of scanned documents in support of their meeting each criteria mentioned below in the attachments Section in the portal. Uploading of application in location other than specified above shall not be considered. **Hard copy of application shall not be entertained.**

Pre Qualifying Cum Technical Criteria:-

- i) Agency specialized in the similar nature of work /registered Firms / Companies / Contractors of repute for the work as the case may be and having Permanent Account Number.
- ii) Should have GST Registration Number,
- iii) Should have Permanent Account Number(PAN),
- iv) Valid Employees provident Fund Registration.
- v) Valid Employees State Insurance Corporation Registration.
- vi) Labour licence/permits as applicable.
- vii) Any vehicle having year of manufacturing prior to 2015 will not be accepted.
- viii) A party or an individual falling under the following categories is not eligible:
 - a. Having outstanding dues in respect of any contract with Airports Authority of India at any airport under its administrative Control.
 - b. Debarred/black-listed by Central Vigilance Commission, Central Bureau of Investigation or by Airports Authority of India (International or National Airports Division).
 - c. Parties facing action under PPE Act, with AAI.

- 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. 22,85,160/-** or two works, each of **Rs. 28,56,450/-** or one work of **Rs. 45,70,320/-** in single contract of similar nature i.e. "**Hiring of Vehicles for official use**" during last seven years ending on last date or extended date of submission of bid in India.
- x) 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. The agency should submit detailed BOQ along with work order. **Firm showing work experience certificate from non-government/ non-PSU organizations should submit copy of Bank Details / CA certificate and Bill Invoice in support of their claim for having experience of stipulated value of work.**
- xi) Should have annualized average financial turnover of **Rs. 17,13,870/-** against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet, Profit and Loss Account Statement 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.

4.3 Envelope-III(Price Bid):-

- (a) The tenderer shall upload the digitally signed **Schedule of Price Bid in the form of BOQ.xls****

Bidders are requested to note that they should necessarily submit their 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, open it and complete the 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. Bidders are requested to quote their rates for each & every BOQ Items for bid evaluation purpose. If any bidder doesn't quote any rate for any or few items, their rates shall be treated as "ZERO" against such item / items and accordingly, it is presumed that bidder is willing to execute those items free of cost to AAI. Bid evaluation shall be done on the basis of Overall Lowest (L-1) considering all BOQ Items.

Further, it may be noted that tenders which are duly submitted on e-tender portal (CPPP) shall only be final and tenders just saved without submission will not be available to the evaluation purpose. Bidders are requested to go through FAQ and help files available in the portal (CPPP). In case of any difficulty, bidders may contact the help desk numbers and emails ID provided in the CPP portal.

Tenderer who has downloaded the tender from central public procurement portal (CPPP) website **<http://etenders.gov.in>** shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/

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.

5. Bids Opening Process is as below :-

5.1 Envelope-I (Containing following documents):-

- i) Scanned copy of the self-attested proof of transaction/UTR No. against Tender Fees of **Rs. 1180/-** & EMD of **Rs. 1,42,823/-**
- ii) Scanned copy of duly signed and stamped Unconditional Acceptance of AAI's Tender.

Containing scanned copy of above documents (uploaded by the contractors / firms) shall be opened on **16.05.2018 at 15:30 Hrs.** The intimation regarding acceptance/ rejection of their bids will be intimated to the contractors / firms through e-tendering portal.

5.2 Envelope-II (Pre-Qualification/Technical Cover):

Containing pre-qualification documents /certificates (uploaded by the contractors / firms) shall be opened of those bidders only, who had uploaded the scanned copy (in Envelope-I) & submitted the hard copy of original Demand Drafts for Tender Fee & EMD by due date & time.

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope-I and Envelope-II (except scanned copy of duly signed Unconditional Acceptance Letter), he will be asked to provide it through "Upload Short Fall Documents" link in e-tendering portal. The bidder shall upload the requisite clarification / documents within time specified by AAI, failing which tender will be liable for rejection.

Tenderer who failed to upload the scanned copy of duly signed Un-conditional Acceptance Letter in Envelope-I on the CPP e-tendering portal by due date & time of bid submission (or by extended date & time of bid submission, if any), his tender application will be summarily rejected. Hard copy of documents shall not be entertained.

5.3 Envelope-III (Finance Cover): Containing the financial e-bid through CPP portal.

The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall be intimated later to the shortlisted technically qualified bidders. [Depending on evaluation of envelope-II, any changes in the date shall be intimated through CPP portal].

6. 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.
7. AAI reserves 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 agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual /legal action.
8. Consortium /JV companies shall not be permitted. No single agency/contractor/firm shall be permitted to submit two separate applications.
9. Purchase preference to Central Public Sector undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
10. Corrigendum, Clarifications, Modifications in bidding dates etc shall be communicated only through e-tender portal.
11. 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 partnership firm or a sole proprietor concern 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.
- 12. Security deposit will be 10% of the tendered amount, which has to be deposited by tenderer within 15 days of issue of award letter. The same shall be released after the three months of successful completion of work or final payment whichever is later.**
13. The contract agreement shall be executed on a non-judicial stamp paper of value Rs.100/- (Rupees Hundred only) and the cost of the stamp paper shall be borne by the agency.
14. Tenderer shall intimate the names of persons employed or going to be employed by him, who are near relatives* of AAI employees.
*The term NEAR RELATIVE means spouse/children/parents/grandparents/brothers/sisters/uncles/aunts/ blood relation/ cousins and their corresponding in-laws.
15. EMD would be refunded in due course to unsuccessful tenderers. The EMD of tenderers, who withdraw, change or alter or vary the tender during the period of validity, would be forfeited. The EMD of the successful tenderer will also be liable to forfeiture if he does not fulfill any of the following conditions:-
- i) Furnishing of Security Deposit / FDR in favour of AAI for an amount equivalent to 10% of the total value of the contract amount within 15 days of the receipt of the letter awarding the contract.
 - ii) Execution of the agreement within 20 days of the receipt of the letter awarding the contract.
 - iii) Undertaking the work within 20 days of the receipt of the letter awarding the contract.
16. The EMD of the successful tenderer will be adjusted after completion of the above mentioned conditions.

- 17.** This notice shall form part of the contract document. The successful tenderer or contractor on acceptance of his tender by accepting authority shall within 20 days from the receipt of award letter, sign the contract agreement consisting of Notice Inviting of Tenders, General Conditions of the contract and Special Conditions of the contract as issued at the time of invitation of tender and acceptance thereof together with any correspondence thereto.
- 18.** The contractor shall be responsible for settling any claim / compensation against all damages and accidents caused due to negligence on the part of his employees and keep AAI indemnified from any compensation / liability.
- 19.** That the Contractor shall be responsible to enroll his employees, deduct, add and deposit in the relevant accounts the contributions as required under the Employees State Insurance Act, 1948 and the Employees Provident Funds and Miscellaneous Provisions Act 1952 and any other enactment's covered under the various applicable labour laws as well as maintain all books of records for the staff and employees deputed by it for this contract as required under any laws applicable. The Contractor shall also furnish a copy of such statements as documentary proof to AAI.
- 20.** The Contractor has to issue to the employee's Identity card with their photos and shall also maintain relevant register.
- 21.** That the Contractor shall give leave/holidays to his workforce as per the provisions of labour laws applicable.
- 22.** That the Contractor would comply with all applicable laws and maintain all such necessary records as necessitated under such enactment's.
- 23.** That the employees employed by the Contractor do not have any right to raise a dispute/claim/demand before/against AAI and if any kind of such litigation arises then Contractor shall be liable to borne for the expenses and result of such litigation.
- 24.** In case where the contract period is over or the contract is terminated by either party, the Contractor shall employ the workmen recruited by it at other place. In case the workmen recruited by the Contractor are not provided work at any other place and are discharged then all the eligible workmen shall be paid retrenchment compensation, gratuity, bonus, earned leave and other benefits payable under the labour laws. The Contractor accepts the liability arising out of this clause.
- 25.** There would be complete supervision and control of the Contractor over its personnel. If any accident or injury occurs to any of the personnel of the Contractor while performing the duty or otherwise then complete liability regarding the same would be on the Contractor.
- 26.** Damage to the equipment's of AAI due to the negligence of the contractor's workers shall be repaired at the contractors cost and shall be recovered from the dues payable including 23.75% departmental charges.

- 27.** The Contractor shall strictly adhere to all legal and statutory requirements and shall not make any effort to circumvent or avoid any statutory provisions of any applicable law.
- 28.** The acceptance of the tenders will rest with the competent authority which does not bind itself to accept any tender and reserves to itself the right to reject any or all of the tenders without assigning any reason.

-S/d-
In-charge (Technical)
AAI, DABH Airport, Indore