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आज़ादी का
अमृत महोत्सव

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Ref. No. AAI/CHQ/ITD/CIRCULAR/2022/23.

Date 15.07.2022

IT Circular No. 13.../2022

Subject: Standard guidelines for Composite Works undertaken by IT Department
comprising of IT, Civil, Electrical works

For systematic improvement as per the Vigilance observations during the CTE Inspection of one of IT Projects whereby composite work was taken up by IT Directorate comprising of IT, Civil and Electrical works, following guidelines are being issued for strict compliance for undertaking composite Works.

- Technical Specifications along with the scope of work for Electrical and Civil items shall be prepared in consultation with the respective directorates. The Technical specification and scope of work shall be vetted by the concerned directorate(s). Ensure that this shall comprise of mandatory test criteria, statutory approvals, requirement of electrical license and adherence to standard methodology of execution of items etc. as per the mandate of Civil and Electrical directorates.
- Cost estimation for Civil and Electrical works shall be done by the respective directorate as per their prevailing standard practices.
- Suitable conditions/clauses shall be provisioned in the tender document for engagement of specialized agencies of domain specialist for Electrical and Civil works along-with IT Works. Work experience of vendor for related work of Civil and Electrical works undertaken should also be included along-with IT works. Electrical license should be included as one of the qualifying criteria. The domain conditions/clauses shall be vetted by the respective directorate.
- Technical Evaluation of civil and electrical items during tender processing shall be carried out by the respective directorates.
- Execution of civil and electrical works shall be carried out under the monitoring of the respective departments and respective directorates shall give the final sign-off for the respective work.
- Contract shall define minimum wages (along with periodic changes/revisions as per Govt. of India), and other statutory compliance/payments as per labour law and essential documents need to be submitted (i.e PF, ESI, Insurance etc.) along with Original Invoice.
- The standard procedure as mentioned in the procurement manual shall be followed for deviation in quantities/extra Items/substitute Items.

This is issued with the approval of the competent authority.

Roshan Popli
15/7/2022
(Roshan Popli)
Chief Information Officer (IT)

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