



**AAI CARGO LOGISTICS AND ALLIED SERVICES COMPANY LTD.**

**INVITES E-TENDER**

(Prospective Bidders may please refer Central Public Procurement Portal (CPPP) at <https://etenders.gov.in/eprocure/app> (Tender id **2020\_AAICL-55246\_1.**)

for

**Appointment of Service Provider on Job Contract basis for providing Total Cargo Handling Services including Data Capturing, Up-Keeping, Documentation, Record Keeping, Dedicated Services to Airlines & Allied Services at International Air Cargo Complex and Allied Area, NSCBI Airport, Kolkata, for AAICLAS to discharge its Air Cargo Terminal Operator (CTO) functions**

**Tender ID. 2020\_AAICL-55246\_1  
Tender Ref . AAICLAS/KOL/2020/01**



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**PERIOD:** 05 (Five) years.

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This tender document contains a total of **101 pages** (serially numbered from 1 to 101), including the cover page and this page.

--Sd--  
**O/o REGIONAL MANAGER**  
**AAICLAS, Kolkata Airport, Kolkata.**  
**Tel. 033-25119308**



### **General Guidelines**

**NAME OF WORK: Appointment of Service Provider on Job Contract basis for providing Total Cargo Handling Services including Data Capturing, Up-Keeping, Documentation, Record Keeping, Dedicated Services to Airlines & Allied Services at International Air Cargo Complex and Allied Area, NSCBI Airport, Kolkata, for AAICLAS to discharge its Air Cargo Terminal Operator (CTO) functions**

First Important Step to Bidder for e-tender:

(CPP e-Procurement portal reference: <https://etenders.gov.in/eprocure/app>)

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

- a) Register for bid to participate in tendering.
- b) Obtain digital signature well in advance which takes minimum 24 to 30 hours.
- c) Make sure availability of all required software in your PC as instructed under bidders' instruction head of e-procurement portal of CPP.

Correspondence on tender documents: -

- a) Tender Document: - The prospective bidder shall download the tender documents online from CPP's e-Procurement portal and upload digitally signed entire tender document on CPP 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, AAICLAS 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 CPP's Website/Portal only and will form part e-tender documents
- c) Clarifications of Tender Document: - Bidder, requiring any clarifications of the tender document, may submit their queries, prior to submission of bid, if any, through provision of CPP's Website/Portal on as per the critical dates given on Notice Inviting E-Tender. Replies to queries by AAICLAS will be uploaded through CPP's e-Procurement portal. The bidders are advised to visit CPP's Website/Portal regularly.
- d) No correspondence shall be entertained from the tenderer after opening of tenders, other than asked by AAICLAS for any clarifications if required.

**SECTION- I****NOTICE INVITING E-TENDER**  
**NIT NO.: AAICLAS\_KOLKATA\_2020**

**1.0** AAI Cargo Logistics and Allied Services Company Ltd.(AAICLAS), a 100% subsidiary of Airports Authority of India having its headquarter at AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi-110 003 and having it's Eastern Regional office at New Integrated Cargo Terminal, NSCBI Airport, Kolkata-700052 represented by Regional Manager, Kolkata Airport on behalf of Chairman, AAICLAS inviting e-tenders through the NIC, CPP portal in the prescribed form from reputed Indian company/ firm having minimum One (01) year of experience during the last 07 (seven) years ending from the date of opening the technical bid in handling the Cargo (Import, Export) at Air Cargo Terminal Operators / Inland Container depots / Sea Ports / Airports/ Customs Bonded Warehouses / Air Freight Stations/ Ground Handling Agents who handled Air Cargo/ running Warehouse for handling International Cargo Handling and other Air Cargo Industry for rendering **"Total Cargo Handling Services including Data Capturing, UP-Keeping, Documentation, Record Keeping and Dedicated Services to Airlines & Allied Services at International Air Cargo Complex and Allied Area, at NSCBI Airport, Kolkata for AAICLAS to discharge its Air Cargo Terminal Operator (CTO) functions."**

<b>Name of the Contract</b>	<b>Period of Contract</b>	<b>Yearly Estimated Value of contract</b>	<b>Earnest Money Deposit &amp; Tender Fee</b>
"Appointment of Service Provider on Job Contract basis for providing Total Cargo Handling Services including Data Capturing, UP-Keeping, Dedicated Services to Airlines & Allied Services at International Air Cargo Complex and Allied Area, NSCBI Airport, Kolkata, for AAICLAS to discharge its Air Cargo Terminal Operator (CTO) functions.	05 Years (Five Years)	INR <b>13.86 Crore</b> , excluding GST (Thirteen crores and eighty six lakhs only)	<b>EMD: INR 27.72 Lakhs</b> only.(Twenty seven lakhs and seventy two thousand only)  <b>Tender Fee- INR 3,540/-</b> (Three Thousand five hundred forty only) including GST) (Non-Refundable). (EMD & Tender fees drawn in favour of AAI Cargo Logistic and Allied Services Company Ltd., Kolkata.)

**Note:**

Bidders who are willing to participate may download the tender document from Central Public Procurement Portal (CPPP) at <https://etenders.gov.in> and submit digitally counter signed tender document on-line at the same portal in the format along with all enclosures as specified herein NIT.

**1.1 ELIGIBILITY CONDITIONS:**

- 1.1.1 The Bidder should have at least 01 (One) year of experience during the last 07 (Seven) years ending from the date of opening of the technical bid in handling of the International Cargo (Import or Export Cargo or combinedly both) at Sea Ports / Airports / Inland container depots/ Customs Bonded Warehouses/ Air cargo terminal operator /Air Freight Stations/

Ground Handling Agencies who handled Air cargo/ running warehouse for handling of International cargo and other Air Cargo Industry are eligible to participate in the Tenders. The bidder must have handled International cargo in any of the One (01) financial year as under during the last seven (07) years from the opening of technical bid for which experience has been claimed –

**At least 80% of 13520 MT = 10816 MT from one facility/work**

**or**

**At least 50% of 13520 MT = 6760 MT each from two facilities / works**

**or**

**At least 40% of 13520 MT = 5408 MT each from three facilities / works**

- 1.1.2. Bidder should have Annual Gross Turn Over (GTO) of **INR 13.86 Cr**, excluding GST (and other applicable taxes/levies, if any)- against the works executed in any one of the financial years for which technical experience has been claimed if the balance sheet shows combined business of other kind, then above 50 % of 13.86 Cr should be from specified business i.e. International Cargo Handling for which experience has been claimed.
- 1.1.2.1 The bidder should submit documentary proof of duly attested award letter and completion certificate from the awardee/ their authorized representative and any other documentary evidence in support of experience. The bidder shall submit duly audited and certified annual account statements and profit & loss statement by a statutory auditor/ registered chartered accountant for the proof of financial turnover of respective years for which experience is claimed.
- 1.1.2.2 Duly signed undertaking by the Head of Finance on the letter head of the bidder shall be submitted stating the overall as well as breakup of the turnover.
- 1.1.2.3 The bidders should have existing valid Labor Registration Certificate and all other registrations as applicable under Central and/or State laws in their own firm/company's name. Copy of the same to be uploaded in the CPP portal.
- 1.1.2.4 As the service provider is to be BCAS security cleared agency, all the bidders participating in this tender may apply for security clearance from BCAS so as to obtain the same well on time to commence the work, in case of emerging as successful bidder on the scheduled date.
- 1.1.2.5 Tenderers showing continuous losses during the last three years in the balance sheet, as on the date of submission of bid shall be summarily rejected. The bidder has to submit online on CPP portal, certificate issued by statutory auditor/ chartered accountant with respect to net worth of the bidder.
- 1.1.3 Any party, either a firm/ a sole proprietor/partnership/company, failing under the following categories is not eligible to participate.
  - 1.1.3.1 Debarred/black listed by CBI, Central Vigilance Commission or AAI/AAICLAS or public sector Undertaking/Departments like Railways, Defence or any other Department of Govt. of India, State Govt. A declaration to this effect is to be submitted by the party at the time of submitting the tender documents.
  - 1.1.3.2 Parties facing action under PPE Act with AAI/AAICLAS.
  - 1.1.3.3 Parties either an individual or a business establishment, who has been ordered by a court of law to pay the outstanding dues of AAI/AAICLAS at any of the airports taken together and has not paid such dues to AAI/AAICLAS, shall also not be eligible for the participating in the tender.
  - 1.1.3.4 Raid/seizure/search has been carried out and/or pending by a Regulatory Authority in respect of the license granted by AAICLAS/AAI in any of the Airport premises either against proprietor or any of the Directors/Managers/Employees of the company.
  - 1.1.3.5 If the entity participating in any of the tenders is a private or Public Limited Company, Partnership Firm or sole proprietor and any of the Director/partners/sole proprietor of such company is also a Director of any other company or partner of a concern or a sole proprietor having established business with AAICLAS/AAI and has outstanding dues payable to the AAI/AAICLAS except the dues pertaining to the current quarter i.e. the

quarter in which the tender is invited, then the said entity shall not be allowed to participate in AAICLAS tenders.

1.1.3.6 A declaration on a Non-judicial stamp paper of INR100/- (Rupees One Hundred) duly e-attested by a notary public to the effect that the Tenderer does not fall under the categories 1.1.3.1 to 1.1.3.5 above has to be submitted in the Technical Bid. (Refer: Annexure- D).

1.1.3.7 Consortium/ Joint venture (JV) companies are not permitted to participate in the tender.

## **1.2 SCHEDULE OF CRITICAL DATES**

<b>01.</b>	<b>Tender Publishing Date/ Bid Document Download / Bid Document Sale Start Date &amp; Time</b>	17/08/2020 09:00 hrs.
<b>02.</b>	<b>Pre-bid queries, if any, by Bidders to AAICLAS through e-portal – Start Date &amp; Time/ Bid Submission- Start Date &amp; Time</b>	17/08/2020 09:00hrs
<b>03.</b>	<b>Pre-Bid Meeting in Video Conference Mode</b>	<b>24/08/2020 – 15:00 hrs.</b>
<b>04.</b>	<b>Pre-bid Queries/Clarification, Submission in CPP portal End Date</b>	<b>25/08/2020 - 15:00 hrs.</b>
<b>05.</b>	<b>Bid Submission Start Date &amp; Time</b>	<b>26/08/2020 - 09:00 hrs.</b>
<b>06.</b>	<b>Bid Submission End Date &amp; Time</b>	<b>04/09/2020 - 14:00 hrs.</b>
<b>08.</b>	<b>Date &amp; Time of opening of Pre-Qualification/ Technical Bid (Cover –I)</b>	05/09/2020 - 15:00 hrs.
<b>09.</b>	<b>Date &amp; Time of opening of Financial Bid (Cover – II)</b>	08/09/2020- 1500 hrs. <b>(Tentative Date)</b>
<b>10.</b>	<b>Tender Fee</b>	<b>INR. 3540/- (Inclusive of GST) (Non-Refundable)</b>
<b>11.</b>	<b>Earnest Money Deposit (EMD)</b>	<b>INR 27.72 Lakhs (Twenty seven lakhs and seventy two thousand only)</b>

The tendering process is online at NIC CPP e-portal URL address <http://etenders.gov.in> Aspiring bidders may go through the tender document by "Guest User" Login. Prospective Tenderers are advised to get themselves acquainted with the e-tendering participation requirements at "Guidelines for Bidders", register themselves at NIC e-tendering portal, obtain 'User ID' & 'Password' and go through the 'Self Help files' available in the Home Page after log in to the portal <http://etenders.gov.in> They should also obtain Class III Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03-day time. The tenderer may also take guidance from AAICLAS Help Desk Support (contact details mentioned in tender document).

## **1.3. This tender will be following TWO Cover system through online i.e.**

(i) Cover-I (Pre-Qualification Criteria/Technical Bid)

(ii) Cover-II (Financial Bid)

&

Online Submission of original Tender Fee, EMD, Unconditional Acceptance of the Tender and Integrity Pact (In Original)

#### **1.4 The documents required for Cover-I & Cover-II evaluations are as follow: -**

##### **1.4.1 Cover-I (Tender fee, EMD, Technical bid & PRE-QUALIFICATION): -**

- 1.4.1.1 Bid containing scanned copy duly signed with date of Unconditional Acceptance of AAICLAS's Tender Conditions, Integrity Pact, Tender fee, EMD.
- 1.4.1.2 Scanned copy of tender fee in the form of NEFT/RTGS payment receipt of value INR 3000/- (Three Thousand only) and Earnest Money Deposit (EMD) of value INR 27.72 Lakhs of RTGS/NEFT in favour of AAI Cargo Logistic and Allied Services Company Ltd., Kolkata (as per account detail given in the below table) stipulated in the Notice Inviting Tender may be submitted along with Unconditional Acceptance of AAICLAS's Tender Conditions (As per Annexure-B) & Integrity Pact (As per Annexure-L).

Account	
Name	AAICLAS Co. Ltd.
Account Type	Current
Account No.	37131046964
Bank Name	State Bank of India
Branch	Air Cargo Complex Br., Kolkata Airport
IFSC Code	SBIN0010418

Note: EMD in the form of cash/demand draft or any other form other than specified above shall not be accepted.

##### **1.4.1 Cover-II (Financial Bid): -** As required under clause 5.6 of general information/guidelines of Notice Inviting Tender.

#### **1.5 Bids Opening Process is as below: -**

##### **1.5.1 PRE-BID CONFERENCE:**

- a) Pre-Bid Conference shall be convened at the designated date, time on video conference by the AAICLAS with representatives of all probable bidders.
- b) A maximum of two representatives of each Bidder shall be allowed to participate on production of an authority letter from the Bidder. Pre-bid conference shall be conducted through video conferencing mode due COVID situation and restrictions on travels. Interested participants for pre-bid conference may submit their request by e-mail to [mdahmed@aai.aero](mailto:mdahmed@aai.aero) with subject line "Registration for Pre-Bid Conference" by providing below details in the e-mail:
  - i. Scanned copy of authorization letter on company letter head with following details of two participants
  - ii. Name of two participants
  - iii. Designation
  - iv. Mobile Number
  - v. Communication address
  - vi. E-Mail ID for sending pre-bid conference invitation
  - vii. Alternate E-mail ID

Invitation for the same with Login ID and password will be shared by Bid Manager/RM, AAICLAS, Kolkata on E-mail ID of the bidders shared to them in **one day advance** in the following manner

- (i) Scanned copy of Authority letter on company letter head.

(ii) Name of two participants, designation, mobile number, communication address, email-ID with their alternate email-ID's.

- c) During the course of Pre-Bid Conference, the Applicants will be free to seek clarifications and make suggestions for consideration of the AAICLAS. The AAICLAS shall endeavor to provide clarifications and such further information as it may, in its sole discretion, considered appropriate for facilitating a fair, transparent and competitive Selection Process.
- d) All documents and other information supplied by the AAICLAS or submitted by a Bidder shall remain or become, as the case may be, the property of the AAICLAS. The AAICLAS will not return any submitted documents hereunder. Bidders are required to treat all such documents and information as strictly confidential.

#### 1.5.2 Cover-I: Technical bid

Cover-I opening date shall be as mentioned in CRITICAL DATE SHEET. The technical bids shall be evaluated based on the eligibility criteria specified in NIT and bidders whose bids meets the technical eligible criteria shall only be technically qualified for opening of the financial bids. The intimation regarding acceptance/rejection of their bids will be intimated to the Service Providers/firms through e-tendering portal. (Depending on evaluation of Cover I)

If any clarification is needed from the bidder about the deficiency/shortfall in his uploaded documents in Cover – I, he will be asked to provide it through CPP portal. The bidder shall upload the requisite clarification/documents within time specified by AAICLAS, failing which tender will be liable for rejection.

#### 1.5.3 Cover-II: Financial bid

The financial bids of the contractors/firms found to be meeting the qualifying requirements shall be opened as per CRITICAL DATE SHEET. Bidders quoting lowest "Rate Per Metric Ton" (excluding GST) per month shall be considered as L-1 and may be considered for issue of Letter of Award (LOA) in terms of NIT.

- 1.6 AAICLAS reserves the right to accept or reject any or all applications without assigning any reasons.

AAICLAS also reserves the right to call off tender process at any stage without assigning any reason & reject the conditional tenders without assigning any reason thereto.

- 1.7 At any time, prior to scheduled date of submission of bids, AAICLAS, if it deems appropriate to revise any part of this tender or to issue additional data to clarify and 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 Central Public Procurement Portal to all bidders at <http://etenders.gov.in> only and will be binding on all.

- 1.8 In case the bidder has deposited EMD and tender fee but did not participate in the tender process i.e. the party has not submitted his bid on CPP portal and his name is not appearing in the bids submitted list, then , on request of such party, amount paid toward EMD deposited by the bidder shall be refunded after 10% deduction of the EMD amount however, the tender fee shall not be refunded in this case.
- 1.9 That after opening of the technical bid and before opening of the financial bid, if the bidder withdraws from the tender process, the EMD of the party shall be forfeited.
- 1.10 AAICLAS reserves the right to verify the credentials submitted by the bidder at any stage (before or after the award the work).



-Sd-

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