

निविदा प्रपत्र

TENDER DOCUMENT



NAME OF WORK: Contracting of External Agency for outsourcing of Manpower at Indian Aviation Academy & Hostel Block, Vasant Kunj, New Delhi.

भारतीय विमानन अकादमी
INDIAN AVIATION ACADEMY

DEPARTMENT OF HR
IAA VASANT KUNJ, NEW DELHI - 110070

Tender ID: 2022_AAI_116743_1

**INDIAN AVIATION ACADEMY
DEPARTMENT OF ENGINEERING**

TENDER DOCUMENTS

Name of work	:	Contracting of External Agency for outsourcing of Manpower at Indian Aviation Academy & Hostel Block, Vasant Kunj, New Delhi,
1	Estimated Cost Put to Tender	: Rs. 92,10,526/- (excluding GST)
2	Earnest Money	: Rs. 1,93,874/- to be paid offline In Favour of INDIAN AVIATION ACADEMY (NIAMAR SOCIETY)
3	Time Period	: 24 months
4	Cost of Tender Document	: Rs. 1,180/- (i/c GST) non refundable In Favour of INDIAN AVIATION ACADEMY (NIAMAR SOCIETY)
5	Published Date	: 23.05.2022 from 1500 hrs.
6	Bid Document Download/ Sale Start Date	: 24.05.2022 from 0900 hrs.
7	Clarification start date	: 24.05.2022 from 0900 hrs.
8	Clarification end date	: 06.06.2022 up to 1800 hrs.
9	Bid submission Start Date	: 24.05.2022 from 0900 hrs.
10	Bid submission End Date	: 13.06.2022 up to 1800 hrs.
11	Last date and time of submission of Original Demand Draft against Tender processing fee and EMD along with Unconditional Acceptance Letter as per Annexure – 1 Page No 30.	: 16.06.2022 up to 1800 hrs.
11	Bid Opening Date (Envelope-I)	: 17.06.2022 at 1100 hrs.
12	Date of opening of Financial Bids (Envelope-II)	: To Be Intimated Later on CPP Portal

INDIAN AVIATION ACADEMY
DIRECTORATE OF HUMAN
RESOURCES
TENDER DOCUMENT

Name of Work :- Contracting of External Agency for outsourcing of Manpower at Indian Aviation Academy & Hostel Block, Vasant Kunj, New Delhi.

INDEX

Sr. No.	Particulars	Page Nos.
1	Cover Page	1-2
2	Index	3
3	General Instruction for Online Bid Submission	4-7
4	Notice Inviting e-Tender for website	8-13
5	General Guidelines for Bidders (DE - 6)	14-24
6	Pre-Qualification Proforma	25-29
7	Annexure-2: Unconditional Acceptance Letter of AAI Tender	30
8	Annexure-3: Undertaking for Deployment of T&P	31
9	Annexure-4: Declaration Regarding Blacklisting/ Debarring of Firm	32
10	Annexure-5: Certificate of Net Worth	33
11	General Conditions of Contract (GCC)	34-173
12	Special Condition of Contract	174-185
13	BOQ	186

This tender document contains 186 pages.

BID MANAGER

Manager (HR)
Indian Aviation Academy,
Vasant Kunj, New Delhi – 110070.

General Instructions for Online Bid Submission:

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

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

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP 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 CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP 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 CPP 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 CPP

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 formats. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
- 4) 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. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

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) Bidder has to upload; Scanned Copy of DD against Tender processing fee, Scanned copy of DD against EMD.
- 4) 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.

- 5) 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.
- 7) 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) 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.
- 10) 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

Any bid related issue/ query pertaining to technical support or otherwise on CPP portal ([URL:-https://etender.gov.in/eprocure/app](https://etender.gov.in/eprocure/app)) for submission of tender documents should be addressed to AAI Help Desk Support (details also mentioned in the web-NIT) as below:

- (i) Call Helpdesk. 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, Mobile: 91-8826246593 or can send e-mail at: support-eproc@nic.in Bidders are requested to mention the URL of the Portal and Tender ID in the e-mail sent along with their contact details.

- (ii) For any further technical assistance with regard to functioning of CPP portal, the bidder should contact personnel at following AAI help desk numbers on all working days as below:

08.00 hrs. to 20.00 hrs. (Mon – Sat)

011-24632950, Ext – 3512 (Six Lines), e-mail – eprochelp@aai.aero

0930 hrs. to 1800 hrs. (Mon – Fri)

011-24632950, Ext – 3523, e-mail:

etenderssupport@aai.aero, sanjeevkumar@aai.aero, snita@aai.aero

0930 hrs. to 1800 hrs. (Mon – Fri)

011-24657900, e-mail: gmitchq@aai.aero

In case of technical support regarding e-tender portal, if the AAI Help Desk is non-responsive the Bid Manager can be contacted as below on all working days from 0930 hrs. to 1800 hrs.

Name : Mudit Chaturvedi

E-mail ID : mudit@iaa.edu.in

All bid procedure related queries be referred to HELP DESK as above and then to Bid Manager only.

Please note that under no circumstances bid procedure related queries shall be referred to the Independent External Monitors (IEMs).

INDIAN AVIATION ACADEMY

Ref No.: - IAA/HR/MANPOWER/2022-23

Date: -23.05.2022

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

TENDER ID: 2022_AAI_116743_1

Item rate e-tenders are invited through the e-tendering CPP portal by **Manager (HR), Indian Aviation Academy, Vasant Kunj New Delhi – 110070 (Bid Manager)** on behalf of Director, IAA from the eligible contractors for the work of **"Contracting of External Agency for outsourcing of Manpower at Indian Aviation Academy & Hostel Block, Vasant Kunj, New Delhi"** at an estimated cost of **Rs. 92,10,526/- (excluding GST)** with period of completion **24 (Twenty Four) months**

The tendering process is online at CPP Portal URL address <http://etenders.gov.in/e procure/app> or www.aai.aero. Prospective Tenders may download and go through the tender document

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

- (i) For any technical related queries please call the helpdesk. The 24 X 7 Help Desk details are as below:-
Tel: 0120-4200462, 0120-4001002, Mobile: +918826246593,
Email: support-eproc@nic.in

Tenderers are requested to kindly mention the URL of the portal and Tender ID in the subject while mailing any issue along with the contact

For any further technical assistance with regard to functioning of CPP Portal, the Tenderer may contact following AAI helpdesk no. on all working day between:-

- (ii) 08.00 hrs to 20.00 hrs (Mon-Sat)-
011-24632950, Ext-3512 (Six lines), E-mail: eprochelp@aai.aero
- (iii) 09.30 hrs to 18.00 hrs (Mon-Fri)-
011-24632950, Ext-3523, E-mail: etendersupport@aai.aero,
sanjeevkumar@aai.aero and snita@aai.aero.
- (iv) 09.30 hrs to 18.00 hrs (Mon-Fri)-
011-24657900, E-mail: gmitchq@aai.aero

- 1.1. **Tender processing fee of ₹ 1,180/- (i/c GST) Non-refundable i) to be paid offline through DD in favour of Indian Aviation Academy (Niamar Society).**
- 1.2. **EMD Fee of Rs.1,93,874/- to be paid offline through DD in favour of Indian Aviation Academy (Niamar Society).**
- 1.3. The settlement of the tender processing Fee, as per case will be executed to bidder through offline mode.

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

CRITICAL DATA SHEET

Publishing Date	23. 05.2022 from 1500 hrs.
Bid Document Download / Sale Start Date	24. 05. 2022 from 0900 hrs.
Clarification Start Date	24. 05.2022 from 0900 hrs.
Clarification End Date	06. 06.2022 up to 1800 hrs.
Bid Submission Start Date	24. 05.2022 from 0900 hrs.
Bid Submission End Date	13. 06.2022 up to 1800 hrs
Last date and time of submission of Original Demand Draft against Tender processing fee and EMD along with Unconditional Acceptance Letter as per Annexure – 2 page no. 30.	16. 06.2022 up to 1800 hrs
Bid Opening Date (Envelope- I)	17. 06.2022 at 1100 hrs.
Bid Opening Date (Envelope- II)	To Be Intimated Later on CPP Portal
Tender Fee (Non-refundable) <i>(to be paid offline)</i>	Rs. 1180/- (i/c GST)
Earnest Money Deposit (EMD) <i>(to be paid offline)</i>	Rs. 1,93,874/-

Envelope-I (Tender processing Fee, EMD, Technical Bid and Pre-qualification):- Bid Containing following:-

- A. **Tender Processing fee and EMD:**
- i) Tender Processing Fee of Rs. 1180.00 to be paid offline through DD.
 - ii) EMD Fee of Rs. **1,93,874/-** to be paid offline through DD.
- B. **Technical Bid containing the following: -**
- i) Scanned Copy of Unconditional Acceptance of IAA's Tender Conditions **(As per Annexure 1 on page 30)**.
 - ii) Scanned Copy of Permanent Account Number (PAN) and GST Registration Number.
 - iii) Tenderer should deploy sufficient plant and machinery as per the requirement of work in consultation with the Officer-in-Charge to achieve the milestones/targets and overall completion within the time period. Tenderer shall submit scanned copy of 'Undertaking' on Firm/Company's Letter Head **(As per Annexure 2 on page 31)**.
 - iv) Scanned Copy of 'Undertaking' regarding Blacklisting/Debarment on Firm/Company's Letter Head. **(As per Annexure 3 on page 32)**.
 - v) Companies other than propriety firm shall submit, scanned copy of Authorization Letter / Power of Attorney along with copy of certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney. Proprietary firm shall submit scanned copy of Authorization Letter / Power of Attorney only if the tender is processed by a person other than proprietor.

vi) Prequalification Proforma duly filled.

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

- i) Should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered, however pre-determined phasing of the work will be accepted) **Three works**, each of **Rs. 19,38,743/-** or **Two works**, each of **Rs.24,23,428/-** or **One work** of **Rs. 38,77,485/-** in single contract of similar nature of work during last seven years ending on **last date or extended date of submission of bid**. The cost of completed works as referred in para are inclusive of all taxes but exclusive of GST.

NOTE:

1) **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 or extended date of submission of bid.**

2) **The experience certificate of works completed pre-GST era, Completion amount will be divided by 1.12 (to exclude pre-GST tax of VAT 12%) to make it at par with experience certificates of post GST era but excluding GST.**

3) **For experience certificate of works completed in post GST era, completion cost of work shall be considered excluding GST. If it is not specified in the certificate whether the completion cost is inclusive/ exclusive of GST, an undertaking in this regard shall be submitted by the bidder on their letterhead clearly mentioning that the completion cost is inclusive/ exclusive of GST. In case no such clarification is submitted by the bidders, the cost mentioned in experience certificate shall be deemed to be inclusive of GST and GST component shall be deducted from the same. The value of work arrived after deducting the GST shall only be considered for qualifying requirement as per NIT.**

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 satisfactorily completion of work. **Tenderers showing work experience certificate from non-government / non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.**

- ii) Should have annualized average financial turnover of **Rs.14,54,057/-** 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 & Loss Account Statement of the tenderer should be submitted along with the application. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- iii) The Tenderers should have a minimum net worth of **Rs. 7,27,029/-** on the date of NIT published issued by the certified Chartered Accountants. **(As per Annexure 4 on page 33)**

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.

Scanned copy of all the Documents of Envelope-I mentioned above shall be submitted on the CPP portal. Tender processing fee and Earnest Money Deposit is required to be submitted only offline. The tenderer, whose Tender processing fee, and Earnest Money Deposit & Unconditional Acceptance are not received, then their tenderers will be liable to be rejected.

Envelope –II :- The Financial e-Bid through CPP Portal.

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

2. Bid Submission:-

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

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

3. 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.
4. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http://etenders.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tamper/modified in any manner, tender will be completely rejected and tenderers is liable to be banned from doing business with IAA/AAI.

6 Bid Opening Process is as below :-

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

Envelope-I containing documents as per Para 2 (A), (B) and (C) (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 CPP portal to seek clarifications. No other means of communication in this regard shall be entertained.

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

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

Envelope- II (Financial Bid):

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

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

11. Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc., to be given as per the provisions of Public Procurement Policy for MSEs order 2012 with upto date amendments, shall be applicable for tenders of supply/services and shall not be extended to construction work.

Manager (HR)
Indian Aviation Academy,
Vasant Kunj, New Delhi – 110070.