

# INDIAN AVIATION ACADEMY



Information Technology Department,

IAA, Vasant Kunj, New Delhi

## TENDER/BID DOCUMENT

**Tender/Bid ID: GEM/2023/B/3485533**

**For the Work of: Development/Conversion of “E-Course on AvSec Awareness” in English Language**

**ESTIMATED COST : Rs. 3,86,033 /- (exclusive of GST)**

**TIME ALLOWED : 30 days**

**LAST DATE & TIME OF ONLINE BID SUBMISSION OF :**

**LAST DATE & TIME OF PHYSICAL SUBMISSION OF ORIGINAL DD OF EMD, TENDER/BID FEES, SIGNED HARD COPY OF IAA'S UNCONDITIONAL ACCEPTANCE LETTER. :**

**For the work of: Development/Conversion of “E-Course on AvSec Awareness” in English Language**

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The tender/bid documents contain **32** pages as detailed above

**Assistant Manager (IT)  
Indian Aviation Academy  
Vasant Kunj, New Delhi**

**Indian Aviation Academy**

**Notice Inviting e-Tender/bid (2 BOT- 2 Envelope Open Tender/bid)**

**(Tender/bid ID- GEM/2023/B/3485533)**

**NIT No.: IAA/IT/e-Course AVSEC/English**

**Date:24.05.2023**

**1. Item rate tender/bids are invited through the e-tender/bidding portal by Assistant Manager (IT), IAA, Vasant Kunj Delhi- 110070, (Bid Manager) on behalf of Executive Director, IAA, from the eligible contractors for the work of “Development/Conversion of “E-Course on AvSec Awareness” in English Language” for an estimated cost of Rs. 3,86,033/-, which is inclusive of all other taxes/cess, levies, and duties but exclusive of GST with the period of completion of 30 days.**

The tender/bidding process is online at GEM-portal URL address <https://gem.gov.in> OR [www.aai.aero](http://www.aai.aero). Prospective Tender/bidders may download and go through the tender/bid document.

Prospective Tender/bidders 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 in to the GEM-Portal <https://gem.gov.in> OR [www.aai.aero](http://www.aai.aero).

For queries related to the tender/bid published on the portal, bidder are advised to contact concerned bid manager of IAA.

Tender/bid fee of **Rs.1180.00 non-refundable** will be required to be paid offline in the form of Demand Draft from Nationalized or any scheduled bank (**but not from Co-operative or Gramin bank**). Tender/bid Fee in favour of **Indian Aviation Academy (NIAMAR Society)**, payable at New Delhi. The original demand draft against tender/bid fee should be posted / couriered / given in person to the concerned officials, received latest by the last date of bid submission or as specified in the tender/bid 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.

## CRITICAL DATA SHEET

Sl. No.	Activity	Date & Time (IST)
1	Publishing Date	24.05.2023, 1800 Hrs. IST
2	Bid Document Download / Sale Start Date	24.05.2023, 1800 Hrs. IST
3	Clarification Start Date	24.05.2023, 1800 Hrs. IST
4	Clarification End Date	31.05.2023, 1800 Hrs. IST
5	Bid Submission Start Date	24.05.2023, 1800 Hrs. IST
6	Bid Submission End Date	14.06.2023, 1800 Hrs. IST
7	Last date and time of <b><i>physical submission</i></b> of DD against EMD, Tender/bid Fee, Signed hard copy of IAA Unconditional Acceptance Letter to Assistant Manager (IT), IAA, Vasant Kunj, and New Delhi-110070.	18.06.2023, 1800 Hrs. IST
8	Bid Opening Date: Envelope-I (PQQ & Technical)	19.06.2023, 1100 Hrs. IST
9	Bid Opening Tentative Date: Envelope-II (Financial)	22.06.2023, 1100 Hrs. IST
10	Tender/bid Fee	Rs. 1180/- Non- Refundable
11	Earnest Money Deposit (EMD)	Rs. 7,721 /-

### 2. Bid Submission:

Bids shall be submitted online only at GEM portal website: <https://gem.gov.in>. Tender/bidder/Contractor are advised to follow the instructions available on GeM portal and apply in the bid . Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- Not more than one tender/bid shall be submitted by one contactor or contractor 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/bid for the same contract as separate competitors. A breach of this condition will render the tender/bids of both parties liable to rejection.

4. Tender/bidder who has downloaded the tender/bid from GEM Portal website <https://gem.gov.in>, shall not temper/modify the tender/bid form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender/bid will be completely rejected and tender/bidder is liable to be banned from doing business with Indian Aviation Academy.
5. Following 2 covers shall be submitted through online at GEM portal by the bidder as per the following schedule: -

**(A) Envelope-I: - Containing qualifying requirements of Contractor /Firm: -**

- i) Agency should have Permanent Account Number (PAN), GST Registration.
- ii) Should have valid registration on the date of issue of tender/bid in appropriate class of CPWD/MES/P&T/Railways/State PWD/PSU/ Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai and Kolkata or Agency specialized in similar nature of work and Registered with Registrar of Companies / Firms / Central Govt. / State Govt. entity in India.

And

- iii) Should have satisfactorily completed (Phase/Part completion of the scope of similar work in a contract shall not be considered. However, predetermined phasing of the work may be accepted) **Three works** each of **INR 1,54,413.00** or **Two works** each of **INR 1,93,017.00** or **One work** of **INR 3,08,826.00** in single contract of similar nature of works **in a single work order of amount mentioned above for each work** during last seven years ending on 31.03.2023.
- iv) Similar nature of work means work of **Development/Conversion of “E-Course on AvSec Awareness” in English Language or work of similar nature.**
- v) Client certificate for experience should indicate the nature of work done, the value of completed work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work dully supported by Award letter, Schedule of Quantities.
- vi) “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.”
- vii) **Firms showing work experience certificate from non-government/non-PSU organizations should submit copy of Tax Deduction at Sources (TDS) certificate in support of their claim for having experience of stipulated value of work.**
- viii) a) Should have annualized average financial turnover of **Rs. 1,15,810.00/-** against works executed during last three years ending 31st March of the previous financial year (2021-22). As a proof, copy of Abridged Balance Sheet and Profit and Loss Account Statement of the firm should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

- b) Also net worth certificate of 15% of estimated cost i.e. **Rs. 57,905/-** as per Annexure-V of the Tender/bid Document should be submitted by agency.
- ix) **All documents related to financial certificates i.e. turnover, copy of Abridged Balance Sheet and Profit and Loss Account Statement and net worth certificate of the firm must be submitted with a unique document identification number (UDIN). UDIN was introduced by “The institute of chartered accountants of India” for the members of the institute to curb the malpractice of false certificate/attestation by the unauthorized person & to eradicate the practice of bogus certificates.**
- x) **If the submitted Documents of agency are without UDIN number the bid of the agency shall be summarily rejected.**
- xi) PQ Performa as per duly filled and signed (Checklist / Annexure-B).
- xii) Earnest Money Deposit (EMD), Tender/bid Fee and Unconditional Acceptance of IAA’s Tender/bid Conditions and Digitally Signed Tender/bid Documents.

Original/Hard copy of the same is required to be submitted to the *Assistant Manager (IT), Indian Aviation Academy, Vasant Kunj, New Delhi-110070* on or before \_\_\_\_\_ at 1800Hrs IST. *The bidder who fails to submit the original DD towards Tender/bid fee, DD towards EMD Declaration and Unconditional Acceptance letter before the stipulated time or are not meeting IAA’s tender/bid conditions then their tender/bid shall be rejected out-rightly. Any postal delay will not be entertained.*

And

**(B) 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/bid 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 colored (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.

**6. Concessions to Indian Micro & Small Enterprises (MSMEs) Units and Start Up India:-**

As per the provisions given by Ministry of Micro, Small and Medium Enterprises vide F. No. 24./02/2013-Fin.1 dated 02.08.2016 for order for relaxation on prior experience and prior turnover will be given to all Startups(MSME or otherwise) companies in the similar nature of work under the service sector required document.

As per the provisions (para-10) of Public Procurement Policy for MSE’s Order 2012, MSEs (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc. only following concessions shall be applicable and extended to the MSE’s of same specifications under which they are register equaling tender/bid scope of work.

- i) **Tender/bid Document Fee:** MSMEs Bidders seeking exemption and benefits should upload digitally signed self-attested scanned copy of valid Registration Certificate, giving details of such validity, stores / services etc. in **Envelope-I (Fee)**, failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSME’s. The benefits to MSMEs shall be available only for the Goods/Services produced and provided by MSEs for which they are registered.

ii) **(a) Exemption of Earnest Money Deposit (EMD):** Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)” are exempt from submission of EMD (Bid security). Bidders claiming exemption of EMD are however required to submit a signed Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 12 months from being eligible to submit Bids for tender/bids with Indian Aviation Academy.

**(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.

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.

(c) Tender/bider(s) fulfilling eligibility criteria and having valid registration with **National Small Industries Corporation (NSIC)** are exempted from tender/bid fee and earnest money deposit (EMD). Bidder(s) having valid NSIC registration certificate for relevant scope of work are required to upload NSIC certificate in **Envelope-I (Fee folder)** to qualify for exemption of tender/bid fee and EMD, while submitting the online tender/bid.

**Note -** During bid evaluation EMD exemption shall be granted to NSIC registered bidder firm. In case NSIC registration certificate is found invalid during evaluation, the bid of such bidder shall be rejected.

iii) For this tender/bid MSMEs Bidders seeking exemption for tender/bid fee and EMD must submit the MSMEs certificate which that the certificate is issued for the work of **“Development/Conversion of e-Course on Avsec Awareness in English Language or of similar nature”**, If it was found that the certificate is not issued for these works it will presumed that the bid is submitted without tender/bid fee and the bid of the agency shall be summarily rejected.

**7. Bids Opening Process is as below: -**

**Envelope-I:**

Containing documents for PQQ & Technical bid (uploaded by the contractors/firms) shall be opened as per **CRITICAL DATA SHEET**. The intimation regarding acceptance/rejection of their bids will be intimated to the contractors/firms through e-tender/biding portal. Financial bid opening date shall be mentioned in **CRITICAL DATA SHEET** (any changes in the date shall be intimated through GEM Portal)

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

## **Envelope-II:**

The financial bids of the contractors / firms found to be meeting the qualifying requirements and technical criteria shall be as per **CRITICAL DATA SHEET**. (Depending on technical Bid evaluation the date shall be intimated through GEM portal).

**Date of opening of Envelope-II shall be intimated via GEM portal.** (Depending on pre-qualification, any changes in the date shall be intimated through “GEM Portal” section). If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope – I and he will be asked to provide it through the GEM portal. The bidder shall upload the requisite clarification /documents within time specified by IAA, failing which tender/bid will be liable for rejection.

**The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall be opened and date of opening shall be communicated via GEM Portal.** (Depending on Envelope-I Evaluation, any changes in the date shall be intimated through “GEM portal” section).

Any modification(s)/change(s) done by the bidder in BOQ document apart from the price quoted by him shall be summarily rejected.

8. 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/bid process at any stage without assigning any reason.
9. IAA reserve the right to disallow issue of tender/bid document to working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/Temporary/Permanent debar by any department of IAA. **IAA reserve the right to verify the credential submitted by the agency at any stage (before or after the award the work). If at any stage, any information / documents submitted by the applicant is found to be incorrect/false or have some discrepancy which disqualifies the firm then IAA shall take the following action:**
  - (a) **The agency shall be liable for debarment from tender/biding in IAA for a period of 3 years, apart from any other appropriate contractual /legal action.**
10. Consortium/Joint venture (JV) companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
11. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.



**12. If the entity participating in any of the tender/bids is a private or public limited company, partnership firm or proprietary firm and any of the Directors/Partners/Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with IAA and has outstanding dues payable to the Authority, the said entity shall not be allowed to participate in IAA Tender/bids.**

**Assistant Manager (IT),  
Indian Aviation Academy  
Vasant Kunj New Delhi**