

**INDIAN AVIATION ACADEMY**



**Name of Work: Provision of Catering services at Indian Aviation Academy, Vasant Kunj, New Delhi.**

**NOTICE INVITING TENDER**

<b>ESTIMATED COST</b>	<b>: Rs. 3,45,99,760/-(Exc GST)</b>
<b>TIME ALLOWED</b>	<b>: 24 Months</b>
<b>LAST DATE &amp; TIME OF ONLINE BID SUBMISSION</b>	<b>: Up to 25.04.2023 upto 18:00 Hrs</b>
<b>LAST DATE &amp; TIME OF PHYSICAL SUBMISSION OF ORIGINAL DD OF EMD, TENDER FEE, SIGNED HARD COPY OF IAA'S UNCONDITIONAL ACCEPTANCE LETTER as per Annexure – 2 and Signed integrity pact .</b>	<b>: Up to 25.04.2023 upto 18:00 Hrs</b>

**INDIAN AVIATION ACADEMY**



**IAA, VASANT KUNJ  
NEWDELHI-110070**

**Name of work: - Provision of Catering services at Indian Aviation Academy, Vasant Kunj, New Delhi.**

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**Certified that this tender document contains 177 (One Hundred Seventy Seven) Pages Only**

**INDIAN AVIATION ACADEMY  
VASANT KUNJ, NEW DELHI**

NIT No:

Dated: 03.04.2023

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

TENDER REF. NO.: IAA/Operations/Catering/2023

1. Item Rate e-tenders are invited through the e-tendering GEM portal by SM(Operations),IAA, Vasant Kunj Delhi- 110070 (Bid Manager) on behalf of Executive Director, IAA from the eligible contractors for the work of **“Provision of Catering services at Indian Aviation Academy, Vasant Kunj, New Delhi.”** At an estimated cost of **Rs. 3,45,99,760/- (Three Crores Forty Five Lacs, Ninety-Nine Thousand Seven Hundred Sixty Only)** (excluding GST) with **period of completion Two (02) years.**

The tendering process is online at GeM portal ;URL address <https://gem.gov.in>. Prospective Tenderers may download and go through the tender document.

1.1. Tender documents may be downloaded from GeM Portal <https://gem.gov.in>. Aspiring Bidders/ Suppliers who have not enrolled/registered in GeM portal should 3nrol/register before participating through the website <https://gem.gov.in>. The portal 3nrolment is free of cost.

1.2. a) If the bidder has any query related to the Bid Document of the work, they should use ‘Seek Clarification’ on GeM portal to seek clarifications. No other means of communication in this regard shall be entertained.

b) Any time Extension, Corrigendum, Addendum, Amendments etc. shall be issued and uploaded in GeM portal <https://gem.gov.in> only.

1.3. Tenders (Technical Bid & Financial Bid) should be uploaded through GeM portal at <https://gem.gov.in> . Hard copy of the tender documents will not be accepted .The bids shall not be accepted in any other form. Prospective Tenderers are advised to get themselves register at GeM portal ,obtain ‘Login ID’ & ‘Password’ and go through the instructions available in the Home Page after log into the GeM portal or [www.aai.aero](http://www.aai.aero) or [www.iaa.edu.in](http://www.iaa.edu.in) for tender download .For any technical related queries please call the 24\*7 Helpdesk.

Tender processing fee of **Rs.2950/- (i/c GST), non-refundable** will be required to be paid offline in the form of Demand Draft in favour of **Indian Aviation Academy (NIAMAR Society)** payable at New Delhi from Nationalized or any scheduled bank (but not from co- operative or Gramin bank). The original Demand Draft against Tender processing fee should reach by post/ courier/ given in person to the concerned official by the date as specified in the Critical Data Sheet of Tender Document. The details of Demand Draft /any other accepted instruments, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

EMD as per Annexure – 3 (Page no. 16) should be submitted in Envelope – I.

2. Following 2 envelopes shall be submitted through online at GeM portal by the tenderer as per the following schedule:

**CRITICAL DATA SHEET**

Publishing Date	Date 03.04.2023
Bid Document Download / Sale Start Date (Next Day of Publishing Date)	Date 04.04.2023 from 0930 Hrs.
Clarification Start Date	Date 04.04.2023 from 0930 Hrs.
Clarification End Date	Date 20.04.2023 up to 1800 Hrs.
Bid Submission Start Date	Date 04.04.2023 from 0930 Hrs.
Bid Submission End Date	Date 25.04.2023 up to 1800 Hrs.
Last date and time of submission of Original Demand Draft against Tender processing fee and EMD as per Annexure -10 along with Unconditional Acceptance Letter as per Annexure – 2 and Signed integrity pact .	Date 25.04.2023 up to 1800 Hrs.
Site Visit/Inspection by bidders (Indian Aviation Academy) date	<b>On or before 25.04.2023 upto 1800 IST.</b>
Bid Opening Date (Envelope-I)	Date 26.04.2023 at 1100 Hrs.
Submission Of shortfall Documents	05 days
Bid Opening Date (Envelope-II)	Date To be intimated on GEM Portal
Tender Processing Fee (Non-refundable, in the form of Demand Draft) In Favour of <b>(INDIAN AVIATION ACADEMY)</b>	<b>Rs. 2950/- (i/c GST) Non-refundable</b>
Earnest Money Deposit as per Annexure -3 In Favour of <b>(INDIAN AVIATION ACADEMY)</b>	<b>Rs. 6,91,995/-</b>

**A) Qualifying requirements of Contractor /Firm:**

**Only those firms/ agencies shall qualify to participate in the bidding process of the subject work who are:-**

Three Star or above rated Hotels approved by HRACC, Ministry of Tourism, Govt. of India in service for last Two years from the date of floatation of tender:

( **Note:** In case of Bidder being a Hotel, rated as 3-Star or above, only the valid Classification Certificate from Ministry Tourism, duly attested by Notary Public is required to be submitted in support of their meeting the Technical Criteria.

OR

Restaurants at Airports or Fine Dine Restaurant with minimum seating capacity of 48 approved by Government of India/State Govt./Local municipal corporations/Local certifying authorities in operation for last Two years from the date of floatation of tender;(In case of Bidders being a fine dine restaurant ,bidder may provide any valid certificate/valid License mentioning seating capacity of 48 or above as issued by Government of India/State Govt./Local municipal corporations/Local certifying authorities

OR

Providing/provided catering services in three star or higher rated hotels/ Convention Centres/(approved by HRACC, Ministry of Tourism, Govt.of India)/ Indian Aviation Academy/Airports Authority of India Officers Institute (AAIOI) for minimum Two Years and Should have satisfactorily completed three

works, each of **Rs.69,19,952/-** or two works, each of **Rs.86,49,940/-** or one work of **Rs.1,38,39,904/-** in single contract of similar nature of work during last seven years from date of tender floatation.

( Work in progress, may be considered if payments received in last twelve months exceed the above amounts in individual case)

**The scope of work includes mainly works of providing catering Services.**

**The experience certificate submitted by participating bidders shall include the details of such type of work executed.**

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 workexperience 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.

**Similar works mean** – Providing catering services in three star or higher rated hotels/ Convention Centres/ Airport/Indian Aviation Academy/Airports Authority of India Officers Institute (AAIOI)

**Note: - For the Experience Certificate of works completed in 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 certificate of post GST era but excluding GST.**

**“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 of bid.”**

(b). The bidder must have a valid FSSAI license.

(c) Should have annualized average financial turnover of **Rs.51,89,964/-** 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.

**Note: - In case the Income Tax Return for the financial year 2021-22 has not been submitted by the tenderer, the agency can submit average Balance sheet and Profit & Loss Account Statements for the financial year 2019-20, 2020-21 & 2021-22 due to issue of guidelines regarding last date for filing the return by the Govt for the financial year 2021-22.**

Note :-Tenderers have to submit UDIN generated documents like balance sheet / Turnover certificate, Working Capital Certificate (works done during last 5 financial years & works in hand) 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.

## **Envelope-I : (Pre qualifying/Technical Qualifying requirements-PQ/TQ)**

Envelope-1 must contain the following: -

- a. Certificate of Qualifying requirements (Refer A NIT (pg no. 4/5)- **Qualifying requirements of Contractor /Firm** )
- b. Certificate of Registration of Firm/agency.
- c. Undertaking of being in service for last 02 years from date of floatation of tender in case of Hotels. In case of Restaurants at airports/Fine Dine Restaurants in operations for last two years from date of tender floatation/ providing/provided Catering services in 3 star and above rated hotels/ Convention Centres/(approved by HRACC, Ministry of Tourism, Govt.of India)/ Indian Aviation Academy/Airports Authority of India Officers Institute (AAIOI) for minimum Two Years from date of tender floatation(Annexure-K)
- d. Scanned Copy of DD against Tender Processing Fees.
- e. Scanned copy of DD against EMD, scanned copy of EMD as per Annexure – 03, & EMD declaration (As perAnnexure – 10 )
- f. Scanned copy of Unconditional Acceptance of IAA Tender Conditions (As perAnnexure-2)
- g. Signed integrity pact
- h. Scanned copy of Permanent Account Number (PAN) and GST Registration Number and Undertaking for Registration under GST and compliance for GST provision (As per Annexure-5).
- i. Scanned copy of ‘Undertaking’ regarding Blacklisting / Debarment on Company’s Letter Head (As per Annexure-6)
- j. Tenderer should deploy sufficient plant and machinery as per the requirement of workin consultation with the Officer-in-Charge (OIC) to achieve the milestones/targets and overall completion within the time period. Tenderer shall submit scanned copy of ‘Undertaking’ on Company’s Letter Head (As per Annexure-8).
- k. Duly filled Envelope-I Performa (As per Annexure-1)
- l. Digitally signed tender document should be submitted.
- m. Valid FSSAI License.
- n. Under taking for non-relative working in IAA/AAI as per GCC Clause 32, (Asper Annexure-9).
- o. Undertaking for Site Inspection by bidders.(Annexure I)
- p. Scanned copy of ESIC & EPF Registration. In case the agency is not having registration for the above shall have to make itself registered and submit the documents within 01 (one) month.

- q. Scanned copy of Affidavit for Minimum wages on Rs.100 Stamp Paper (as per ANNEXURE-4).
- r. Annualized average financial turnover of **Rs.51,89,964/-** against works executed during last three years ending 31st March of the previous financial year. As a proof, scanned copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the tenderer should be submitted along with the application.
- s. Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor

**Joint Ventures/Consortium are not allowed to participate.**

The tenderer shall submit their application by downloading the tender from the e-tendering portal, fill-up the required information and upload the digitally signed file of scanned documents and firm's bio-data in support of their meeting each criteria mentioned. Uploading of application in location other than specified in GeM Portal above shall not be considered. Hard copy of application shall not be entertained under any circumstances.

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

<b>Documents required(Hard Copy in Original)</b>	<b>Address</b>	<b>Last date to submit Hard copy in original as per Critical data sheet</b>
i)Original Demand Draft against Tender processing fee and Original Demand Draft EMD alongwith EMD declaration as per Annexure 3. ii)Unconditional Acceptance Letter as per Annexure – 2  iii)Signed integrity pact	<b>S M (Operations),            2nd floor,Room No. 216,            Vasant Kunj, New Delhi-            110070 (Bid Manager)</b>	on or before 25.04.2023 up to 1800 Hrs mentioned in <b>CRITICAL DATA SHEET</b>

The tenderer, whose DD against Tender processing fee is not received by the date & time mentioned in critical data sheet, then their tenders will be liable to be rejected. **Any postal delay will not be entertained.**

**Envelope-II: - The Financial e-Bid through GEM 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 file name. 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 GeM Portal: <https://gem.gov.in>

Tenderer/Contractor are advised to follow the instructions provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents . Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents. 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 circumstance will father and his son(s) or other close relations 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 GeM Portal website <https://gem.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 tampered/modified in any manner, tender will be completely rejected and the tenderer is liable to be banned from doing business with IAA.

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

**Envelope-I will be opened on stipulated date and time mentioned in the Critical data Sheet. Bidders who are meeting the Envelope - I qualifying requirements shall be eligible for opening of Envelope-II(Financial Bid)**

**Envelope-I**

**Envelope-I** containing documents (uploaded by the tenderers) 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 Clarification' on GEM 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 GEM portal shortfall documents . The tenderer shall upload the requisite clarification/documents within time specified by IAA, 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 GeM portal.

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

**Envelope-II** containing financial bid of the tenderers found to be meeting the Envelope-I 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 GEM Portal).**

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

8. IAA reserves the right to disallow the working agencies whose performance at ongoing project (s) is below



par and usually poor and has been issued letter of restrain/Temporary or Permanent debarment/black listing by any department of IAA/AAI or Central/State Govt. Depts./PSUs/World Bank/ ADB etc., IAA/AAI reserves the right to verify the credential submitted by the tenderer 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 IAA shall take the following action.

- a) The tenderer shall be liable for debarment from tendering in IAA, including termination of the contract apart from any other appropriate contractual /legal action.

9. IAA reserve the right to verify the credential submitted by the tenderer 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 or if they withdraw/failed to sign the contract then IAA shall take the following action: -

- a) Forfeit the entire amount of EMD submitted by the tenderer.

- b) The tenderers shall be liable for debarment from tendering in IAA, including termination of the contract apart from any other appropriate contractual/legal action.

10. GeM portal will provide the lowest bidder after opening of Financial Bid(Envelope-II). Further IAA on its discretion shall decide suitably to award the work to any of the lowest bidder . No query shall be entertained in this regard and decision of IAA shall be final and binding on all the bidders.

11. IAA is not bound to accept lowest quotation and reserves the right to accept or reject any or all tender without assigning any reason thereof, and to call for any other details of information from any of the Bidder.

12. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

13. Incomplete and ambiguous quotations will be rejected. Bidder should quote price bid in Annexure –C else bid will be rejected.

14. Lowest QUOTED qualified bidder will be awarded the CONTRACT after considering all other bidders.

15. If L-1 agency (firm bidding the lowest quotation) fails to accept the Work Order with all terms and conditions within scheduled time /request to modify terms and conditions due to any of the reason then the firm will be debarred and will be blacklisted in future for bidding in NIQ/Tender related to Indian Aviation Academy.

**16. Concessions to Indian Micro & Small Enterprises (MSEs) Units:** - As per the provisions of public Procurement Policy for MSE's Order 2012, MSEs (Micro & Small Enterprises) registered with MSME/DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc. Only following concessions shall be applicable and extended to the MSEs of same specifications under which they are register equaling tender scope of work.

- i) **Tender Document Fee/EMD Fee:** MSEs Bidders seeking exemption and benefits on tender fee/ EMD fee should submit signed self-attested scanned copy of valid MSE Registration Certificate, giving details of such validity and scope of work covered etc. in Envelope-I (Fee), failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs. The benefits to MSEs shall be available only for the goods/Services produced and provided by MSEs for which they are registered.

ii) For this tender MSEs Bidders seeking exemption for tender fee/EMD fee they must submit the MSMEs certificate which mention that the certificate is issued for the “Providing Catering services” or having similar nature of work, if it was found that the certificate is not issued for these works it will be presumed that the bid is submitted without tender fee and the bid of the agency shall be summarily rejected.

iii) a) Exemption for EMD & tender fee will be given only to those bidders who are found eligible (eligibility as mentioned below in NIT clause 16 i & ii.

(b) Implementation of micro, small and medium enterprises development (MSMED) Act, 2006.

It has been clarified that benefit to MSMEs shall not be extended to construction work as it cannot be treated as service rendered or supply of goods. It is further clarification that capital MEP work like Electrical & Mechanical (E&M), HVAC, BHS, Power supply system, fire alarm & detection and PA system etc., which involve SITC, also fall under the category of construction work and hence the benefits to MSME shall not be extended for these works. Supply of material/ goods and services like supply of manpower, where consumable material is involved can be considered for the benefits to the MSME as per public Procurements policy. Further, it is also clarified that benefits to MSME shall be available only for the goods/ services produced and provided by MSME for which they are registered as mentioned clearly in their MSME/ NSIC certificate.

**17.** 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.

In the event of inconsistency, conflict or ambiguity between the terms and condition of GeM Bid document and uploaded E-Tender, the term set forth in the uploaded e-Tender SHALL PREVAIL

**SM(Operations)**

Indian Aviation Academy  
Vasant Kunj, New Delhi

# **ANNEXURES**

**ENVELOPE-I**

Tender ID:

**TO BE UPLOADED BY APPLICANTS ALONG WITH TENDER APPLICATION****( Envelope-I).**

Name of Work: “Provision of Catering services at Indian Aviation Academy, Vasant Kunj, New Delhi.”

1	2	3	4
S. No.	Qualifying criterion	Supporting Document must have the following salient information which IAA would like to note	Enclosure Check-list
<b>1.0</b>	<b>General</b>		
1.1	Name and registered office address of the Applicant Contractor / Firm		Copy enclosed: Yes / No
	Name, Address, Telephone no., Mobile No., Fax No., e-mail address of the authorized contact person of the agency for further communication.	Name: Address : Ph. No.:  Mobile No.:  Fax No.:  E-mail ID:	
1.2	Authorized Signatory (Name & Designation)		
1.3	Scanned copy of DD against Tender Processing Fee.		Copy enclosed: Yes / No
1.4	Scanned copy of DD of EMD and Scanned copy of EMD per Annexure - 3 & declaration as per Annexure – 10		Copy enclosed: Yes / No
1.5	<b>Registration Details</b> Registered with: Category & Limit: Valid Upto:		Copy of registration to be submitted.
1.6	Undertaking regarding unconditional acceptance (as per Annexure -2).		Copy enclosed: Yes / No
1.7	Signed integrity pact		Copy enclosed: Yes / No
1.8	Valid FSSAI License		Copy enclosed: Yes / No

1.9	Scanned copy of Permanent Account Number (PAN) and GST Registration Number and Undertaking for Registered under GST and compliance for GST provision (As per Annexure-5, ).	Copy enclosed: Yes / No
2.0	'Undertaking' regarding Blacklisting/ Debarment on Company's Letter Head (As per Annexure-6).	Copy enclosed: Yes / No
2.1	Tenderer should deploy sufficient plant and machinery as per the requirement of work in consultation with the Officer-in-Charge (OIC) to achieve the milestones/targets and overall completion with the time period. Tenderer shall submit scanned copy of 'Undertaking' on Company's Letter Head (Annexure-8).	Copy enclosed: Yes / No
2.2	Undertaking of being in service for last 02 years from date of floatation of tender in case of Hotels. In case of Restaurants at airports/Fine Dine Restaurants in operations for last two years from date of tender floatation/ providing/provided Catering services in 3 star and above rated hotels/ Convention Centres/(approved by HRACC, Ministry of Tourism, Govt.of India)/ Indian Aviation Academy/Airports Authority of India Officers Institute (AAIOI) for minimum Two Years from date of tender floatation(Annexure-K)	Copy enclosed: Yes / No
2.3	Undertaking for Site Inspection by Bidders(Annexure I)	Copy enclosed: Yes / No
2.4	Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.	Copy enclosed: Yes / No
2.5	Registration with ESIC, EPF from concern authorities.	Copy enclosed: Yes / No
2.6	Digitally signed tender document should be submitted.	Copy enclosed: Yes / No
2.7	Undertaking for non-relative working in AAI/IAA a(s per Annexure-9)	Copy enclosed: Yes / No
2.8	Affidavit for Minimum wage (As per Annexure-4).	Copy enclosed: Yes / No
2.9	Certificate of Qualifying requirements (Refer A NIT (pg no. 4/5)- <b><u>Qualifying requirements of Contractor /Firm</u></b> )	

3.0	Should have satisfactorily completed the work of similar nature.	A) Certificate of completion of the Three / Two / One work(s) for meeting eligibility criteria as applicable	
	i) Three works of <b>Rs.69,19,952/-</b> each in single contract of similar	<b><u>Work No. 1</u></b> -Name of work:	Copy of certificate

	nature of work during last seven years ending from the date of tender floatation.	-Nature of work done: -Value of work: -Date of start: -Date of Completion as per agreement: -Actual Date of Completion: -Satisfactory completion of work: -EOT granted (if any) up to ..... with/ without levy of compensation.	enclosed: Yes / No
		<b><u>Work No. 2</u></b> -Name of work: -Nature of work done: -Value of work: -Date of start: -Date of Completion as per agreement: -Actual Date of Completion: -Satisfactory completion of work: -EOT granted (if any) up to .....	Copy of certificate enclosed: Yes / No
		..... with/ without levy of compensation.	

		<p><b><u>Work No. 3</u></b>          -Name of work:          -Nature of work done:          -Value of work:          -Date of start:          -Date of Completion as per agreement:          -Actual Date of Completion:          -Satisfactory completion of work:          -EOT granted (if any) up to .....          with/ without levy of compensation.</p>	Copy of certificate enclosed: Yes/ No
	ii) Two works of <b>Rs.86,49,940/-</b> each in single contract of similar nature of work during last seven years ending from the date of tender floatation.	<p><b><u>Work No. 1</u></b>          -Name of work:          -Nature of work done:          -Value of work:          -Date of start:          -Date of Completion as per agreement:          -Actual Date of Completion:          -Satisfactory completion of work:          -EOT granted (if any) up to .....          with/ without levy of compensation.</p>	Copy of certificate enclosed: Yes/ No
		<p><b><u>Work No. 2</u></b>          -Name of work:          -Nature of work done:          -Value of work:          -Date of start:          -Date of Completion as per agreement:          -Actual Date of Completion:          -Satisfactory completion of work:          -EOT granted (if any) up to .....          with/ without levy of compensation.</p>	Copy of certificate enclosed: Yes/ No
	iii) One work of <b>Rs.1,38,39,904/-</b> each in single contract of similar nature of work during last seven years ending from the date of tender floatation.	<p><b><u>Work No. 1</u></b>          -Name of work:          -Nature of work done:          -Value of work:          -Date of start:          -Date of Completion as per agreement:          -Actual Date of Completion:          -Satisfactory completion of work:          -EOT granted (if any) up to.....          with/ without levy of compensation.</p>	Copy of certificate enclosed- Yes/ No
3.1	Whether experience from Govt.organizations or private clients?	Govt. Organization / Pvt. Clients. (Tick whichever is applicable). TDS certificate from client to be enclosed.	TDS certificate enclosed: Yes / No

3.2	<b>TURNOVER</b>		
	Annualized average financial turnover of not less than <b>Rs.51,89,964/-</b> against works executed during last three financial years. As a proof copy of Abridged Balance Sheet of the firm with profit and loss account shall be submitted along with the application.	Year	Turnover (In Lakhs)
		2019-20	
		2020-21	
		2021-22	
		<u>Average:</u>	
			Proof of turn over enclosed (Abridged balance sheet & profit & loss A/C) Copy enclosed: Yes/ No
3.3	<b>Envelope-II</b> shall submit the financial e-bid through GEM portal.		
	Financial bid through GEM portal.		BOQ Uploaded: Yes / No
3.4	<b>Any other information</b>		
3.5	<b>Remarks</b>		
Place:			
Date:			
<b><i>SIGNATURE WITH STAMP</i></b>			
Authorized signatory of the Firm			

**DECLARATION (On Firm's Letter Head)**

I/WE \_\_\_\_\_  
 hereby declare that the documents uploaded / enclosed are true and correct. In case any document at any stage found fake / incorrect, action as deemed fit by IAA can be taken against me/us.

Place:

Date:

Signature  
 Authorized Signatory



**UNDERTAKING TO BE PUT IN ENVELOPE-I**  
**(TO BE PRINTED ON COMPANY'S LETTER HEAD)**

Date: .....

To

**The SM(Operations),**  
Indian Aviation Academy,  
Room No.219, 2<sup>nd</sup> Floor,  
Vasant Kunj, New Delhi – 110070

Sir,

**ACCEPTANCE OF IAA'S TENDER CONDITIONS**

The tender documents for the work “**Provision of Catering services at Indian Aviation Academy, Vasant Kunj, New Delhi.**” for an estimated cost of **Rs. 3,45,99,760/-** (/-**Three Crores Forty Five Lacs, Ninety-Nine Thousand Seven Hundred Sixty Only**) (excluding GST) for a **period of completion Two (02) years** have been sold to me/us by Indian Aviation Academy and I/we hereby certify that I/we have inspected the sites and read the entire terms and conditions of the tender documents made available to me/us on GEM portal: <https://gem.gov.in> which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.

1. I/We here by unconditionally accept the tender conditions of IAA's tender documents in its entirety for the above work.
2. The contents of Notice Inviting Tender of the Tender Document have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to upload any additional file or put any remarks/conditions (except unconditional rebate on quoted rates, if any) in/along with the uploaded tender document. In case, any condition(s) are found in Envelope-I (Qualifying requirements of bidders) then Envelope-II (i.e. Financial Bid) shall not be opened, or if any condition found in envelope -II (i.e. Financial Bid) the tender shall be rejected and IAA shall without prejudice to any other right or remedy be at liberty to forfeit the 10% of earnest money.
3. I/We declare that I/We have not paid and will not pay any bribe to any officer of IAA for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of IAA asks for bribe / gratification, I/We will immediately report it to the appropriate authority in IAA. Scanned copy of Tender processing fees is attached.

4. I/We agree that “If at any stage, any information / documents submitted by us are found to be false, we shall be liable for debarment from tendering in IAA, apart from any other appropriate / legal action”.

Thanking you,

Yours faithfully,

Date:

(Signature of the tenderer)  
With rubber stamp

**Encl:** Demand Draft/ Bank Guarantee.

**ENVELOPE – I**

**INDIAN AVIATION ACADEMY**  
**DETAILS OF EARNEST MONEY DEPOSIT (EMD)**  
**(TO BE PRINTED ON COMPANY'S LETTER HEAD)**

Demand Draft / Bank Guarantee : No.....

Dated : .....

Name of the issuing bank : .....

.....

.....

Payable at : .....

Payee's name : .....

Amount : .....

Remarks : .....

.....

**Signature of the Tenderer  
with company seal**

**(Envelope-I)**  
**AFFIDAVIT**

I..... (Name), aged ..... years, s/o .....  
(Name), Proprietor/ Managing Partner/ Managing Director of  
.....  
(Name of the Agency)..... (Address of the  
company).....  
do hereby solemnly affirm and state as follows:

I am competent to swear this affidavit on behalf of ..... (Name of the agency), and hereby confirm that I am fully complying with the legal obligations with regard to payment of minimum wages as per the Minimum Wages Act-1948 and deduction of Provident Fund Authorities as per EPF & MP Act-1952 and Contract Labour (Regulation & Abolition) Act-1970.

**DEPONENT**

-----  
**Note: This affidavit of valid date i.e. after publishing of tender is to be attested by a First Class Magistrate / Notary Public on non-judicial stamp paper of Rs.100/-.**

**UNDERTAKING FOR GST COMPLIANCE BY THE BIDDER(on Contractor's Letterhead)**  
**(To be submitted by in Envelope-I)**

To,

**The SM(Operations),**  
Indian Aviation Academy,  
Room No.216, 2<sup>nd</sup> Floor,  
Vasant Kunj, New Delhi – 110070

**Subject: Undertaking regarding GST Compliance.**

**Ref: Tender ID .....**

Sir,

The tender documents for the work”.....  
”have been issued to me / us by Indian Aviation Academy and we certify the following:

1. That, We, M/s .....are registered under GST & compliant of GST Provisions. Our GST No. is .....
2. I/ We hereby under take that I/We will comply of all GST provisions.
3. That, in case of non-compliance of GST provisions and blockage of any input credit; we shall be responsible to indemnify Indian Aviation Academy for the loss, if any, incurred by IAA.
4. That all input credits related to this work will be passed on to Indian Aviation Academy.

Yours faithfully,

Signature : .....

Name : .....

Designation : .....

Name of Agency : .....

**DECLARATION / UNDERTAKING REGARDING BLACKLISTING/DEBARRING OF FIRM**

(On Company's Letter Head and to be submitted in Envelope - I)

To,

**The SM(Operations) ,**  
Indian Aviation Academy,  
Room No.216, 2<sup>nd</sup> Floor,  
Vasant Kunj, New Delhi – 110070

**Name of Work: "Provision of Catering services at Indian Aviation Academy, Vasant Kunj, New Delhi."**

**Tender ID:.....**

Sir,

1. I/We hereby undertake that our firm or its partners or its directors have not been black listed / debarred and neither any case or complaint is pending nor contemplated against the firm or its partners regarding irregularities, in India or abroad, by any Indian State/Central Governments Departments or Public Sector Undertaking of India or global international body like World Bank/International Monetary Fund/ World health Organization etc.

2. I/We further undertake that at any stage of evaluation of PQQ submissions or in later stage also, if it is found that I/We (the bidder firm) have given wrong or misleading information then our bid/contract can be summarily rejected/terminated contract, if any. Also, legal action maybe initiated against me/us.

Thanking you.

Yours faithfully,

Signature : .....

Name : .....

Designation : .....

Name of Agency : .....

**Format for Letter of undertaking from the Depositor to Bank**  
(To be submitted along with Quality Protection Bank Guarantee to Indian Aviation Academy)

**(To be submitted in the Letter head of the firm)**

To,

**The Branch Manager,**

.....Bank,  
.....  
.....

Sub:- My/Our Bank Guarantee bearing No.....dated .....  
for amount.....Issued in favor of Indian Aviation Academy  
A/c.....

Sir,

The subject Bank Guarantee is obtained from your bank for the purpose of **Quality Protection Bank Guarantee (ALQI Bank Guarantee)** on account of contract awarded/to be awarded by M/s Indian Aviation Academy to me / us.

I hereby authorized the Indian Aviation Academy in whose favor the deposit is made to close the subject Bank Guarantee before maturity / on maturity toward adjustment of dues without any reference / consent / notice from me / our side and the bank is fully discharged by making the payment to Indian Aviation Academy.

Signature of the Depositor

Place:

Date:

**FORM OF QUALITY PROTECTION BANK GUARANTEE FOR ALQI  
(On Non-Judicial Stamp Paper of Rs.100/-)**

To,

**The Indian Aviation Academy**

.....  
.....  
.....

1. In consideration of the Director, IAA (hereinafter called "IAA") having offered to accept the terms and conditions of the proposed agreement between **Indian Aviation Academy** and .....[herein after called the said Contractor(s)] for the work "..... (Hereinafter "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rs. .... **(Rupees..... only)** as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.
2. We ..... (Indicate the name of the nationalized bank) (Hereinafter referred to as "the Bank") hereby undertake to pay to the Executive Director, IAA an amount not exceeding Rs..... **(Rupees..... only)** on demand by IAA.
3. We ..... (Indicate the name of the nationalized bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from IAA stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....**(Rupees..... only)**.
4. We, the said Bank, further undertake to pay to the Director, IAA any money so demanded notwithstanding any dispute or disputes raised by the contractor (s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under his bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

5. We..... (Indicate the name of the nationalized bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of IAA under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Officer-in-charge on behalf of IAA certified that the terms and conditions of the said



agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

6. We ..... (indicate the name of the nationalized bank) further agree with IAA that IAA shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by IAA against in the said contractor(s) and to forebear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extensions being granted to the said contractor(s) or for any forbearance, act of omission on the part of IAA or any indulgence by the IAA to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving.
- 7 This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
8. We..... (Indicate the name of the nationalized bank) lastly undertake not to revoke this guarantee except with the previous consent of IAA in writing.
9. This guarantee shall be valid up-to ..... unless extended on demand by IAA. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (**Rupees** .....

**only**) or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

In presence of:

Dated this \_\_\_\_\_ Day of \_\_\_\_\_

**WITNESS**

1. ....

For and on behalf of (The Bank)

Signature : .....

2. ....

Name & Designation: .....

Authorization No.: .....

Name & Place: .....

Bank's Seal: .....

The above Guarantee is accepted by Indian Aviation Academy.

For and on behalf of Indian Aviation Academy.

Signature : .....

Name : .....

Designation : .....

Dated : .....

**UNDERTAKING FOR DEPLOYMENT OF T&P**

**(On Contractor's Letter Head and to be submitted in Envelope - I)**

**Name of work: "Provision of Catering services at Indian Aviation Academy, Vasant Kunj, New Delhi."**

**Tender ID:**

**Name of Contractor / Firm: .....**

I/ we have applied for issue of tender for the work of **"Provision of Catering services at Indian Aviation Academy, Vasant Kunj, New Delhi."** as per scope of work." And Hereby undertake that: -

I/ we have gone through the tender documents and visited the site and have understood the nature of work to be executed.

I / we will deploy adequate T&P in working condition with adequate standby arrangement for efficient / timely execution of the work.

I/ we have submitted the details of T&P owned by us and undertake to procure or take on lease the balance T&P for the work as per requirement of the work matching with the work programme.

I/ we will abide by any instructions by IAA for such procurement / arrangement of T&P on lease as is considered necessary for efficient / timely execution of work.

Place:

Date:

Signature of Contractor  
With Rubber Stamp

**UNDER TAKING FOR NON-RELATIVE WORKING IN AAI/IAA**

**(To be given on contractor's Letter head to be submitted in Envelope-I)**

**UNDER TAKING**

I/We..... hereby under take that as mentioned in clause no. 32 given on GCC I/We don't have any relative working in Airports Authority of India / Indian Aviation Academy.

Date : .....

Place : .....

Signature of Agency with rubber stamp

Name.....

Address.....

.....

.....

Mobile No.....

**Proforma for Earnest Money Declaration**  
**(To be submitted on contractor's letter head and submitted in Envelope-I)**

whereas, I/We .....(name of agency) .....have submitted bid for  
..... (name of work) .....

I/We here by submit following declaration in lieu of submitting Earnest Money Deposit.

(1) If after the opening of tender, I/We withdraw of modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,

Or

(2) If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/We shall be suspended for one year and shall not be eligible to bid for IAA tenders from date of issue of suspension order.

Signature of the contractor(s)

**INDIAN AVIATION ACADEMY IAA,  
VASANT KUNJ, NEW DELHI**

**GENERAL GUIDELINES FOR THE BIDDERS**

**Name of Work:** “Provision of Catering services at Indian Aviation Academy, Vasant Kunj, New Delhi”

**First Important Step to Bidder for e-tender:**

(GEM e-Procurement portal reference: <https://gem.gov.in>)

Bidders have to read the instructions to the bidders given in the e-tender portal of GEM and take immediate steps to:

- a) Register for bid to participate in tendering.
- b) Make sure availability of all required software in your PC as instructed under bidders’ instruction head of e-procurement portal of GEM .

**Correspondence on tender documents:**

- a) **Tender Document:** - The prospective bidder shall download the tender documents on-line from GEM ’s e-Procurement portal and upload digitally signed entire tender document on GEM e-tender portal. Besides, whenever tenderer signatures are earmarked in the tender documents shall put his signature and upload scan copies of the same.
- b) **Amendment to Tender Document:** - At any time, prior to scheduled date of submission of bids, IAA if it deems appropriate to revise any part of this tender or to issue additional date to clarify the 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 GEM ’s Website/Portal only.
- c) **Clarifications of Tender Document:** - Bidder, requiring any clarifications of the tender document, may submit their queries, if any, through provision of GEM ’s Website/Portal on as per the critical dates given on Notice Inviting E-Tender. Replies to queries by IAA will be uploaded through GEM ’s e-Procurement portal. The bidders are advised to visit GEM ’s Website/Portal regularly.
- d) No correspondence shall be entertained from the tenderer after opening of tenders, other than asked by IAA for any clarifications if required.

**INSTRUCTIONS  
FOR  
ONLINE BID  
SUBMISSION**

## **INDIAN AVIATION ACADEMY**

### **Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the GEM Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the GEM Portal, prepare their bids in accordance with the requirements and submitting their bids online on the GEM Portal.

More information useful for submitting online bids on the GEM Portal may be obtained at: <https://etenders.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the GeMPortal (URL: <https://gem.gov.in>) on the GEM Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) 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 GEM Portal.
- 4) Bidder then logs in to the site through the secured log-in by entering their user ID / password.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the GEM Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, 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 GEM Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the GEM Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement 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.
- 3) 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.

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every 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 and keep it as a repository

## **SUBMISSION OF BIDS**

- 1) 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. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) 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 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 filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected and EMD shall be forfeited.
- 4) 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.
- 5) 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 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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) 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.
- 8) 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.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to GEM Portal in general maybe directed to the 24x7 GEM Portal Helpdesk.

**NOTICE  
INVITING  
TENDER**

**INDIAN AVIATION ACADEMY**  
**NOTICE INVITING TENDER**

1. Item rate Tenders are invited through e-tendering portal on behalf of the Director,IAA for the work of **“Provision of Catering services at Indian Aviation Academy, Vasant Kunj, New Delhi.”** from the eligible contractors and have valid Permanent Account Number (PAN). The estimated cost of the work is **Rs. 34599760/-(Exc GST)** with period of completion Two (02) years.
2. The Tenders shall be in the prescribed Form are invited in two bid system:

Bid Envelope-I:

- a. Certificate of Qualifying requirements (Refer A NIT (pg no. 4/5)- **Qualifying requirements of Contractor /Firm** )
- b. Certificate of Registration of Firm/agency.
- c. Undertaking of being in service for last 02 years from date of floatation of tender in case of Hotels. In case of Restaurants at airports/Fine Dine Restaurants in operations for last two years from date of tender floatation/ providing/provided Catering services in 3 star and above rated hotels/ Convention Centres/(approved by HRACC, Ministry of Tourism, Govt.of India)/ Indian Aviation Academy/Airports Authority of India Officers Institute (AAIOI) for minimum Two Years from date of tender floatation(Annexure-K)
- d. Scanned Copy of DD against Tender Processing Fees.
- e. Scanned copy of DD against EMD, scanned copy of EMD as per Annexure – 03, & EMD declaration (As per Annexure – 10 )
- f. Scanned copy of Unconditional Acceptance of IAA Tender Conditions (As per Annexure-2)
- g. Signed integrity pact
- h. Scanned copy of Permanent Account Number (PAN) and GST Registration Number and Undertaking for Registration under GST and compliance for GST provision (As per Annexure-5).
- i. Scanned copy of ‘Undertaking’ regarding Blacklisting / Debarment on Company’s Letter Head (As per Annexure-6)
- j. Tenderer should deploy sufficient plant and machinery as per the requirement of work in consultation with the Officer-in-Charge (OIC) to achieve the milestones/targets and overall completion within the time period. Tenderer shall submit scanned copy of ‘Undertaking’ on Company’s Letter Head (As per Annexure-8).
- k. Duly filled Envelope-I Performa (As per Annexure-1)
- l. Digitally signed tender document should be submitted.
- m. Valid FSSAI License.

- n. Under taking for non-relative working in IAA/AAI as per GCC Clause 32, (Asper Annexure-9).
  - o. Undertaking for Site Inspection by bidders.(Annexure I)
  - p. Scanned copy of ESIC & EPF Registration. In case the agency is not having registration for the above shall have to make itself registered and submit the documents within 01 (one) month.
  - q. Scanned copy of Affidavit for Minimum wages on Rs.100 Stamp Paper ( as per ANNEXURE-4).
  - r. Annualized average financial turnover of **Rs.51,89,964/-** against works executed during last three years ending 31st March of the previous financial year. As a proof, scanned copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the tenderer should be submitted along with the application.
  - s. Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor
- i) Should have satisfactorily completed (**work in progress, may also be considered if payments received in last twelve months exceed the above amounts in individual case**) three works, each of **Rs.69,19,952/-** or two works, each of **Rs.86,49,940/-** or one work of **Rs.1,38,39,904/-** in single contract of similar nature of work during last seven years ending from the date of tender floatation).
- ii) Bid Envelope-II: **Financial/Price Bid.**
3. Not more than one Tender shall be submitted by a contractor or by a firm. No two or more concerns in which an individual is interested, as Proprietor and/or partner shall tender for the execution of the same works. If they do so, all such Tenders shall be liable to be rejected.
4. The Accepting Authority as mentioned in **Schedule-A.** shall be the Accepting Officer hereinafter, referred to as such for the purpose of this contract
- Tender documents may be downloaded from GEM portal: <https://etenders.gov.in/e procure/app>. To participate in the tender/to submit the tender document, the Bidders must pay stipulated tender fee in the form of Demand Draft drawn in favour of **Indian Aviation Academy (NIAMAR Society)** payable at New Delhi.
5. In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so. Such power of attorney to be uploaded with the tender and it must disclose that the firm is duly registered under the Indian Partnership Act, 1952.
6. Tender documents consisting of plans, specifications, Schedule of quantities of the work to be done, the conditions of contract and other necessary documents can be downloaded from the GEM e-tendering portal. Tender processing fees (Non-Refundable) of **Rs 2950/- (i/c GST)** will be required to be paid in the form of Demand Draft drawn in favour of **Indian Aviation Academy (Niamar Society)** payable at **New Delhi**. The last date of submission of bid is 25.04.2023 up to 1800 hrs.
7. **Tenderers are advised to inspect and examine the site and its surroundings and satisfy**

**themselves before submitting their Tenders as to the nature of the ground & sub-soil form thenature of the site, the means of access to the site, the accommodation they may require, available kitchen equipments and other items,working conditions including space for stacking of materials, rates of various materials to be incorporated in works. (Undertaking in this regard needs to be uploaded on GEM portal as per Annexure I)**

8. The tenderer shall themselves obtain all necessary information such as applicability of taxes & duties, conditions affecting accommodation and movement of labours etc. and other information related to risks, contingencies and other circumstances which may influence or effect their Tender. A Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
9. Submission of an e-tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the works to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by Indian aviation Academy, local conditions, local material rates and other factors bearing on the execution of the works.
10. Tenders shall be received through GEM e-tendering portal **by 25.04.2023 up to 1800 hrs** and Envelope-I shall be opened on 26.04.2023 **at 1100 Hrs** respectively for the bidders who have submitted their bids.
11. The tenderer should study the complete tender document. In order to facilitate IAA to prepare responses, the interested tenderers are requested to submit their queries if any, in e-tender portal only, up till the stipulated date and time. The tenderers queries will be replied through e- portal only.
12. **Earnest Money Deposit (EMD):**
  - 12.1 Earnest Money amount **Rs. 6,91,995/-** shall be through Demand Draft/BG from Nationalized or any scheduled bank (but not from co-operative or Gramin bank) in favour of **Indian Aviation Academy (NIAMAR Society)** payable at **New Delhi** shall accompany with tender in prescribed manner.
  - 12.2 On acceptance of the Tender, the Earnest Money will be treated as part of the security deposit. The EMD of the successful tenderer will be returned if the tenderer furnishes the security deposit.
  - 12.3 IAA will return the EMD where applicable to every unsuccessful tenderer except as provided in the tender document.
  - 12.4 No interest or any other expenses, whatsoever on the EMD will be payable by IAA.
  - 12.5 The Tender EMD may be forfeited and bidder will be debarred in the following case :
    - a) If a tenderer withdraws its tender during the period of tender validity specified in the tender conditions.

- b) In the case of a successful Tenderer, if the Tenderer fails –
- i) To sign the Contract agreement.
  - ii) In case of any false information/document submitted by tenderer.

**13. Power of attorney/authorization for signing tender:**

- a) Only the Power of Attorney/Authorization holder of the tenderer on whose name the tender has been issued shall sign the Tender documents.
  - b) The name and designation of the person or persons of the company who is authorized to sign shall be clearly indicated in the Authority letter.
- 14.** Notification of Award of contract will be made in writing to the successful bidder by the Accepting Authority or his representative. The contract will normally be awarded to the qualified and responsive Bidder offering lowest evaluated bid in conformity with the requirements of the specifications and contract documents and the Accepting Authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or, any tender or to give any reason for his decision. A responsive bidder is one who submits priced Tender and accepts all terms and conditions of the specifications and contract documents. A Tenderer shall submit a responsive bid, failing which his Tender will be liable to be rejected.
- 15.** The Accepting Authority does not bind itself to accept lowest or any tender and reserves to himself the right of accepting the whole or any part of the Tender and Tenderer shall be bound to perform the same at his quoted rates. No claim whatsoever will be entertained on this account.
- 16.** The Tenderer shall not be permitted to tender for works in Airports Authority of India/ IAA, responsible for award and execution of contracts, in which his near relative is posted as Manager (Finance & Accounts) or Sr. Officer or as an engineer in any capacity. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in Airports Authority of India / IAA. Any breach of this condition by the contractor would render him liable to be debarred from Tendering for next 2years.
- 17.** The contractors shall give a list of AA/IAA employees related to him.
- 18.** No Officer of Gazetted rank or other Gazetted Officer employed in Airports Authority of India/ IAA / Govt. of India is allowed to work as a contractor for a period of two years of his retirement from Airports Authority of India/ Government service, without the prior permission of Airports of India/ IAA /Govt. of India. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of Airports Authority of India/ IAA / Govt. of India as aforesaid before submission of the Tender or engagement in the contractor's service.
- 19.** The Tender for the work shall remain open for acceptance for a period of Ninety days (**90 days**) from the date of opening of Price Bid (i.e. Envelope-II). If any Tenderer withdraws his

tender before the said period or makes any modifications in the terms and conditions of the Tender which are not acceptable to the Department, then Indian Aviation Academy, shall without prejudice to any other right or remedy, be at liberty to forfeit the 10 % of earnest money.

20. On acceptance of the Tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Officer-in-Charge shall be communicated to the Officer-in-Charge within 30 days of acceptance of tender.
21. A tenderer shall submit the tender which satisfies each and every condition laid down in this notice failing which the Tender will be liable to be rejected. Also if the credential submitted by the firm found to be incorrect or have some discrepancy which disqualifies the firm then the IAA shall take the following action:
  - a) Debar the firm for minimum three years to tender for IAA in any name/style apart from any other appropriate contractual/legal actions.
  - b) Forfeit the 10 % of earnest money.

Octroi/ royalty/ Construction Employee Welfare Cess/ Excise or other tax on material, labour, services or contract in respect of this work contract including payment to local/Govt./Statutory authorities shall be payable by the contractor and Indian Aviation Academy will not entertain any claim whatsoever in this respect. Construction Employee Welfare Cess/ Labour Cess will be deducted at the time of making payment of running account bill as per prevailing rates of the respective states as notified by Govt. from time to time of payment made to the Contractor. Nothing extra will be paid by IAA in this respect. The contractor must produce proof of GST registration and PAN issued by Income Tax Department before sale of tender.

**22.a) All tendered rates shall be inclusive of all taxes and levies payable under respective statutes but exclusive of GST. GST shall be paid to the agency against a valid Tax Invoice of concerned department.** However, pursuant to the Constitution (46th Amendment) Act. 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extensions if any and the contractor thereupon necessarily and properly pays such taxes / levies, the contractor shall be reimbursed the amount so paid, provided such payments, if any, is not, in the opinion of the Officer-In-Charge (whose decision shall be final and binding on the contractor) attributable to delay in execution of work within the control of the contractor.

- b) The contractor shall keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorized representative of Indian Aviation Academy and / or Officer-In-Charge and further shall furnish such other information/document as the Officer-In-Charge may require from time to time.
- c) The contractor shall, within a period of 30 days of the imposition of any such further tax or levy, pursuant to the Constitution (46th amendment) Act 1982, give a written notice thereof to the Officer-In-Charge that the same is given pursuant to this condition, together with all necessary information relating thereto.

**23. MODE OF SUBMISSION & OPENING OF TENDERS:**

Tender for the present work shall be submitted online through GEM e-tendering portal in two bids (i.e. Envelope I & II) system as detailed below:

**Envelope-I (Qualifying requirement of bidder):**

- a. Certificate of Qualifying requirements (Refer A NIT (pg no. 4/5)- **Qualifying requirements of Contractor /Firm** )
- b. Certificate of Registration of Firm/agency.
- c. Undertaking of being in service for last 02 years from date of floatation of tender in case of Hotels. In case of Restaurants at airports/Fine Dine Restaurants in operations for last two years from date of tender floatation/ providing/provided Catering services in 3 star and above rated hotels/ Convention Centres/(approved by HRACC, Ministry of Tourism, Govt.of India)/ Indian Aviation Academy/Airports Authority of India Officers Institute (AAIOI) for minimum Two Years from date of tender floatation (Annexure-K)
- d. Scanned Copy of DD against Tender Processing Fees.
- e. Scanned copy of DD against EMD, scanned copy of EMD as per Annexure – 03, & EMD declaration (As per Annexure – 10 )
- f. Scanned copy of Unconditional Acceptance of IAA Tender Conditions (As per Annexure-2)
- g. Signed integrity pact
- h. Scanned copy of Permanent Account Number (PAN) and GST Registration Number and Undertaking for Registration under GST and compliance for GST provision (As per Annexure-5).
- i. Scanned copy of ‘Undertaking’ regarding Blacklisting / Debarment on Company’s Letter Head (As per Annexure-6)
- j. Tenderer should deploy sufficient plant and machinery as per the requirement of work in consultation with the Officer-in-Charge (OIC) to achieve the milestones/targets and overall completion within the time period. Tenderer shall submit scanned copy of ‘Undertaking’ on Company’s Letter Head (As per Annexure-8).
- k. Duly filled Envelope-I Performa (As per Annexure-1)
- l. Digitally signed tender document should be submitted.
- m. Valid FSSAI License.
- n. Undertaking for non-relative working in IAA/AAI as per GCC Clause 32, (As per Annexure-9).
- o. Undertaking for Site Inspection by bidders.(Annexure I)
- p. Scanned copy of ESIC & EPF Registration. In case the agency is not having



registration for the above shall have to make itself registered and submit the documents within 01 (one) month.

- q. Scanned copy of Affidavit for Minimum wages on Rs.100 Stamp Paper (as per ANNEXURE-4).
- r. Annualized average financial turnover of **Rs.51,89,964/-** against works executed during last three years ending 31st March of the previous financial year. As a proof, scanned copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the tenderer should be submitted along with the application.
- s. Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.

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

Documents required	Address	Last date to submit Hard copy as per Critical datasheet
i) Original Demand Draft against Tender processing fee and EMD alongwith EMD declaration as per Annexure 3.  ii) Unconditional Acceptance Letter as per Annexure – 2 iii) Signed integrity pact	<b>S M (Operations),            2<sup>nd</sup> floor, Room No. 216,            Vasant Kunj, New Delhi-            110070 (Bid Manager)</b>	on or before date & time mentioned in <b>CRITICAL DATA SHEET</b>

The tenderer, whose DD against Tender processing fee is not received by the date & time mentioned in critical data sheet, then their tenders will be liable to be rejected. **Any postal delay will not be entertained.**

**Pre-qualification bid:**

Containing qualifying requirements of Contractors / Firms.

The bidders shall submit their applications as per “Pre- Qualification Performa” (Annexure-1), in the tender document the bidder shall download the PQ Performa, fill the required information, scan and upload the same along with all the required documents including firm’s bio-data in support of their meeting each criteria in the technical bid/ Attachment section in the portal. Uploading the digitally signed documents in location other than specified above not shall be considered. Hard copy of application shall not be entertained.

The intimation regarding eligible/ non-eligible for participation in the tendering will be intimated to the agencies through e-tendering GEM portal.

**Envelope-II (Financial / Price Bid)**

Rates to be quoted only in the BOQ.xls file in **Price Bid** of **Envelope-II**. The agency should download the BOQ.xls file and upload the same after quoting the rates.

The price bid of those bidders shall be opened who meets the qualifying requirements under Envelope-I on date & time as per critical dates mentioned the changes in the dates if any shall be intimated through e-tender portal.

The tender will be evaluated including All Inclusive Comprehensive Maintenance quote as described in schedule of quantities and scope of work.

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.

**NOTE:** The bidders who have cleared Envelope-I (Qualifying requirement of bidder), the date of opening of their Envelope-II shall be intimated through GEM e-tendering portal.

#### **24. Queries, Replies & Clarifications**

If the bidder has any query related to the Tender Document of the work they should use ‘Clarification’ tab in GEM e-tendering portal to seek clarifications. No other means of communication in this regards shall be entertained. Last date and time for making query is as stipulated in the critical dates of NIT.

If any clarification is needed by IAA from the bidder about the deficiency in his uploaded documents in **Envelope-I** (Qualifying requirements of bidder), they will be asked to provide it through GEM e-tendering portal. The bidder shall upload the requisite clarification/documents within specified time of receipt of such request from IAA, failing which tender will not be considered for the subsequent stages.

Once the bidder has submitted the digitally signed documents as per NIT along with unconditional acceptance as an attachment, he is not permitted to upload any additional file or put any remark (s)/ conditions(s) in / along with the Tender Document.

Issues faces queries of the bidders pertaining to Technical Support on GEM e-tendering Portal for submission of Tender Document should normally be addressed to GeM Help-Desk.

Support (details mentioned in the Web-NIT). In case of technical support regarding GEM e-tendering portal, if the GeM Help-desk support is non-responsive, the Bid Manager Ms.Pooja Bharti,SM(Operations) may be contacted at Indian Aviation Academy, Vasant Kunj, New Delhi – 110070 (during working days & hours i.e. Monday to Friday between 0930 hrs to 1800 hrs) email: [poojab@iaa.edu.in](mailto:poojab@iaa.edu.in) ,9780412696.

**In case condition 23 & 24 above is found violated, the tender shall be rejected.**

#### **25. Comparison and Evaluation of Tender**

Prior to detailed evaluation, IAA will determine the substantial responsiveness of Tender document. A substantial responsive Tender is one, which confirms to all the terms and conditions of the Tender.

a) A tender is determined as not responsive, if tender is submitted incomplete, annexure are

not filled up, unconditional acceptance letter and power of attorney not found in proper form, such tenders are liable to be rejected by IAA.

- b) Once the contractor has uploaded the digitally signed file of tender document along with unconditional acceptance as an attachment, he is not permitted to upload any additional file or put any remark(s) / conditions(s) in / along with the Tender Document.
- c) In case if any condition is found violated after opening of **Envelope-I** (Qualifying requirement of bidder), the tender shall be summarily rejected and IAA shall, without prejudice to any other remedy.

Only those tenderers whose Technical Bid documents are acceptable to IAA will be examined and their techno-commercial bid shall be evaluated to determine whether they are complete, meets tender requirements, free from computational errors, whether the data have been properly filled up, and whether the requisite documents as detailed have been submitted in conformity to the Tender specifications, drawings and conditions.

**26. Price bid (Envelope-II):** The Price e-Bid through GEM e-tendering portal.

The date for opening of Price bids of the vendors found to be meeting the eligibility and technical criteria shall be intimated through e-portal.

- a) Tenderer should download the (excel) file from the GEM e-tendering portal under the cover name "Finance/Price Bid" and after quoting the rates upload the digitally signed file at the Price Bid section.

Rates to be quoted upto two decimal places only. In case no rate has been quoted for any item / items, it will be presumed that the contractor has included the cost of this / these item(s) in other item(s) and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.

**27. Rejection of Tender:**

- a. Indian Aviation Academy reserves the right to reject all the tenders or any of the tender or any part of tender without assigning any reason.
- b. IAA reserves the right at its sole discretion not to award any work under this tender. IAA shall not pay any costs or loss incurred by the tenderers in the preparation and submission of any requisite tender or technical proposal or to procure contract for any of the items described herein.
- c. If the tenderer deliberately gives wrong information or suppress any information in his Tender, IAA reserves the right to reject such tender at any stage or to cancel the contract, if awarded, in addition to any other appropriate/legal action.
- d. Canvassing in any form in connection with the tenders is strictly prohibited and the tenders submitted by firms who resort to canvassing are liable for rejection.
- e. Any deviation in the Tender submission procedure will be considered as non-responsive bid and liable to be rejected.

- f. A Tenderer shall submit a responsive bid, failing which his Tender will be liable to be rejected.

**Tender 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 is liable to be rejected.**

- g. The tenderer is expected to examine the tender document including all instructions, forms, terms, specifications, drawings, etc. Failure to furnish all information required as per the tender documents or submission of a tender not substantially responsive to the tender document in any respect may result in the rejection of the tender.
- h. A Tenderer shall submit the Tender which satisfies each and every condition laid down in this notice failing which the Tender will be liable to be rejected.
- i. Any tender not accompanied with EMD undertaking in the prescribed form will be considered non-responsive and rejected.
- 28.** This notice of Tender shall form part of the contract documents. The successful Tenderer/contractor, on acceptance of his Tender by the Accepting Authority, shall within 15 days from the date of award of work, sign the contract consisting of Notice inviting Tenders, General conditions of contract, special/additional conditions, General and particular specifications, Tender conditions as issued at the time of invitation of Tender and acceptance thereof with any correspondence leading thereto.
- 29.** The tender for the work shall not be witnessed by a contractor or contractors who himself / themselves has/have tendered or who may have tendered for the same work. Failure to observe this condition would render tender of the contractor tendering as well as witnessing the tender, liable to summarily rejection.
- 30.** Tenderer are advised to inspect and examine the site and its surroundings before submitting the tenders so as to access the nature of the work.
- 31.** IAA shall be the sole judge in the matter of evaluating & accepting Pre-qualification bids, technical bids, Price bids and award of contract and decision of IAA shall be final & binding.
- 32.** The successful tenderer after acceptance of this tender shall submit an affidavit for minimum wages as per Performa given as Annexure-4 on non-judicial stamp paper of Rs. 100/- before signing the agreement. This shall become the part of agreement.

**33. Standard Printed Conditions**

Standard printed conditions of the tenderer if any submitted along with the offer will not be accepted.

For and on behalf of Indian AviationAcademy

Signature: Designation:Date:

**Signature of Witness**

**Signature of Tenderer**

Address

Date