

## **NOTICE INVITING E-TENDER**

E-tenders are invited through CPP portal for “ENGAGEMENT OF CONSULTANTS FOR PREPARATION OF CARGO MULTI YEAR TARIFF PROPOSALS (MYTPs) FOR FY 2024-29 for various Airports as detailed below:

Amritsar, Bhubaneswar, Chennai, Goa, Indore, Kolkata, Patna, Jaipur, Pune, Srinagar, Trichy, Varanasi, Coimbatore, Mangalore and Guwahati. The time period for completion of the work is 04 (four) months.

### **2. SCOPE OF WORK FOR CONSULTANT:**

- a) Preparation of Multi Year Tariff Proposal as per AERA Guidelines and preparation of MYTP in respect of Airport for the FY 2024-29 after verifying the data as per requirement of AERA.
  - b) Prepare the financial model in line with the methodology prescribed by the AERA.
  - c) Prepare Building Block for MYTP and ensure that the treatment given to it is in line with the AERA methodology, approach and studies.
  - d) The consultant shall prepare and submit reply after approval of AAICLAS to all queries raised by AERA relating to Tariff Proposal till the tariff order is issued.
  - e) Support and assist AAICLAS in stakeholder’s consultations convened by AERA and analyze the various suggestions made by the stakeholders and reply thereof along with PPT presentations as and when required.
  - f) Support and assisting AAICLAS till implementation of Tariff order for the control period.
  - g) The consultant shall submit tariff proposal including PPT and shall obtain the tariff approval/order from AERA.
  - h) Any other work which is not specified in the above scope of work related to cargo terminal operation Tariff determination by AERA.
  - i) The above mentioned scope of work is indicative in nature not exhaustive.
  - j) Airports for which AERA tariff required to be worked out may vary (i.e. increase / decrease) as per requirement of AAICLAS.
  - k) Tariff for both International and Domestic cargo operations shall be prepared by the consultant.
3. The tendering process is online at CPP-portal URL address <https://etenders.gov.in/eprocure/app> or [www.aaiclas.aero](http://www.aaiclas.aero) (for reference only). Prospective bidders may download and go through the tender document.

Prospective bidders are advised to register themselves at CPP-portal, obtain ‘Login ID’ and ‘Password’ and go through the instructions available in the Home Page after log in to the CPP-portal <https://etenders.gov.in/eprocure/app> or [www.aaiclas.aero](http://www.aaiclas.aero). They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their

application. The process normally takes 03 days' time. The bidder may also take guidance from AAICLAS Help Desk Support.

- (i) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as below: -

Tel: 0120-4001002, E-mail: [support-eproc@nic.in](mailto:support-eproc@nic.in)

Bidders are requested to mention the URL of the Portal and Tender ID in the subject while emailing any issue along with the contact details.

- (ii) For any further technical assistance with regard to functioning of CPP portal the bidder may contact to the following AAICLAS help desk numbers on all working days only between

- 1000 hrs to 1800 hrs (Mon-Fri)-

011-24632950, Ext-3512 (Six Lines), E-Mail: [-eprochelp@aai.aero](mailto:-eprochelp@aai.aero)

- 0930 hrs to 18.00 hrs (Mon-Fri)-

011-24632950Ext-3523,E-Mail:- [etendersupport@aai.aero](mailto:etendersupport@aai.aero) , [sanjeevkumar@aai.aero](mailto:sanjeevkumar@aai.aero)

- 0930 hrs to 1800 hrs (Mon-Fri)-

011-24657900, E-Mail: - [gmitichq@aai.aero](mailto:gmitichq@aai.aero)

#### 4. Earnest Money Deposit (EMD) and Tender Fee:

EMD of ₹ 50,000/- (Rupees Fifty Thousand only) will be required to be paid through NEFT/RTGS only along with Tender Fee (Non-Refundable) of Rs. 2360/- (Rupees Two Thousand Three Hundred Sixty only) including GST through NEFT/RTGS only in the below mentioned bank A/c details:

ACCOUNT No.	Bank Name	IFSC Code	ACCOUNT NAME
000705044092	ICICI Bank	ICIC0000007	AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LTD

#### 5. Qualifying requirements of contractors / bidders containing the following:

- Should have dealt with similar nature of work i.e. preparation of Multi Year Tariff Proposal for Air Cargo terminals/airport in last 07 years ending on 31.03.2023. Agency is required to submit Letter of Award for determination of Airport/Cargo Tariff as documentary evidence.
  - Should have Average Annual Financial Turnover of **INR 50,00,000/-** (Rupees Fifty Lakh Only) during last three years ending 31.03.2023. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- The tenderer should have a positive net worth duly certified by certified Chartered Accountants.
  - The tender shall be submitted through online e-portal by the bidder through 2 (two)

envelopes as per following schedule.

**TABLE 1: CRITICAL DATA SHEET**

1	Publishing Date	02/11/2023 at 1700 Hrs.
2	Bid/Tender Document Download / Sale Start Date	02/11/2023 at 1700 Hrs.
3	Tender Query start Date	02/11/2023 at 1700 Hrs.
4	Tender Query end date	10/11/2023 upto 1100 Hrs.
5	Bid Submission Start Date	02/11/2023 at 1700 Hrs.
6	Bid Submission End Date	23/11/2023 upto 1100 Hrs.
7	Bid Opening Date (Envelope- I)	24/11/2023 at 1100 Hrs.
8	Bid Opening Date (Envelope- II)	To be intimated later through CPP Portal.
9	Tender Fees	Rs.2360/- (i/c GST) Non-refundable to be deposited online only.
10	EMD	EMD of Rs.50,000/-to be deposited online only.

**8. BID SUBMISSION:**

Bids shall be submitted online only at CPPP website:

<https://etenders.gov.in/e procure/app>

Tenderer/Bidders are advised to follow the instructions “Instructions to Bidder for Online Bid Submission” provided in the Appendix “A” for online submission of bids.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

9. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstances close relations (Next to kin) 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.
10. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http://etenders.gov.in/e procure/ 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 tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAICLAS.

**Envelope-I: Envelope I containing following documents:**

Technical Bid containing the following: -

- i) Scanned copy of proof of deposited EMD and Tender fee.
- ii) Proposal Submission Form as per **Appendix-B** as attached.
- iii) Scanned copy of Unconditional Acceptance Letter on Bidder's Letter Head (**Appendix-C**).
- iv) Scanned copy of documents like Letter of Award / order issued w.r.t Award letter for carrying out of similar nature of work (i.e. preparation of Multi Year Tariff Proposal for Air Cargo terminals/Airports in last 07 years ending on 31.03.2023) (**Appendix-D**).
- v) Scanned copy of Financial Information (Turnover of Applicant) along with the supporting documents (**Appendix-E**).
- vi) Scanned copy of Financial Information (Net Worth) along with the supporting documents (**Appendix-F**).
- vii) Scanned copy of Permanent Account Number (PAN) and GST Registration Number. GST Undertaking is required to be attached (**Appendix-G**).
- viii) Scanned copy of 'Undertaking' regarding Blacklisting / Debarment on Bidder's Letter Head. (**Appendix-H**).
- ix) Scanned copy of Format Consent Letter: Dispute Resolution Clause duly filled.
- x) Bidders 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.

Agency/firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.

All the above documents shall be submitted in Envelope –I on the CPP portal only on or before date & time mentioned in table of critical date sheet.

**Envelope-II: The Financial e- Bid through CPP portal.**

Applicants shall submit the financial proposal through e-tender mode only in the format prescribed as per Schedule-A therein clearly indicating the total cost of the Consultant in

both figures and words, in Indian Rupees, and signed (digitally) by the Applicant's Authorized Representative. Applicant shall not make any physical submission of financial proposal. In event, if any applicant makes physical submission of financial proposal, the applicant shall be disqualified from the bid process.

While submitting the financial proposal, the applicant shall ensure the following:

All the costs associated with the assignment shall be included in the Financial Proposal. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding till the end of contract. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

The Financial Proposal shall take into account all expenses and tax liabilities (Excluding GST). For the avoidance of doubt, it is clarified that all taxes (excluding GST) shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

Costs (including break down of costs) shall be expressed in INR.

All rates shall be quoted in the format provided as per Schedule - A and no other format is acceptable. The price/financial bid which is to be submitted, the standard BOQ form is to be downloaded and filled by all the bidders. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

#### **11. Bids Opening Process is as below: -**

##### **Envelope-I:**

Containing Documents (uploaded by the contractors / firms) shall be opened on date & time mentioned in table 1 of critical data sheet on page no 9. The intimation regarding acceptance/rejection of their bids will be intimated to the contractors / firms through CPP portal.

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

##### **Envelope-II:**

Financial bids of the contractors/firms found to be meeting the criteria submitted in Envelope-I shall be opened as per Table -1 Critical data sheet.

(Depending on Envelop-I Evaluation, any changes in the date shall be intimated through "CPP portal" section).

- 12. Refund of EMD:** The refund of EMD to bidders who fail to qualify the technical stage shall be initiated automatically within 7 days of their rejection. For all bidders who qualify and their financial bids are opened, the refund of EMD of all vendors except L-1 shall be processed within 7 days of opening of the financial bid.
- 13. 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.**

14. No single firm shall be permitted to submit two separate tenders either as individual or as associate / Consortium or under two different associates/ Consortium. Consortium / JV companies shall not be permitted.
15. AAICLAS reserves the right to disallow issue of tender document to working consultants / firms /Govt. firms whose performance at ongoing project(s) is below par and usually poor and has been issued letter of restrain/Temporary/ Permanent debar by any department of AAI / AAICLAS. AAICLAS reserves the right to verify the credentials submitted by the agency at any stage (before or after the award of work). If at any stage, any information/documents submitted by the applicant is found to be incorrect/false or have some discrepancy which disqualifies the firm then AAICLAS shall take following action:
  - a. Forfeit the entire amount of EMD submitted by the firm.
  - b. The agency shall be liable for debarment from bidding in AAICLAS, apart from any other appropriate contractual action.

Bidders who have been debarred by AAI/AAICLAS or other Depts./PSUs/Govt. Organization etc. shall not be considered for evaluation and in case above is discovered at a later stage, appropriate action including termination of the contract shall be taken. An undertaking in this regard as per **Appendix-H** is to be uploaded in Envelope-1.
16. Evaluation of technical bids shall be based on the first submissions. However, if required, clarifications on the submissions already made can be sought by AAICLAS.
17. All quotes made by the bidders shall be deemed to be inclusive of all taxes and levies payable under respective states excluding GST. However, pursuant to the Constitution (46<sup>th</sup> 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 consultant there upon necessarily and properly pays such taxes/levies, the consultant 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 Consultant) attributable to delay in performance of the contract /within the control of the Consultant.
18. The successful bidders / consultant on acceptance of his bid by the Accepting Authority shall within 10 days from the date of award of work sign the contract consisting of Notice Inviting Tenders, Tender provisions/conditions as issued at the time of invitation of bid and acceptance thereof with any correspondence leading there to.
19. No two concerns in which an individual has interest involved, as proprietor, shareholder and / or partner shall tender for the execution of the same works. If they do so, all such tenders shall be liable to rejected including debarring the agency from bidding in AAICLAS for a period of 1 year.

20. Once the agency has uploaded the digitally signed files of bid related documents along with unconditional acceptance as an attachment, he is not permitted to upload any additional file or put any remarks(s) / conditions(s) in /along with the bid documents.
21. The Bidder who quotes the lowest rate in conformity with the provisions of NIT shall be declared as Successful Bidder.
22. Payment schedule for tariff determination of airport services are as under:

Sr. No.	Deliverable/Milestones	Payment schedule
1.	Preparation and submission of MYTP for listed airports to AAICLAS and subsequent submission to AERA.	20%
2.	On issuance of Consultation Paper by AERA.	40%
3.	Consultation Meeting and final submission to AERA.	20%
4.	Final Tariff order issued by AERA and Implementation of Tariff Order.	20%

23. In case AAICLAS decided to obtain tariff of any other airport or decided to remove from the indicated airports from BOQ, payment shall be adjusted on pro-rata basis for the same.
24. AAICLAS reserves the right to extend the period of Consultancy on its own discretion. Nothing extra shall be paid for extended period whatsoever is the reason.
25. **The period of consultancy shall be completed on issuance of final tariff order by AERA of all airports.**
26. **TRANSFER OF PROPOSAL DOCUMENTS:** Transfer of Proposal Documents by one prospective Applicant to another is NOT permissible.
27. **COMPLETION PERIOD:** The Selected Consultant shall be given a period of 04 (four) months to accomplish the assignment from the 10<sup>th</sup> day of issue of award letter. AAICLAS may, however, in its discretion, extend the period on case to case basis.

**Bid Manager**  
**011-24667736**  
**Email id: coml1chq-aaiclas@aai.aero**

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