

AIRPORTS AUTHORITY OF INDIA OFFICERS' INSTITUTE
SAFDARJUNG AIRPORT
NEW DELHI-110003

NOTICE INVITING e-RFP 2 BOT -2 Envelope Open RFP)

1. RFP/Proposal are invited through the e-RFP Portal by AAIOI on behalf of Secretary, AAIOI, from Firms / Companies working in the field of TENTAGE & DECORATION SERVICES for the work of "REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF AGENCIES FOR PROVIDING TENTAGE & DECORATION SERVICES FOR THE PARTIES/ EVENTS HOSTED BY MEMBERS AT AIRPORTS AUTHORITY OF INDIA OFFICERS' INSTITUTE (AAIOI)." for period of 1 + 2 years (in which 1st year will be probation period) extendable for further 02 years on satisfactorily completion of 1st Year of probation.
2. The E-Bid documents indicating full details of the work can be seen in the e-RFP documents uploaded on the RailTel E-RFP Portal at <https://aaioi.enivida.com>
 - a) The bids shall be submitted only on the RailTel E-RFP Portal at <https://aaioi.enivida.com>
 - b) The bids shall not be accepted in any other form.
 - c) The e-RFPing process is online at RailTel E-RFP Portal at <https://aaioi.enivida.com>
 - d) Clarification needed, if any, may be sent through RailTel E-RFP Portal at <https://aaioi.enivida.com>
3. Following three envelopes shall be submitted online mode by the bidders at AAIOI. Last date and time of submission of bids (Envelope I & II) is as per critical date sheet.
 - i. **Envelope-I/Cover-I will be Pre-Qualification Bid :** Will be scrutinize as per **clause 8** documents requirements.
 - ii. **Envelope-II/Cover-II will be Technical Bid:** Will be scrutinize as per documents requirements. This envelop will be opened only of those agencies who will qualify the Pre- Qualification stage.
4. **DEFINITIONS**
 - a) "Agency" shall mean a service provider company whose RFP has been accepted by "Airports Authority of India Officers' Institute" for empanelment and have received a written communication confirming such empanelment. Agency shall be Second Party.
 - b) "Institute" shall mean the Airports Authority of India Officers' Institute (AAIOI). AAIOI shall be First Party.
 - c) "RFP" shall mean the 'Request for Proposal'.

- d) "Venues" shall mean Shubham, Sagun, Gagan, Annexe lawn, Utsav, etc. and any other area notified by AAIIOI from time to time.
- e) "Services" shall mean Tentage and decoration services at AAIIOI venues.
- f) "Empanelment" shall mean empanelment for **TENTAGE & DECORATION SERVICES.**

5. RFP PROCESSING FEE, EARNEST MONEY, & SECURITY DEPOSIT:

- (i) RFP processing Fee - Rs. 11,800 (i.e. RFP processing fee Rs. 10,000.00 + GST Rs.1800) (Rupees Eleven Thousand Eight Hundred Only) (Non-refundable). will be required to be paid online on RailTel E-RFP Portal at <https://aaioi.enivida.com>
- (ii) Earnest Money Deposit (**EMD**)/**Bid Security-Rs. 3,00,000/-** (Rs. Three Lacks Only) The EMD will be required to be paid online on RailTel E-RFP Portal only. In the event, the EMD is not submitted by a Bidder as mentioned above, then the Bid of such Bidder(s) shall be rejected considering it as non-responsive and their Technical Bid shall not be opened and if opened then it will NOT be evaluated.
- (iii) The EMD and the RFP Fee submitted in form of cash or any other form except as provided in the RFP, shall not be accepted.
- (iv) The successful bidder shall deposit a Security Deposit of Rs.10,00,000/- (Rupees Ten Lakh Only) only in the form of a Demand Draft (DD) drawn in favour of "AAIOI", payable at New Delhi, within 15 (fifteen) days from the date of issue of the Letter of Award (LoA).

6. CRITICAL DATE SHEET

Publishing Date	23.09.2026 19:00
Bid Document Download/Sale Start Date	23.09.2026 19:00
Clarification Start Date	23.09.2026 19:00
Clarification End Date	30.09.2026 18:00
Bid Submission Start Date	23.09.2026 15:00
Bid Submission End Date	15.10.2026 18:00
Bid Opening Date (Envelope-I)	16.10.2026 12:00
Opening Date (Envelope-II)	17.10.2026 12:00

7. E-RFPING GUIDELINES TO THE BIDDERS

The bidders are required to submit soft copies of their bid electronically on the Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the Portal, prepare their bids in accordance with the requirements and submit their bids online. For more information, bidders may visit the Portal [**https://aaioi.enivida.com**](https://aaioi.enivida.com)

7.1 REGISTRATION PROCESS ON ONLINE PORTAL

- a) Bidders are required to enroll on the e-Procurement Portal (URL: <https://aaioi.enivida.com> with clicking on the link “Bidder Enrolment” on the e-RFP Portal by paying the Registration fee of **Rs. 2000.00+18% GST** per year charge, as per portal norms.
- b) The bidders to choose a unique username and assign a password for their accounts. 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 Portal.
- c) Bidders must provide the details of PAN number, registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details. After completion of registration payment, you can also send your acknowledgement copy on our help desk mail id **enividahelpdesk@gmail.com** for activation of your account.
- d) The bidders must ensure to get themselves registered on the portal at least 1 week before the RFP submission date and get trained on the online RFP submission process. For RFP submission and registration process bidders are advised to refer respective manuals on website. RFP inviting Authority/Department will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues like internet connectivity/PC speed/etc
- e) Bidders to register upon enrolment their valid Digital Signature Certificate (DSC: Class III Certificates with signing key and encryption usage) issued by any Certifying Authority recognized by CCA India with their profile.
- f) A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- g) Bidder then logs in to the site through the secured login by entering their user ID/password and the password of the DSC / e-Token.

7.2 Bid Preparation

- a) Various built-in options are available in the Portal to facilitate bidders to search active RFPs by several parameters. These parameters include RFP ID, organization, location, date, value, etc.
- b) There is also an option of advanced search for RFPs, wherein the bidders may combine a number of search parameters such as organization name, a form of contract, location, date, other keywords, etc. to search for a RFP published on the Online Portal.
- c) Once the bidders have selected the RFPs they are interested in, they may download the required documents/RFP schedules. These

RFPs can be moved to the respective 'Interested RFPs' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the RFP document.

- d) The bidder should make a note of the unique RFP ID assigned to each RFP, in case they want to obtain any clarification/help from the Helpdesk.

7.3 Bid Preparation

- a) Bidder should take into account any corrigendum published on the RFP document before submitting their bids.
- b) Please go through the RFP advertisement and the RFP document carefully to understand the documents required to be submitted as part of the bid.
- c) 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 needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the RFP document/schedule and generally, they can be in PDF/XLS/PNG, etc. formats.

7.4 Bid Submission

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the RFP document.
- c) Bidders must pay required payments (RFP Processing Fee, Form fee, EMD etc.) as mentioned before submitting the bid
- d) Bidder to select the payment option mode as specified in the Schedule (EMD/FORM FEE Section) to pay the form fee/ EMD wherever applicable and enter details of the instrument.
- e) A standard RFP document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- f) 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, the opening of bids, etc. The bidders should follow this time during bid submission.
- g) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.

- h) The uploaded RFP documents become readable only after the RFP opening by the authorized bid openers.
- i) Upon the successful and timely submission of bids, 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.
- j) Kindly have all relevant documents in a PDF file.
- k) The off-line RFP shall not be accepted and no request in this regard will be entertained whatsoever.

7.5 Amendment of bid document

At any time prior to the deadline for submission of proposals, the institutions reserve the right to add/ modify/ delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the RFP document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

7.6 Instruction to Bidders

- a) Process for Bid submission through portal is explained in Bidder Manual. Bidders are requested to download Bidder Manual from the home page of website (<https://aaioi.enivida.com>). Steps are as follows:

(Home page ⇒ Downloads ⇒ Bidder Manuals).

- b) The RFPs will be received online through portal <https://aaioi.enivida.com>.
- c) Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e-Token is a prerequisite for registration and participating in the bid submission activities through <https://aaioi.enivida.com>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available on the web site <https://aaioi.enivida.com> under the link 'DSC help'.

Agencies are advised to follow the instructions provided in the User Guide and FAQ' for the e- Submission of the bids online through the Railtel E-RFP Portal at <https://aaioi.enivida.com>

- d) The bidder has to “**Request the RFP**” to portal before the “**Date for Request RFP document**”, to participate in bid submission.

7.7 All entries in the RFP should be entered in online Technical & Commercial

7.8 Formats without any ambiguity.

- 7.9** Any order resulting from this e-RFP shall be governed by the terms and conditions mentioned therein.
- 7.10** No deviation to the technical and commercial terms & conditions allowed.
- 7.11** The RFP inviting authority has the right to cancel this e-RFP or extend the due date of receipt of the bids.

Contact persons (eNivida Portal)

Abhishake-+91-9355030617, +91-9355030621, eprochelpdesk.41@gmail.com

*** The Helpdesk Services shall remain closed on government gazetted holidays.** The above-mentioned help desk numbers are intended only for queries related to the issues on e-procurement portal and help needed on the operation of the portal. For queries related to the RFPs published on the portal, Bidders are advised to contact concerned Bid Manager of AAIOI.

SN O	BID MANAGER	E-MAIL ADDRESS	CONTACT NUMBERS	TIMINGS*
1.	Brijesh Kumar, Property Manager (AAIOI)	tenders.aaioi@ gmail.com	9354183789	1100- 1900 Hrs. (MON- SAT)

8. Envelope-I (Pre-qualification Criteria): -

- i. Signed original copy of unconditional acceptance letter of AAIOL's RFP Conditions on letterhead of the agency (as per Annexure-I).
- ii. RFP processing Fee - Rs. 11,800 (i.e. RFP processing fee Rs. 10,000.00 + GST Rs.1800) (Rupees Eleven Thousand Eight Hundred Only) will be required to be paid online on RailTel E-RFP Portal at <https://aaioi.enivida.com>
- iii. Earnest Money Deposit (EMD)/Bid Security Rs. 3,00,000/- (Rs. Three Lacks Only) The EMD will be required to be paid online on RailTel E-Portal only.
- iv. Self-attested copy of NOC issued by AAIOL. (Only for the agencies who are working/ worked with AAIOL)

9. Envelope-II (Technical Bid): -

Bid containing the following:

A. Technical Bid containing the following (all the documents should be digitally signed): -

- i. The agency shall submit a duly signed Revenue Share Undertaking on its company letterhead in the prescribed format as per Annexure-III (Page No. Annex-8).
- ii. Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- iii. Scanned copy of 'Undertaking' regarding Blacklisting / Debarment on Bidder's Letter Head as per Annexure-II.
- iv. Scanned copy of Form-A details of similar works completed during last seven years with completion certificate issued by client.
- v. Scanned copy of Form-B- Financial Information.
- vi. Scanned copy of Form-C- Net Worth.
- vii. 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. Proprietary firm shall submit scanned copy of Authorization Letter/ Power of Attorney only if the RFP is processed by a person other than proprietor.
- viii. Copy of ITR signed by authorized person of last 5 years with turnover certificate from Tentage & Decoration business from CA.
- ix. Digitally signed scanned copy of complete RFP.
- x. Details of Official email-id & mobile number for communication with AAIOL mentioned on letterhead of agency signed by authorized person.
- xi. The PQ Performa checklist as per Performa at 'Annexure-A' (duly filled & signed) shall be submitted by Agency.
- xii. Scanned copy of valid EPF & ESIC registration or undertaking to be submitted after award.

Note: - Agencies has to submit the required documents with CA/Statutory auditor certificate with UDIN number which requires as per clause 9 A&B. CA/Statutory auditor certificate

may be prepared as per Annexure attached Form-A, Form-B & Form-C. CA/Statutory auditor certified documents submitted by bidders without UDIN shall not be entertained/considered.

B. Qualifying requirements of bidders / Agency containing the following:

- i. The agency should have min. average turnover of Rs. 60 lakhs per annum in last 3 years ending on FY-2024-25 in providing "Tentage & Decoration Services".
- ii. Net Worth of the bidder should not be **negative** at the close of FY 2024-25 and also should not eroded by more than 30% (thirty percent) in the last three years at the close of FY 2024-25 excluding FY 2020-21 and FY 2021-22 due to pandemic, duly certified by Chartered Accountant/Statutory auditor (with UDIN numbers).
- iii. 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. 3,00,000/- or two works, each of Rs. 3,75,000/- or one work of Rs. 6,00,000/- (Without GST)** in similar nature of work i.e. TENTAGE & DECORATION SERVICES during last seven years ending on **last date/extended date of submission of Bid**.

Note: - The Experience Certificate of works completed pre-GST era. Competition 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 (Extended date) of submission of Bid”.

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. **Agency 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.**

Note: Consortium /JV companies shall not be permitted.

10. Refund of EMD

EMD amount of the rejected bidders will be refunded to their source account after submission of Final result through online/ E-RFP portal by bid Manager.

11. Bid Submission: -

- 11.1** The agency shall submit their application only at E-RFP Portal: <https://aaioi.enivida.com>. Agency/contractor are advised to follow the instructions provided in the RFP document for online submission of bids. Uploading of application in location other than specified above shall not be considered. **Hard copy of application shall not be entertained.**
- 11.2** Agency who has downloaded the RFP from RailTel E-RFP Portal at <https://aaioi.enivida.com> shall not tamper /modify the RFP form including downloaded price bid template in any manner. In case if the same is found to be tampered /modified in any manner, RFP will be completely rejected and EMD would be forfeited and Agency is liable to be banned from doing business with AAIOL.

12. Bids Opening Process is as below: -

12.1 Envelope-I: (Pre-qualification Criteria):

- i. Agencies shall be evaluated only for compliance with the eligibility requirements specified under Clause 8 of the RFP. This stage shall be of qualifying nature only, and no marks shall be awarded for meeting the Pre-Qualification Criteria.
- ii. If the bidder has any query related to the Bid document of the work, they should use "Seek clarifications" on E-RFP Portal to seek clarifications. No other means of communication in this regard shall be entertained.
- iii. If any clarification is needed from the Agency about the deficiency in his uploaded documents in Envelope-I, he will be asked to provide it through E-RFP Portal required. The Agency shall upload the requisite clarification/documents within time specified by AAIOL, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

Note-The intimation regarding acceptance/rejection of their bids will be intimated to the Agency through E-RFP Portal.

12.2 Envelope-II: (Technical Bid)

Only those agencies who qualify the Pre-Qualification Criteria under Envelope-I shall be considered for Technical Bid (Envelope-II). The Technical bid qualification shall be based on clause- 9 A & B, as specified in the RFP.

12.3 Technical evaluation & Shortlisting of Agencies:

Those agencies are qualified in Envelope-II shall be eligible for technical evaluation.

Based on the total marks obtained in the Technical Evaluation, a

maximum of Five (05) agencies securing the highest technical scores shall be shortlisted and empaneled.

12.4 AAIOI reserves the right to accept or reject any or all applications without assigning any reasons. AAIOI also reserves the right to call off RFP process at any stage without assigning any reason.

12.5 AAIOI reserve 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 restrained/ debarred/ blacklisted by Airports Authority of India Officers Institute/Airports Authority of India (AAI)/ Ministry of Civil Aviation (MoCA)/ Department of Expenditure (DoE), Ministry of Finance. AAIOI 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 Agency, then AAIOI shall take the following action:

- a) Forfeit the entire amount of EMD submitted by the Agency
- b) The Agencies shall be liable for debarment from RFP/other contract/other tenders in AAIOI, including termination of their contract apart from any other appropriate contractual/legal action.

Note: Consortium /JV companies shall not be permitted.

Property Manager

B-1, Old Area, Safdarjung Airport

For and on behalf of the Secretary

Airports Authority of India officers' Institute

tenders.aaioi@gmail.com

9354183789