

Name of Work: - Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport.



भारतीय विमानपत्तन प्राधिकरण  
**AIRPORTS AUTHORITY OF INDIA**  
जयपुर एयरपोर्ट जयपुर  
JAIPUR AIRPORT, JAIPUR

**अतिरिक्त नियम एवं शर्ते दस्तावेज़**  
**Additional Terms & Condition Document**

Name of Work: - Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport.

**Ref. No.: BID NO: GEM/2025/B/6373371**

(Participation through GeM portal only)

Visit: [www.gem.gov.in](http://www.gem.gov.in)



**AIRPORTS AUTHORITY OF INDIA**

**Jaipur Airport, Jaipur**

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1. Online bids are invited on behalf of Airports Authority of India (AAI), Jaipur Airport from eligible bidders for the following works/service at Jaipur Airport:

1.1	Bid Reference No.	<b>BID NO: GEM/2025/B/6373371</b>
1.2	Name Of Work	<b>Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport.</b>
1.3	Type of Bid	Online Bid (Through GeM portal)
1.4	Duration of Contract	<b>2025-2027 (Two Years)</b>
1.5	Estimated Cost of Work	<b>Rs. 6000200.42/-</b> (Rupees Sixty Lakhs Two Hundred and Forty Two Paise Only) {Including BASIC+DA, EPF, ESIC/Group Health Insurance, Bonus, Service Charge/Contractor Profit, Uniform and GST@18%}
1.6	Earnest Money Deposit (EMD) (Bid Security)	EMD/Bid Security Declaration as per Section A clause 12.
1.7	Uploading of NIT and Bid Document	As mentioned in GeM on <a href="http://www.gem.gov.in">www.gem.gov.in</a>
1.8	Last Date and Time of Submission of Bid (Online)	As mentioned in GeM on <a href="http://www.gem.gov.in">www.gem.gov.in</a>
1.9	Date and Time of opening of Bid (Online)	As mentioned in GeM on <a href="http://www.gem.gov.in">www.gem.gov.in</a>
1.10	Bid Validity	<b>180 days</b> from the Bid End Date.
1.11	Address for Communication	Jt.GM(ATC), Airports Authority of India, Jaipur International Airport, Jaipur-302029
1.12	Help Desk for Bidding on <a href="http://www.gem.gov.in">www.gem.gov.in</a>	For any clarification, help and registration for bidding & for obtaining Digital Signature contact at <a href="http://www.gem.gov.in">www.gem.gov.in</a>
1.13	Availability of Bid Documents	The Bid documents can be downloaded from <a href="http://www.gem.gov.in">www.gem.gov.in</a> . Bidder who wishes to view free Notification and Bid Documents can visit <a href="http://www.gem.gov.in">www.gem.gov.in</a> , AAI website <a href="http://www.aai.aero">www.aai.aero</a> . AAI may issue Addendum(s)/Corrigendum(s) to the Bid document, if any, which shall be issued at least three days in advance of date of opening of Bids and placed on website <a href="http://www.gem.gov.in">www.gem.gov.in</a> only.

**2. General**

- a) The Offer shall be valid for **180 days** from the Bid End date. The Bidder cannot withdraw their offer within the period of validity lest liable for forfeiture of Earnest Money Deposit (Bid Security).
- b) Bidders are advised to complete all submission related work well before Time and Date for Submission of Bid Online. Any request for modification in the time/date of submission of Bid due to Bidder's failure to submit his offer, will not be accepted.

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**SECTION-A: NOTICE INVITING BID**

E-bid from eligible bidders is invited by O/o JGM(ATC), Jaipur Airport on behalf of Chairman, Airports Authority of India, for the work as detailed below:

<b>1.</b>	<b>Name of Work: Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport.</b>
<b>2.</b>	<b>Period of Contract:</b> This contract is initially for a period of <b>2025-2027 (Two Years)</b> . The Contract may be extended on the expiry for a further period (up to one year) as per AAI guideline on same terms and conditions subjected to satisfactory service rendered by the Contractor during the contract of the Contractor or depends upon the requirement.
<b>3.</b>	<b>Estimated Cost: Rs. 6000200.42/- (Rupees Sixty Lakhs Two Hundred and Forty-Two Paise Only)</b> Including BASIC+DA, EPF, BONUS, ESIC/GROUP HEALTH INSURANCE, Service Charge/Contractor Profit, Uniform and GST@18%}
<b>4.</b>	<b>Bid Document Obtaining Process-</b> The Bid documents can be downloaded from <a href="http://www.gem.gov.in">www.gem.gov.in</a> , Bidder who wishes to view free Notification and Bid Documents can visit <a href="http://www.gem.gov.in">www.gem.gov.in</a> , AAI website <a href="http://www.aai.aero">www.aai.aero</a> AAI may issue Addendum(s)/Corrigendum(s) to the Bid document, if any, which shall be issued on website <a href="http://www.gem.gov.in">www.gem.gov.in</a> only. Bidders, who have positive intent to participate, can create a bid response only through GeM portal (online). Duly complete e-bid response shall be submitted on the GeM portal only.
<b>5.</b>	<b>Submission of Bid-</b> <b>(a)</b> Bid shall be submitted through Online mode only at GeM portal. Bid submitted by any other mode will not be accepted. The Addendum/Corrigendum, if any; shall be hosted on GeM Portal only. <b>(b) The supporting documents for Eligibility Criteria (Check List) are essentially required to be uploaded on GeM portal with copy of Bid document.</b> <b>(c)</b> The <b>bid</b> shall be accepted through <b>Online mode only</b> . The bid submitted after the time and date fixed for submission of Bids as set out in the Bid document will be summarily rejected. <b>(d)</b> The Bidder shall closely peruse all the clauses, instructions, terms and conditions, scope of work, specification etc. as indicated in the Bid Document before quoting. The Bidder having any doubt about the meaning of any portion of the Bid Document or find discrepancies/omissions in the Bid document issued or require clarification, he shall at once contact the authority inviting the Bid for clarification at before the due date of submission of the Bid. <b>(e)</b> All Bids shall be submitted in accordance with the instructions contained in the Bid Document (Bid Document). Non-compliance of any of the instructions contained in the Bid Document is liable in Bid being rejected. <b>(f)</b> After award of contract to the Successful Bidder, if it is observed that there is any discrepancy or ambiguity about any terms and conditions mentioned in the Bid Document,

	the interpretation of same given by AAI shall be considered as final and binding.
<b>6.</b>	<p><b>Modification/Substitution/Withdrawal of Bids:</b></p> <p>i) The Bidder may modify, substitute or withdraw its e-bid before bid submission last date and time, as per GeM (Last Date &amp; Time for Bid submission termed as Bid Closing Date &amp; Time).</p> <p>ii) Any alteration/modification in the bid or additional information supplied subsequent to the bid due date, unless the same has been expressly sought for by the Authority, shall be disregarded.</p>
<b>7.</b>	<b>Deadline for Submission of Bid-</b> Bidder(s) must ensure to complete the Bid submission process in time as indicated on GeM portal.
<b>8.</b>	<b>Eligibility criteria:</b>
<b>8(a)</b>	<b>The firm/contractor should have valid License issued by Regional Labour Commissioner as per prevalent Govt. rules if applicable.</b>
<b>8(b)</b>	<p>The bidder 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 <b>Rs. 12,00,040/-</b> (i.e., 40% of the estimated cost). or two works, each of <b>Rs. 15,00,050/-</b> (i.e., 50% of the estimated cost) or one work of <b>Rs. 24,00,080/-</b> (i.e., 80% of the estimated cost) in single contract of similar nature of work i.e. “Manpower Outsourcing Services” during last seven years ending on last day of month previous to the one in which bids are invited in India. Proportionate amount of 12 Months period shall be considered for technical evaluation if the experience shown is for more than one year in a single contract.</p> <p>1. For the experience certificates of works completed in pre-GST period, completion amount will be divided by 1.12 (to exclude pre-GST taxes) to make it at par with experience certificates of post-GST period including GST@18%.</p> <p>2. Experience gained by executing work on back-to-back contract / Sub-contract basis is acceptable in the following conditions:</p> <p>a) Work should be actually executed by the second agency (sub-contractor) with due concurrence of the owner as tripartite agreement / written approval. It should be backed by valid agreement and experience certificate.</p> <p>b) Payments received by second agency should be reflected in TDS certificates.</p> <p>3. 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 previous day of last day of submission of bids.</p>

	<p>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. Bidders 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 with UDIN, clearly specifying the name of work, total payment received against the work and TDS amount for the work.</p> <p><b>Bidder shall submit performance certificate in respect of the experience of works claimed by bidder against execution of works listed above. Certification of satisfaction with complete detail of work carried out shall be submitted. Further completion certificates should be issued by the end Customer.</b> Firms showing work experience certificate from Non-Government/ Non-PSU organizations should submit 'Tax Deduction at Source certificate' in support of their claim for having experience of stipulated value of works.</p>
<p><b>8(c)</b></p>	<p><b>ANNUALIZED AVERAGE FINANCIAL TURNOVER:</b> Should have average annual financial turnover of Rs. 9,00,030/- on during last three years ending on 31st March of previous financial year. The Certificate shall be submitted in the given format- Annexure-IX duly certified by CA with UDIN. Bidders showing continuous losses during the last three years in the balance sheet shall be summarily rejected.</p>
<p><b>8(d)</b></p>	<p><b>NETWORTH:</b> The Bidder should have minimum net worth of Rs. 4,50,015/- issued by a certified Chartered Accountant with UDIN. The Certificate shall be submitted in the given format- Form-C at Annexure-X.</p>
<p><b>9.</b></p>	<p>No two or more concerns in which an individual is interested, as Proprietor and/or partner shall Bid for the execution of the same works. If they do so, all such Bids shall be liable to be rejected.</p>

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**10. Accepting Authority:**  
The O/o JGM(ATC), Airports Authority of India, Jaipur Airport, Jaipur-302029 shall be the accepting Authority hereinafter, referred to as such for the purpose of this contract.

**10(a)** Conditional Bid will be summarily rejected.

**11. Rates:**

**11(a)** The rates shall be quoted both in figures and words. In case of difference between the rates quoted in figures and in words than the rates in words will be taken as correct.

**11(b)** The contractor has to pay the prevailing minimum wages issued by the office of Regional Labour Commissioner/ Chief Labour Commissioner (whichever is higher), from time to time. However, the difference in minimum wages based on actual payment made to the Labour and wages applicable at the time of submission of tender will be reimbursed including difference in EPF and ESI/Group Health Insurance payment to the contractor on revision of minimum wages and additional amount such as contractor's overhead & profit will not be paid on this account.2

The following are the minimum wages including basic rate and variable dearness allowance (VDA) per day of Labour for Jaipur, as per Ministry of Labour & Employment Office of the Chief Labour Commissioner New Delhi Order: File No. 1/6(3)/2025-LS-II Dated 28/03/2025. (Amended from time to time by Govt. of India).

S. No.	Category of worker	No. of Resource	Daily wages (Per Day)	EPF 13% ( Per Day)	EPF Admin Charge (INR per Day)	ESI/Group Health Insurance 3.25% (Per Day)	Bonus @8.33% (Per Day)	Optional Allowance (Uniform) (Per Day)
01	Semi-Skilled	08	Rs. 760	Rs. 91.20	Rs. 7.60	Rs. 24.70	Rs. 63.308	Rs. 16.03

- As per GOI/AAI guideline ESIC and Bonus amounts are not payable if the monthly basic salary exceeds ₹21,000/-, in such cases, Group Health Insurance equivalent to the ESIC contribution amount must be provided to the Manpower.
- The EPF amount payable on a maximum monthly ceiling amount of ₹15,000/-
- The contractor shall comply with the provisions of labour laws, Employees Provident Fund & Misc. Provisions Act and ESI Act and other applicable laws during the entire period of contract including extension if any.
- Leaves to the manpower as per applicable rule.
- Contractor profit will be the firm for entire 02 years (2025-27) Period.

The contractor should depute the persons at airport as per the qualification given below:

S. No.	Qualification and Category of worker:	Functional responsibility	No. of Resource
1	<b>Semi-Skilled Manpower:</b> The minimum qualification of semiskilled manpower shall be ITI/ 10th pass with five year experience of similar works.	As per Scope of the work (In section-C, Para-2)	<b>08</b>

**In this regard the successful bidder shall submit an affidavit on non-judicial stamp paper of Rs. 100 as per Annexure-IV within 15 days of award of the work.**

For the purpose of admitting the claim for reimbursement of statutory increase in wages paid by him, the contractor has to produce the required documentary evidence to the satisfaction of Maintenance-In-Charge.

11(c)	The rates once approved shall be final and no escalation/deviation shall be accepted under any circumstances.
12.	<b>Earnest Money Deposit (Bid Security): Rs. 1,20,004/-</b>
12(b)	<p><b>Exemption from paying EMD</b> - The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. <b>Under MSE category, only</b> manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.</p> <p>Micro and small Enterprises (MSEs) registered with District Industries Centers or khadi and village Industries Commission or Khadi Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicraft and Handloom or any other body specified by the Ministry of Micro, Small and Medium Enterprises as MSMED Act. 2006 for goods produced and services rendered shall be issued Bid documents free of cost.</p> <ol style="list-style-type: none"><li>1. MSEs which are specified by the Ministry of Micro, small and Medium Enterprises under MSMED Act 2006 and Public Procurement Policy, 2012 as Manufacturing / Service Enterprises should have registered with NSIC/ MSME/ UAM (Udyog Aadhar Memorandum).</li><li>2. The items of Product / Services mentioned under NSIC, MSME or UAM certificate should be the same or similar to the Bided items (Schedule of Items of Bid).</li><li>3. All <b>DPIIT recognized Startups</b> are exempted from submission of EMD.</li></ol> <p>Bidder seeking exemption from EMD, need to submit valid documents as per GeM Terms and conditions.</p> <p>Note: - Micro and Small Enterprises (MSEs) who are holding valid Udyam Registration and are manufacturer of the offered Product or Service (Primary Product / Service) and give specific confirmation to this effect at the time of bid submission and claim EMD exemption and whose credentials are validated online through Udyam Registration website of Ministry of MSME and also through supporting document uploaded during bidding process and validated by the Buyer.</p> <p>The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid.</p> <p>Under MSE category, Service Providers for Services are eligible for exemption from EMD in this tender. Traders are excluded from the purview of this Policy</p> <p>AAI is liable to return EMD amount subject to terms and conditions of the Tender. Bid securities (EMD) of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract for this Bidders shall provide to AAI requisite Bank Account details for return of</p>

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	<p>EMD, As per GEM GFR 2017 rule 170 (ii).</p> <p>If due some reason AAI cancels this tender, then EMD of all bidders without any interest shall be returned.</p> <p>This Bid Document includes requirements in respect of description of work, details of end locations, delivery schedules, payment schedules etc.</p> <ul style="list-style-type: none"> <li>• NSIC/MSE/Undam/Startup registered Bidders: As per GeM Portal Bidders seeking exemption and benefits should submit a self-attested scanned copy of valid Registration Certificate on GeM Portal (Technical Bid).</li> <li>• There is no need to send the EMD through post/courier.</li> </ul>
<b>12(c)</b>	<p>AAI reserves the right of forfeiture of Earnest Money Deposit (EMD) in case of Successful Bidder if:</p> <ol style="list-style-type: none"> <li>a) The bidder withdraws or amends its bid or breach of the conditions or the tender of impairs or derogates from the tender in any respect within the period of validity of the tender.</li> <li>b) If the successful bidder fails to enter into a contract with AAI within 30 calendar days (or an extended period as approved by the Accepting Authority in AAI) after the receipt of the purchase order / work order.</li> <li>c) If the successful bidder fails to submit the contract performance bank guarantee as stipulated in the General Conditions of Contract within 30 calendar days (or an extended period as approved by the Accepting Authority in AAI) after the receipt of the purchase order / work order.</li> <li>d) If the bidder knowingly and wilfully supplied incorrect information in the tender.</li> <li>e) In the event of not accepting the conditions of the contract even after agreeing to do so and submitting the letter of un-conditional acceptance of terms and conditions of the tender.</li> <li>f) AAI may issue a Letter of Intent (LOI) to the declared L1 bidder and ask the bidder to accept the LOI within the specified time. If the bidder fails to accept the LOI, it will be construed that the Bidder is not interested in the offer. In such a situation AAI will en-cash and forfeit the EMD.</li> </ol>
<b>13.</b>	<p><b>Performance Bank Guarantee/ Security Deposit/ Performance Security:</b></p> <p>The firm shall deposit 5% of the contract value towards security deposit/performance guarantee within <b>30 Days</b> after awarding the work order in the form of The Performance Bank Guarantee(e-PBG) in the form of an irrevocable and unconditional bank guarantee from any Nationalize bank/ schedule bank under RBI schedule having its branch in India (but not from any scheduled cooperative bank or Gramin Bank) in the format as per the request letter attached in <b>ANNEXURE-V</b> and Bank Guarantee Bond as per <b>Annexure-VI</b> of this ATC document.</p>
<b>13(a)</b>	<p>In case, the successful bidder firm fails to submit the irrevocable performance bank guarantee within 30 Days from the date of Award, Security Deposit amount at 5% of work done value shall be deducted from your running bills. The Security Deposit shall be released after successful completion of Defects Liability Period. The defect liability period is <b>Three Months</b> which shall be counted from actual date of completion of work.</p>

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<b>13(b)</b>	The Successful Bidder firm shall not change / alter the language contents of PBG, if any successful bidding firm PBG is found not confirming to the language then AAI may ask to resubmit the same within the stipulated period or else AAI may at its discretion foreclose or rescind or cancel the purchase / works order without giving reasons.
<b>13(c)</b>	The performance guarantee amount shall be payable to AAI without any condition whatsoever and the guarantee shall be irrevocable by the bidder firm.
<b>13(d)</b>	The performance guarantee shall be deemed to govern the following guarantees from the successful bidder firm, in addition to the other provisions of the guarantee. The successful and satisfactory operation of the service supplied in accordance with the specifications and other relevant documents. The performance guarantee is intended to secure the performance of the entire service. However, it is not to be construed as limiting the damages stipulated in any other clause.
<b>13(e)</b>	The performance guarantee shall be returned without interest after he duly performs and completes the contract in all respect including warranty and completion of all contract obligations without any violation of Terms and Conditions of the contract. The Performance Security will be forfeited and credited to the accounts of AAI in the event of a breach of contract by the contractor.
<b>13(f)</b>	<b>Period of Performance Security:</b> The Performance Bank Guarantee shall be valid for a period of <b>02 YEARS Plus Three (03) months</b> (Total 27 months or more) beyond the date of completion of all contractual obligations of the supplier, including warranty obligations in this tender and shall remain valid as per provisional extension granted by the nominated Engineer In-charge. If the agency fails to extend the validity of the Performance Guarantee, the same shall be Forfeited/Encased by AAI.
<b>13(g)</b>	<b>The successful bidder can submit Performance Bank Guarantee in the format as per the request letter attached in ANNEXURE-V and Bank Guarantee Bond as per Annexure-VI of this ATC document.</b>
<b>13(h)</b>	While submitting the documents to the BG issuing bank, the vendor will also submit Letter to the issuing bank as per format mentioned in <b>APPENDIX-V</b> of this Bid documents.
<b>14.</b>	A <b>responsive bidder</b> is one who submits priced Bid and accepts all terms and conditions of the contract documents. a) A Bidder shall submit a responsive bid, failing which his Bid will be liable to be rejected. b) The Accepting Authority reserves to himself the right of accepting the whole or any part of the Bid and Bidder shall be bound to perform the same at his quoted rates.
<b>15.</b>	The Bid for service shall remain open for acceptance for a <b>period of 180 days</b> from the date of opening of Technical Bid. If any Bidder withdraws his Bid before the said period or makes any modifications in the terms and conditions of the Bid which are not acceptable to the Department, then Airports Authority of India shall without prejudice to any other right or remedy, be at liberty to forfeit the full said earnest money absolutely.
<b>16.</b>	A Bidder shall submit the Bid which satisfies each and every condition laid down in this notice failing which the Bid will be liable to be rejected. Also, if the credential submitted by the firm found to be incorrect or have some discrepancy which disqualifies the firm then the AAI shall take the following action: a) Forfeit the entire amount of Security Deposit submitted by the firm. b) Debar the firm for minimum three years to Bid for AAI in any name/ style.

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17.	<p>On acceptance of the Tender, the name of the supervisor of the contractor shall be communicated who would be responsible for taking instructions from the Officer in-Charge. The work of the contractor Supervisor is as below.</p> <p>a) Supervisor will check the presence of all 08 Semi skilled manpower on daily basis and arrange replacement of manpower in case of absent etc.</p> <p>b) Supervisor will look after all the paper formalities required by security section for Airport passes and arrange the Entry passes for manpower.</p> <p>c) The contractor shall assign the signatory power to the supervisor on behalf of the Firm on letter head of firm.</p>
18.	<p><b>Security Passes and Work Permit:</b></p> <p>a) In order to carry out work inside airport (airside), Airport Entry Passes/permits are required for contractual staff.</p> <p>b) <b>The firm shall arrange/obtain the entry passes/permits for the same from airport operator as per guidelines of BCAS and shall bear the cost of AEPs.</b></p> <p>c) <b>The firm must obtain security clearance from BCAS via the E-Sahaj Portal before submitting the bid. Firms not submitting the copy of security clearance certificate issued by BCAS shall be rejected. Security Program in respect of the Agency and their Partner/Proprietor should be submitted on BCAS Portal within one month of entering into the contract. "After entering into the contract, the contractor's representative must undergo AVSECO (Aviation Security Officer) training at any recognized aviation training institute in India. This training is mandatory for obtaining of Airport Entry Passes (AEP) for the deployed personnel. If any criminal case against the agency, their Partner/Proprietor found during the course of contract, the same will be terminated immediately and no Airport Entry Passes will be issued to their Proprietor and Staff which are engaged for duty. In such case PBG shall be forfeited.</b></p> <p>d) The Contractor has to submit the police verification report and other required documents of the person for the same before the start of work at own cost which is mandatory for issue of Airport Entry Pass.</p> <p>e) The contractor shall be responsible for misuse of any TAEP and be liable for action by security agencies at the airport.</p> <p>f) The Contractor's worker must follow the AAI safety rules, environmental policy and security instructions issued by BCAS/AAI.</p>
19.	<p><b>MODE OF SUBMISSION OF BIDS:</b></p> <p>Bid shall be submitted on GeM portal through online Mode only.</p>
20.	<p><b>NO CONDITION, WHATSOEVER, SHOULD BE STIPULATED IN THIS PART.</b></p>
21(a)	<p>Non-submission of any of the aforesaid documents or submission of any of the aforesaid documents in a manner which is in non-conformance with the relevant clause of the Bid document shall result in rejection of Bid.</p>
21(b)	<p>Bids, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected.</p>
22.	<p>This notice of Bid shall form part of the contract documents. The successful Bidder /contractor, on acceptance of his Bid by the Accepting Authority, shall within <b>15 days</b> from the date of award of work, sign the contract consisting of Notice inviting Bids, General conditions of contract, special/additional condition, General Specifications, Bid conditions as issued at the time of invitation of Bid and acceptance thereof with any correspondence leading there to.</p>

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<b>23.</b>	<p><b>Notification of Award:</b> Notification of Award of contract will be made in writing to the successful Bidder. The contract will normally be awarded to the qualified and responsive Bidder offering lowest evaluated bid in conformity with the requirements of the contract documents and the Accepting Authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or, any Bid or to give any reason for his decision.</p>
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**SECTION-B  
AIRPORTS AUTHORITY OF INDIA  
Jaipur Airport, Jaipur  
GENERAL CONDITIONS OF CONTRACT**

<b>Sl. No.</b>	<b>INTERPRETATION AND DEFINITION</b>
<b>1.</b>	<b>Singular &amp; Plural:</b> Where the context so requires, words importing the singular only also include the plural and vice-versa.
<b>2.</b>	<b>Headings and Marginal Notes to Conditions:</b> Headings and marginal notes to these General Conditions shall not be deemed to form part thereof or be taken into consideration in the interpretation or construction thereof or of the contract.
<b>3.</b>	<b>Definitions :</b>
<b>3(a)</b>	<b>AAI</b> shall mean <b>Airports Authority of India</b> having its headquarters at New Delhi and includes a duly authorized representative of AAI or any other person empowered in this behalf by AAI to discharge all or any of its functions.
<b>3(b)</b>	<b>OFFICER IN-CHARGE</b> shall mean ATC In-charge, JGM(ATC), Airports Authority of India, Jaipur airport, Jaipur.
<b>3(c)</b>	The <b>“Accepting Authority”</b> shall mean the <b>OFFICER IN-CHARGE, Airports Authority of India, Jaipur Airport, Jaipur.</b>
<b>3(d)</b>	The <b>“Contract”</b> shall mean the notice inviting the Bid, the Bid and acceptance thereof and the formal agreement, if any, executed between AAI and the Contractor together with the documents referred to therein including these Conditions with appendices and any special Conditions, the specifications, designs, drawings, schedule of quantities with rates and amounts and schedule of rates. All these documents taken together shall be deemed to form one Contract and shall be complementary to one another.
<b>3(e)</b>	The <b>“Contractor”</b> shall mean the individual or firm or company whether incorporated or not, Joint Venture/Consortium undertaking the works and shall include legal representative of such individual or persons composing such firm or incorporated company, or successors of such firm or company as the case may be and permitted assigns of such individual or firm or company.
<b>3(f)</b>	The <b>Contract Sum</b> shall mean the cost of the Works arrived at after extension of the quantities shown in Schedule of Quantities by the item rates quoted by the Bidder for the various items.
<b>3(g)</b>	A <b>“Day”</b> shall mean a day of 24 hours from midnight to midnight irrespective of the number of hours worked in that day.
<b>3(h)</b>	<b>“Maintenance-in-Charge”</b> shall mean the Officer appointed by the Accepting Authority or his duly authorized representative who shall direct, supervise and be in charge of the works for purpose of this contract.

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<b>3(i)</b>	<b>“Excepted Risks”</b> are risk due to riots (otherwise than among Contractor’s employees) and civil commotion (in so far as both these are uninsurable), war (whether declared or not), invasion, act of foreign hostilities, civil war, rebellion, revolution, insurrection, military or unsorted power, any acts of Government, damage from aircraft, acts of God, such as earthquake, lightning and unprecedented floods and other causes over which the Contractor has no control and accepted as such by the Accepting Authority.
<b>3(j)</b>	Schedule(s) referred to in these conditions shall mean the relevant schedule(s) annexed to the Bid papers issued by AAI or the Standard Schedule or Rates prescribed by AAI and the amendments thereto issued from time to time.
<b>3(k)</b>	A <b>“Week”</b> shall mean seven days without regard to the number of hours worked in any day in that week.
<b>3(l)</b>	<b>“Bided Value”</b> means the value of the entire work as stipulated in the letter of award.
<b>4.</b>	<b>Work to be carried out:</b>
4(a)	The work to be carried out under the Contract shall, except as otherwise provided in these conditions, include all labour, which may be required in preparation of that and in the full and entire execution and completion of the Works.
<b>5.</b>	<b>Inspection of work:</b>
5(a)	The Contractor shall satisfy himself before submitting his Bid as to the form and nature of the work, the quantities and materials necessary for the completion of the Work, he may require and in general shall himself obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect his Bid. No extra charges consequent on any misunderstanding or otherwise shall be allowed.
<b>6.</b>	<b>Sufficiency of Bid:</b>
6(a)	The Contractor shall be deemed to have satisfied himself before Biding as to the correctness and sufficiency of his Bid for the Works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall, except as otherwise provided, cover all his obligations under the Contract and all matters and things necessary for the proper completion of the Works.
<b>7.</b>	<b>Discrepancies and Adjustment of Errors:</b>
7(a)	The several documents forming the, Contract are to be taken as mutually explanatory of one another, Special Conditions in preference to General Conditions.
7(b)	In the case of discrepancies between Schedule of Quantities, the Specifications, the following order of preference shall be observed (a) Description in Schedule of Quantities. (b) Particular Specification and Special Conditions if any.
7(c)	If there are varying or conflicting provision made in anyone document forming part of the Contract, the Accepting Authority shall be deciding authority with regard to the intention of the document.
<b>8.</b>	If on check there are found to be differences between the rates given by the contractor in words and figures, the rates quoted in words will be taken as correct.
<b>9.</b>	The rates once approved shall be final and no escalation/ deviation shall be accepted under any circumstances.

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<b>10.</b>	<b>Time:</b> This contract is initially for a period of 02 (Two) year commencing from "Service Commencing Date" as indicated in the contract document. The Contract may be renewed on the same terms and conditions after expiry for a further period of one year subject to satisfactory service rendered by the Contractor during the first year of the Contract.
<b>11.</b>	<b>Labour Wages: -</b>
<b>11(a)</b>	It shall be the sole liability of contractor (Including the Contracting firm/ Company) to obtain and to abide by all necessary license/ permissions from the authority concerned as provided under the various labour legislations including the Contract labour (Regularization & Abolition) Act, 1970.
<b>11(b)</b>	The contractor shall discharge obligations as provided under various applicable statutory enactments including the Employees provident Fund & Miscellaneous Provisions Act, 1952, the Employees State Insurance (ESI) Act, 1948, the Contract labour (Regularization & Abolition) Act 1970, the Inter-State Migrant workman (Regulation of Employment & Conditions of Service) Act 1979, the minimum Wages Act 1948, the payment of Wages Act 1936 the Workman's Compensation Act 1923 and the other relevant Act, Rules and Regulations, Instructions etc. issued/ enforced from time to time.
<b>11(c)</b>	The following are the minimum wages including basic rate and variable dearness allowance (VDA) per day of Labour for Jaipur as per notification issued by Chief Labour Commissioner, Govt of India New Delhi, as per Order File No. 1/6(3)/2025-LS-II Dated 28/03/2025. (Amended from time to time by Govt. of India). <b>Semi-Skilled - Rs.760.00</b> <b>If the bidder quotes lesser than the minimum wages mentioned, his tender will not be considered for financial evaluation, same shall be rejected.</b>
<b>11(d)</b>	The contractor has to pay the prevailing minimum wages issued by the office of Regional Labour Commissioner/ Chief Labour Commissioner (whichever is higher), from time to time. However, the difference in minimum wages based on actual payment made to the labour and wages applicable at the time of submission of tender will be reimbursed including difference in EPF and ESI/Group Health Insurance payment to the contractor on revision of minimum wages and additional amount such as contractor's overhead & profit will not be paid on this account. <b>In this regard the successful bidder shall submit an affidavit on non-judicial stamp paper of Rs.100 as per Annexure-IV within 15 days of award of the work.</b> For the purpose of admitting the claim for reimbursement of statutory increase in wages paid by him, the contractor has to produce the required documentary evidence to the satisfaction of <b>ATC-In-Charge/Jt. GM(ATC).</b>
<b>11(e)</b>	The employee to be paid daily wages (As applicable & amended from time to time) as per their categories like one, along with P.F, E.S.I.C/Group Health Insurance contribution of daily wages. If wages and EPF etc are revised by the Govt. of India, the same shall be paid to the firm subject to documentary evidence of their payment/challan copy.
<b>11(f)</b>	The contractor shall provide a list of contracts Workers engaged for this contract work along with their PF Account No. & ESI Registration No.
<b>11(g)</b>	The Manpower may be called to perform the duty on National Holidays due to shortage or depending upon the requirement.
<b>11(h)</b>	The payment to the manpower engaged by the contractor is to be paid through NEFT/RTGC/Cheque on or before <b>7th of every month</b> by the contractor irrespective of Saturday, Sunday and bank holidays. If any violation with respect to payment of wages in a contract period is noticed, necessary action shall be initiated

	<p>as per Section-B, para 13 or cancellation of contract, debarring of the agency for participating in future contracts. The firm has to submit the necessary document of payments of wages to this office up to <b>15<sup>th</sup> of every month</b> failing which, necessary action shall be initiated as per Section-B, para 13 or cancellation of contract.</p>
<p><b>12.</b></p>	<p><b><u>PF &amp; ESIC/ Group Health Insurance Contribution: -</u></b></p> <ul style="list-style-type: none"> <li>▪ As per AAI guideline ESIC and Bonus amounts are not payable if the monthly basic salary exceeds ₹21,000/-, in such cases, Group Health Insurance equivalent to the ESIC contribution amount must be provided to the Manpower</li> <li>▪ The EPF amount payable on a maximum monthly ceiling amount of ₹15,000/-</li> <li>▪ The contractor shall comply with the provisions of labour laws, Employees Provident Fund &amp; Misc. Provisions Act and ESI Act and other applicable laws during the entire period of contract including extension if any.</li> <li>▪ The contractor shall have to register with PF &amp; ESIC (Where ever applicable) for manpower engaged for the work &amp; challans/deposit receipts PF &amp; ESI contributions shall be submitted in AAI office for verification/reimbursement at the time of submission of bill.</li> <li>▪ The contractor has to maintain the wage register for his employees and has to be produce for verification of the principal employer (AAI) as and when required.</li> <li>▪ The PF dues in respect of manpower engaged by the contractor for AAI works to be deposited by the contractor every month by a challan and the documentary evidence (Both Employee's share and the employer's contribution) needs to be submitted to the <b>ATC-In-Charge/Jt. GM(ATC)</b> for the contract.</li> <li>▪ EPF &amp; ESI/Group Health Insurance amount (Contractor's contribution &amp; Administrative charges) paid to the statutory authorities by the contractor shall be reimbursed on actual basis on submission of documentary evidence.</li> <li>▪ On commencement of the contract, the contractor shall continue to have valid PF and ESI/Group Health Insurance Code No. till completion of the contract. AAI reserve the right to withhold any payment if ESI/Group Health Insurance and PF contributions are not paid by the contractor and proof to that effect have not been produced regularly by the contractor.</li> </ul>
<p><b>12(a)</b></p>	<p>Non production of PF and ESI/Group Health Insurance challans of monthly contributions before its due date but not later than 21st of every month by the contractor, shall be liable for action against the contractor In the event of non-payment of EPF &amp; ESI/Group Health Insurance necessary action shall be initiated as per Section-B, para 13 or cancellation of contract and AAI reserves the right to withhold 26 % and 6 % of the total monthly bill against PF and ESI respectively from their R.A bills/ Final Bill.</p>
<p><b>13.</b></p>	<p><b>Penalty &amp; fine: - These will be strictly followed.</b></p>

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S. No.	Description	1st Instance	2nd Instance	3rd Instance	
1	Non-deployment of total manpower mentioned in the contract as per the date of joining	Up to 15 Days: A sum equivalent to 0.5 (half) percent per week of the contract/order value along with 1 day wages of the resources not deployed per day. Beyond 15 days: cancellation of the contract with cancellation charges @10% of the order value	-	-	
2	Employee absent or on leave >2 days or leaves the job without informing and without substitute	Substitute within 2 days, else: up to 15 days a sum equivalent to 0.5 (half) percent per week of the contract/order value along with 1 day wages of the resources not deployed per day. Beyond 15 days, cancellation with 10% charges of the annual contract value	Substitute within 2 days, else: up to 15 days, 2 days' wage deduction/day. Beyond 15 days, cancellation with 10% charges of the annual contract value	Cancellation of the contract with cancellation charges @10% of the order value	
3	if Delay in payment of remuneration and EPF/ESI deposits.  <b>Note: -</b> <b>1.</b> The payment to the manpower engaged by the contractor is to be paid through NEFT/RTGC/Cheque on or before <b>7th of every month</b> by the <b>2.</b> The firm has to submit document	₹100 per day per resource + warning to deposit within 7 working days and the firm has to submit the necessary document of payments of wages to this office up to 15th of every month failing which, recovery/withheld @ 20% (RA bill amount) against bonus from their R/A Bill shall be made	₹200 per day per resource + hold on all payments till deposited and proof submitted if Delay in payment of remuneration and EPF/ESI deposits. And AAI reserves the right to withhold 26 % and 6 % of the total monthly bill against PF and ESI respectively from their R.A bills/ Final Bill.	Cancellation of the contract with cancellation charges @10% of the annual contract value	

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	<p>payments</p> <p>3. The production of Challan for PF and ESI/Group health Insurance the contractor.</p>				
4	<p>Employee disclosing confidential information/document to Service Provider/ third parties</p>	<p>Cancellation of the contract with cancellation charges @10% of the order value, recovery of losses (if any), legal action depending on the gravity</p>	-	-	
5	<p>Employee responsible for theft, loss of material / articles, and damages</p>	<p>Payment equal to value of item lost/damaged; replacement of employee within 2 days</p>	<p>Same as 1st + possible contract cancellation depending on severity</p>	<p>Cancellation of the contract with cancellation charges @10% of the annual contract value</p>	
6	<p>If manpower misses while on duty from the duty</p>	<p>Warning/ counselling of employee as decided by the Buyer depending on the gravity of the act.</p>	<p>Warning/ counselling /Immediate replacement of employee within 2 days as decided by the Buyer and Warning to Service Provider depending on the gravity of the act</p>	<p>Cancellation of the contract with cancellation charges @10% of the annual contract value</p>	
7	<p>Employee adopting illegal/corrupt practices in collusion with third party/ officials</p>	<p>Immediate replacement within 2 days or cancellation of contract with 10% charges of the annual contract value, as per gravity</p>	<p>Cancellation of the contract with cancellation charges @10% of the annual contract value</p>	-	

**14. General Guidelines to contractor regarding provided MANPOWER:**

**A) The Educational qualification of the Manpower should be as given below:**

**Semi-Skilled Manpower:** The minimum qualification of semiskilled manpower shall be ITI/ 10th pass with five year experience of similar works.

**Work of Manpower:** -The 08 Semi Skilled personnel deployed under the preview of this contract will carry out the following works.

**B) The List of work that is to be performed by hired manpower:**

The duties assigned shall be as follows: -

- (I) To put Flight progress strips (FPS) in the strip holders and handover to ATCOs and keep used FPS in record room.
- (II) Keep a check on AFTN messages and handover printed messages to ATCOs.
- (III) SATCO/Meteorology deptt/CNS related work like movements of files/letters.
- (IV) Keep an eye on aircraft/vehicle/personnel movement in operational area and report any unusual matter to ATCOs for further action.
- (V) Keep an eye on bird movement and report ATCOs for further action.
- (VI) Booking of AFTN messages like FPL, NOTAMs etc. in CNS office.
- (VII) Filing of correspondence letters in SATCO/ATC units/Other ATC offices.
- (VIII) Cleaning of RT/VHF equipment/telephones with anti-septic liquid.
- (IX) Photo copy and filing in ATS In-Charge office and ATC training cell.
- (X) Help training cell during training sessions conducted for in & out station ATCOs.
- (XI) Dispatch of letters/files within airport to other sections/aerodrome operator/CISF/BCAS etc.
- (XII) Help in RNFC / Billing section in upkeep of records/bills/registers.
- (XIII) Help in management of ATC stores.
- (XIV) Arrangement of drinking water, tea/coffee and serving snacks to ATC officers and visitors.
- (XV) Any other work assigned by ATC officers.

Generally, the manpower so provided shall be utilized for the as described in the scope of work, however, during in exigencies they may be utilized for other purposes by AAI, if found suitable.

**C) Miscellaneous Points:**

1. The Manpower so provided should not be engaged in any corrupt practices and should be polite, humble and showing courtesy to the AAI officials.
2. The Manpower should always be in well neat & clean uniform as provided by his employer and in possession of active mobile phone for smooth communication with AAI officials. No additional charges are payable for this.
3. Manpower shall always follow the rules & regulations of Airports Authority relevant to the subject for safe journey of the passengers and should always be in possession of AEP (Airport Entry permit), ADP (Airfield Driving Permit) and any other necessary document applicable for the subject.
4. The Manpower shall be in punctual and shall report to Jt. General Manager (ATC) OR to the person as instructed by him or his representatives. The manpower shall not be reluctant to or deny going to any place within the scope of work.
5. The manpower so provided should not be in the state of intoxication, smoking, masala chewing during the office hours. If found involved in any such activities, the contractor shall immediately replace the manpower on the written instruction of AAI.

	<p><b>6.</b> In case of manpower is not proficient enough to the requirement of duties and/or misbehaving with the user and/or acting against the interest of AAI and/or non-punctual / irregular and/or not up to the expectation, AAI may require change of manpower which will be communicated in writing. In such cases, the contractor shall replace the manpower immediately upon receipt of such communication, failing which necessary action deems to be fit, will be taken as per the provisions of contract and the decision of the competent authority will be final and binding on the contractor.</p> <p><b>7.</b> The manpower shall not ask any wages or monetary value from the AAI officials for discharging his duties in this tender because the engagement and employment of manpower and payment of wages as per the existing provisions of various laws and regulations is the sole responsibility of the contractor and any breach of such lapse or regulation shall be deemed to be breach of the contract. However, AAI may ask the contractor to produce documents to verify that the contractor complies with the provision / laws.</p> <p><b>8.</b> The contractor shall be responsible for the acts and / or and accidents committed by the person employed by him either inside or outside operational area of Airport.</p> <p><b>9. Security Passes and Work Permit:</b></p> <p>a) In order to carry out work inside airport (airside), Airport Entry Passes/permits are required for contractual staff.</p> <p>b) The firm shall arrange/obtain the entry passes/permits for the same from airport operator as per guidelines of BCAS and shall bear the cost of AEPs.</p> <p>c) Security clearance of your company from BCAS is mandatory through E-Sahaj Portal before participating in bid. Firms not submitting the copy of security clearance certificate issued by BCAS shall be rejected.</p> <p>d) The Contractor has to submit the police verification report and other required documents of the person for the same before the start of work at own cost which is mandatory for issue of Airport Entry Pass.</p> <p>e) The contractor shall be responsible for misuse of any TAEP and be liable for action by security agencies at the airport.</p> <p>f) The Contractor's worker must follow the AAI safety rules, environmental policy and security instructions issued by BCAS/AAI.</p> <p><b>10. Uniform: -</b></p> <p>As the rates quote by contractor shall be inclusive of Uniform Expense, Therefore The Contractor has to provide 2 sets of Uniform (Pant and Shirt) Including stitching, 1 pair of Shoes &amp; 3 Pair Socks and a woolen Sweater to his staff of approved colour &amp; quality (Within 1 Month from date of award), failing which AAI withheld/recover an amount of Rs.5000/- per person per Year from the contractor's bill. In the event of non-compliance of wearing uniform &amp; shoes by workers on daily basis a recovery of Rs.50/-per day per person shall be made from running bills.</p> <p><b>11. Selection Process:</b></p> <p><b>A)</b> Contractor will submit the list of candidates along with all qualification documents.</p> <p><b>B)</b> Then the screening of candidates may be done by officers nominated by <b>ATC-In-Charge/Jt.GM(ATC)</b>, Jaipur Airport. Interview may also be taken for finalization of candidates.</p> <p>The final recommended candidates only will be deployed by the contractor.</p>
<b>15.</b>	<p><b>Sub Contracts:</b></p> <p>The Contractor shall not sublet any portion of the contract without the prior written approval of the Accepting Authority.</p>

<b>16.</b>	<b>Instructions and Notices :</b>
<b>16(a)</b>	Subject as otherwise provided in this Contract, all notices to be given on behalf of AAI and all other actions to be taken on its behalf may be given or taken by the maintenance-in-Charge or any officer for the time being entrusted with the functions, duties and powers of the maintenance-in-Charge.
<b>16(b)</b>	All instructions, notices and communications, etc. under the Contract shall be given in by email, FAX or in writing by registered post to the last known address of the Contractor.
<b>17.</b>	<p><b>Foreclosure of Contract in Full or in Part due to Abandonment or Reduction in Scope of Work:</b></p> <p>If at any time after acceptance of the Bid AAI shall decide to abandon or reduce the scope of the Works for any reason whatsoever and hence not require the whole or any part of the Works to be carried out, the maintenance-in-Charge shall give notice in writing to that effect to the Contractor and the Contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the Works.</p>
<b>18.</b>	<p><b>Termination of Contract for Death:</b></p> <p>If the Contractor is an individual or a proprietary concern and the individual or the proprietor dies and if the Contractor is a partnership concern and one of the partners dies then unless the Accepting Authority is satisfied that the legal representative of the individual Contractor or of the proprietor of the proprietary concern and, in the case of partnership, the surviving partners, are capable of carrying out and completing the Contract, the Accepting Authority shall be entitled to cancel the Contract as to its incomplete part without AAI being in any way liable to payment of any compensation to the estate of the deceased Contractor and/or to the surviving partners of the Contractor's firm on account of the cancellation of the Contract. The decision of the Accepting Authority that the legal representatives of the deceased Contractor or the Surviving partners of the Contractor's firm cannot carry out and complete the Contract shall be final and binding on the parties. In the event of such cancellation AAI shall not hold the estate of the deceased Contractor and/or the surviving partners of the Contractor's firm liable in damages for not completing the Contract.</p>
<b>19.</b>	<p><b>Cancellation of Contract in Full or in Part:</b></p> <p>If the Contractor:</p> <p>(a) At any time makes default in proceeding with the works with due diligence and continues to do so after a notice in writing of 07 days from the maintenance in charge or</p> <p>(b) Commits-default in complying with any of the terms and conditions of the Contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the maintenance-in-Charge; or</p> <p>(c) Fails to complete the Works or items of work with individual dates of completion, on or before the date(s) of completion and does not complete them within the period specified in a notice given in writing in that behalf by the maintenance-in-Charge; or</p> <p>(d) Shall obtain a Contract with AAI as a result of ring Biding or other non-bonafied methods of competitive Bidding; or</p>

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	(e) Being a Company, shall pass a resolution or the Court shall make an order for the liquidation of its affairs, or a receiver or manager on behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or manager.
<b>20.</b>	<b>Changes in constitution:</b> Where the Contractor is a partnership firm, prior approval in writing of the Accepting Authority shall be obtained before any change is made in the constitution of the firm. Where the Contractor is an individual or a Hindu Undivided Family business-concern such approval as aforesaid shall likewise be obtained before the Contractor enters in to any partnership agreement where under the partnership firm would have the right to carry out the work hereby undertaken by the Contractor. If prior approval as aforesaid is not obtained, the Contract shall be cancelled after a notice in writing of 15 days from the maintenance-in-Charge.
<b>21.</b>	<b>Payment</b>
<b>21(a)</b>	No mobilization advance shall be paid for any activity.
<b>21(b)</b>	The firm has to pay the prevailing minimum wages issued by the office of Regional Labour Commissioner/ Chief Labour Commissioner (whichever is higher), from time to time.
<b>21(c)</b>	The payment shall be made on monthly basis. The 100 % of the charges minus the recoveries if any shall be paid after successful completion of each month. The contractor has to submit the following documentary evidence for claiming the payment. a) Invoice Slip consisting details of BASIC+DA, EPF, ESIC/Group Health Insurance, SERVICE CHARGE, Uniform Charges etc. along with GST. b) Copy of wage register/salary slip. c) Copy of PF challan & payment receipt with the details of amount deposited against each worker deployed. d) Copy of ESI/Group Health Insurance challan & payment receipt with the details of amount deposited against each worker deployed. e) Copy of attendance/Biometric Attendance duly signed. f) Proof of Payments made on account of wages to workers (bank account statement). g) No advance payment shall be made to Contractor by AAI.
<b>21(d)</b>	The EPF & ESI/Group Health Insurance amount paid to the statutory authorities by the contractor shall be reimbursed on actual basis on submission of documentary evidence. (Copy of monthly challans with name & number (EPF & ESI/Group Health Insurance) of the engaged workers).
<b>21(e)</b>	The proof of EPF & ESIC/Group Health Insurance deposit of the staff deployed for this work must be submitted along with the monthly bill. The bill will not be processed without the current documents of EPF & ESIC/Group Health Insurance.
<b>21(f)</b>	In case of nonpayment of wages or any other dues of any workman engaged by contractor, AAI reserves the right to make payment and to recover the amount of such payment from bill of contractor or any other amount payable to him under any contract or as debt payable by contractor.
<b>21(g)</b>	Payment shall be made to contractor after deduction of security deposit and taxes as per statutory requirements prevailing at the time of payment. The Final bill shall be paid to the agency after disbursement of all the payment to the workers including bonus. No dues certificate duly signed by each worker need to be submitted in this regard.

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<b>21(h)</b>	The contractor shall provide all the necessary documents/ details as required by AAI for passing of Bill/Invoice.
<b>21(i)</b>	No payment of daily wages of that day will be paid to the person deployed under this contract is absent and no replacement is provided.
<b>22.</b>	<b>Income Tax and work contract tax Recovery:</b> Before releasing payment to the Contractor, income tax and work contract tax recovery shall be made from the contractor's bill at the rate as applicable during that time.
<b>23.</b>	<b>Over payments and Under payments:</b>
<b>23(a)</b>	Whenever any claim for the payment of a sum of money to AAI arises of or under this Contract against the Contractor the same may be deducted by AAI from any sum then due or which at any time thereafter may become due to the Contractor under this Contract and failing that under any other Contract with AAI or from any other sum due.
<b>23(b)</b>	AAI reserve the right to carry out post-payment audit and technical examination of the final bill including all supporting vouchers, abstracts, etc., AAI further reserve the right to enforce recovery of any overpayment when detected notwithstanding the fact that the amount of the final bill may be included by one of the parties as an item of dispute before an arbitrator appointed under this Contract and notwithstanding the fact that the amount of the final bill figures in the arbitration award.
<b>23(c)</b>	If as a result of such audit and technical examination any overpayment is discovered in respect of any work done by the Contractor or alleged to have been done by him under the contract, it shall be recovered by AAI from the Contractor by any or all of the methods prescribed above or if any underpayment is discovered the amount shall be duly paid to the Contractor by AAI.
<b>24.</b>	<b>Contract Agreement</b>
<b>24(a)</b>	<b>The contract agreement shall be executed on a non-judicial stamp paper of value Rs. 500/- (the stamp paper should be purchased from Rajasthan) and cost of the stamp paper shall be borne by the Contractor as per Annexure-VIII.</b> This notice of Bid shall form part of the contract documents. The successful Bidder / contractor, on acceptance of his Bid by the Accepting Authority, shall within <b>15 days</b> from the date of award of work, sign the contract consisting of Notice inviting Bids, General conditions of contract, special/additional condition, General Specifications, bid conditions as issued at the time of invitation of Bid and acceptance thereof with any correspondence leading there to.
<b>24(b)</b>	The successful tenderer has to <b>submit valid labor license</b> (if applicable) for the awarded work issued by RLC/authorized license officer within 15 days, before commencement the work.
<b>24(c)</b>	Contractor's Bid including the letters of clarifications between the contractor and the AAI prior to the award of contract shall form a part of the Contract Agreement to the extent they have been accepted by AAI.
<b>24(d)</b>	<b>The successful bidder shall submit an affidavit on a non-judicial stamp paper of value Rs. 100/- (as per annexure-IV) within 15 days of award of the work and cost of the stamp paper shall be borne by the Contractor.</b>
<b>24(e)</b>	The successful bidder/ contractor shall <b>deposit 10% of the contract value towards security deposit/performance Bank guarantee within 30 Days</b> after awarding the work order (Refer to Point No 13 of Section A of ATC document.)

25.	The contractor shall also be responsible for any damage to other public utility services/private property during the execution of the work and shall have to make good the loss for such damage, in accordance with the provisions for the recovery of losses by various departments/or imposition of penalty by any court of law.
26.	<b>Arbitration and Laws</b>
26(a)	<p><b>Arbitration:</b>          Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and so the quality of workmanship or materials used on the work or as to any other question, claim, right, relating to the contract, designs, drawings, specifications, estimates, instructions. Orders of these conditions or otherwise concerning the works or this execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitrator as may be appointed by <b>The Regional Executive Director (NR), Airports Authority of India, operational office, Rangpuri, New Delhi – 110037</b>. It is the term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute. The arbitrator(s) may from time to time with consent of the parties enlarge the time for making and publishing the award. The work under the contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due or payable to the contractor shall be withheld on account of such proceedings.</p>
26(b)	The arbitrator shall be deemed to have entered on the reference on the date he issued notice to both the parties fixing the date of the first hearing. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion, the award of the Arbitrator shall be final, conclusive and binding on all parties to this contract.
26(c)	<p><b>Laws governing the Contract:</b>          This contract shall be governed by the Indian Laws for the time being in force. Notwithstanding any disputes between the parties, the contractor shall not be entitled to withhold, delay or defer its obligations, under the contract, and the same shall be carried out in accordance with the terms and conditions of the contract.</p>
26(d)	Notwithstanding any disputes between the parties, the contractor shall not be entitled to withhold, delay or defer its obligations, under the contract, and the same shall be carried out in accordance with the terms and conditions of the contract
27.	The Authority will not be responsible for any injury sustained by the workers during performance of their duties and also for any dispute between him and his workers. To comply with all liabilities out of any provision of labour act /enactment's either in force or enacted from time to time during the execution of this contract shall be the responsibility of Contractor/Firm/Agency. Any expenditure incurred by the Authority to face the situation arising out of his workers will be made from his bills/security deposit. Furthermore, the agency shall be responsible for the payment of compensation, insurance etc. if any in respect of his employees.
27(a)	If AAI is not satisfied with the conduct, behavior etc. of any the staff, the contractor shall replace the person concern as per advise of AAI.



**AIRPORTS AUTHORITY OF INDIA**  
**Jaipur Airport, Jaipur**

**Section-C**

**SPECIAL CONDITION OF CONTRACT**

- 1) Contract Period is for **2025-2027 (Two Years)**, Contract will start from the date of acceptance of confirmed work order issued by AAI for a period mentioned above.

1.1 Work name "**Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport.**".

1.2 The special conditions of contract are as follows;

Sr. No.	CONDITIONS
1.	Lowest rate will be decided based on overall total amount.
2.	Only one party will be decided based on lowest rate.
3.	Obtaining security clearance from BCAS through the E-Sahaj Portal is mandatory for the firm prior to participating in the bid.
4.	The successful bidder shall be selected on the basis of overall lowest amount as per Price Bid. However <b>Minimum wages shall be maintained as per File No. 1/6(3)/2025-LS-II Dated 28/03/2025. (Amended from time to time by Govt. of India) Ministry of Labour &amp; Employment, Office of the Chief Labour Commission(C), New Delhi. The quoted tender amount shall not be less than the minimum wage payment amount. If quoted amount by the bidder found below the minimum wages as mentioned above, then the tender, for that bidder, will not be considered for financial evaluation.</b>
5.	Rates quoted by the Contractor shall be inclusive of minimum wages, EPF ESIC/Group Health Insurance, Bonus, contractor profit, Uniform Expenses, AEP charges & Including GST. if the increase in minimum wages of the existing minimum wages rate during contract period, same shall be reimbursed to contractor on production of documentary evidence. No additional payment such as contractor profit will be reimbursed due to increased wages.
6.	The contractor shall be responsible to depute 08 Semi Skilled Manpower under this contract, <b>08 : 00 hours (during working hours including half an hour lunch break in between)</b> daily in shifts duty in all working days (06 days in a week) except weekly off days and National Holidays.
7.	It shall be the responsibilities of the contractor for payment of minimum wages and other statutory benefits etc. AAI shall not be responsible for any violation on the above if any made by the contractor.

**Name of Work: - Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport.**

<b>8.</b>	AAI shall call upon the contractor to produce all original challans, documents etc. for verification with regard to payment of minimum wage, PF, ESI etc. In case of any violation of statutory provisions with regard to minimum wages, PF, ESI etc., AAI shall refer the case to the appropriate authorities to take action against the contractor in which case AAI shall not be responsible for any consequence thereof.
<b>9.</b>	<b>No payment of daily wages of that day will be paid to the person deployed under this contract is absent and no replacement is provided.</b>
<b>10.</b>	<b>Cancellation of Contract:</b> The contract can be cancelled by the accepting Authority, Airports Authority of India, Jaipur Airport, Jaipur-302029” by giving <b>15 days’ prior notice</b> on account of unsatisfactory, poor performance or without assigning any reason.
<b>11.</b>	The personnel provided by the Firm/Contractor/Agency will not claim to become the employees of AAI and there will be no Employee and Employer relation between the personnel deployed by the Firm/Contractor/Agency.
<b>12.</b>	Prorate deduction shall be affected from the contract amount for the days of absentees of contractor’s employees.
<b>13.</b>	The Firm/Contractor/Agency shall be solely responsible for any accident/medical/health related liability/compensation/insurance for the personnel deployed by the Firm/Contractor/Agency at AAI, Jaipur Airport; AAI shall have no liability in this regard.
<b>14.</b>	It shall be the responsibility of the Agency (Contractor) to employ only adult workers whose antecedents have been thoroughly verified, including character and police verification.
<b>15.</b>	It shall be the responsibility of the Agency (Contractor) to verify the skills/experience of the outsourced manpower. Candidates will be examined for performing the defined functions by AAI and AAI reserves the rights to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel, it comes to notice that he/she has misrepresented the fact about his/her qualification/experience, the Contractor will have to terminate the service of such staff immediately and shall provide suitable replacement within 03 days.
<b>16.</b>	If the performance of any outsourced personnel is unsatisfactory, AAI shall give a notice of <b>07 days</b> to the Agency (Contractor) to take necessary action to improve the performance of outsourced personnel and if the performance does not improve even after 07 days of such communication, the Agency (Contractor) shall provide a suitable replacement acceptable to AAI within 03 days.
<b>17.</b>	The Agency (Contractor) shall not terminate the services of hired staff unilaterally. In case any hired staff is proposed to be replaced/terminated by the Agency (Contractor), such action should be taken only with the prior approval of AAI.

**Name of Work: - Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport.**

<b>18.</b>	No relationship of employer and employee shall be entertained between the AAI and the outsourced personnel engaged by the Agency (Contractor). The Agency (Contractor) shall ensure that all persons employed by them shall be efficient, skilled, honest and conversant with the nature of work as required.
<b>19.</b>	The Agency (Contractor) shall maintain all registers and records required under various Acts/Statutory Provisions and also for execution of contract Which may be inspected by the AAI as well as the appropriate authorities at any time.
<b>20.</b>	The engagement of outsourced person shall be purely on temporary and on contract basis. The Agency (Contractor) shall at all times make it absolutely clear to the outsourced personnel hired through them in AAI that such deputed do not have any claim whatsoever for any regular employment in AAI. Any outsourced personnel deputed in AAI can be removed at any time by giving notice to the Agency (Contractor) and the staff in the circumstances provided herein above. The Agency (Contractor) will have to provide suitable replacement acceptable to AAI within 03 days.
<b>21.</b>	The outsourced personnel should be in proper Uniform with Name Badges. The Agency (Contractor) will provide uniform to each staff.
<b>22.</b>	The Agency (Contractor) shall make actual disbursement of wage/salary to the workers and supervisor through Bank accounts. The Agency (Contractor) shall submit documentary proof for the same any dispute arising out of non-payment, short payment or delayed payment has to be settled by the Agency (Contractor) and the outsourced Personnel engaged by him. In no circumstances, the actual disbursement shall be less than the Minimum wages.
<b>23.</b>	In case the outsourced personnel deployed by the Agency (Contractor) is found to be suffering from any communicable disease or any disease which renders him unsuitable for the job he should be immediately replaced.
<b>24.</b>	<b>Police Verification</b> – Police verification to be done by the contractor.
<b>25.</b>	<b>Leave-</b> i) If an outsourced Manpower deployed is absent on a particular day or comes late/leaves early the extant instructions prevailing in the Company in this regard and as modified from time to time will be applicable. However, no habitual late comer would be allowed to work and it will be the responsibility of the Manpower service provider to provide a substitute. ii) If a worker proceeds on long leave or leaves the job, it will be the responsibility of the manpower service provider to provide a substitute immediately. In case substitute is not provided within stipulated time period action shall be initiated as per Section-B, para 13.

**2) SCOPE OF WORK :**

- a) The person shall be performing General/Shift Duties at JAIPUR Airport, JAIPUR.
- b) The person shall report to Duty Officer, ATC In-Charge during his duty hours.
- c) The person shall ensure timely report for duty.
- d) The person will not leave the duty place without prior permission of the concerned

**The List of work that is to be performed by hired manpower:**

The duties assigned shall be as follows: -

**Name of Work: - Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport.**

- (I) To put Flight progress strips (FPS) in the strip holders and handover to ATCOs and keep used FPS in record room.
- (II) Keep a check on AFTN messages and handover printed messages to ATCOs.
- (III) SATCO/Meteorology deptt/CNS related work like movements of files/letters.
- (IV) Keep an eye on aircraft/vehicle/personnel movement in operational area and report any unusual matter to ATCOs for further action.
- (V) Keep an eye on bird movement and report ATCOs for further action.
- (VI) Booking of AFTN messages like FPL, NOTAMs etc. in CNS office.
- (VII) Filing of correspondence letters in SATCO/ATC units/Other ATC offices.
- (VIII) Cleaning of RT/VHF equipment/telephones with anti-septic liquid.
- (IX) Photo copy and filing in ATS In-Charge office and ATC training cell.
- (X) Help training cell during training sessions conducted for in & out station ATCOs.
- (XI) Dispatch of letters/files within airport to other sections/aerodrome operator/CISF/BCAS etc.
- (XII) Help in RNFC / Billing section in upkeep of records/bills/registers.
- (XIII) Help in management of ATC stores.
- (XIV) Arrangement of drinking water, tea/coffee and serving snacks to ATC officers and visitors.
- (XV) Any other work assigned by ATC officers.

Generally, the manpower so provided shall be utilized for the as described in the scope of work, however, during in exigencies they may be utilized for other purposes by AAI, if found suitable.

**A) General Guidelines to contractor regarding provided MANPOWER**

- The Manpower so provided should not be engaged in any corrupt practices and should be polite, humble and showing courtesy to the AAI officials.
- The Manpower should always be in well neat & clean uniform as provided by his employer and in possession of active mobile phone for smooth communication with AAI officials. No additional charges are payable for this.
- Manpower shall always follow the rules & regulations of Transport Authority or any authority relevant to the subject for safe journey of the passengers and should always be in possession of AEP (Airport Entry permit), ADP (Airfield Driving Permit) and any other necessary document applicable for the subject.
- The Manpower shall be in punctual and shall report to Jt. General Manager (ATC) OR to the person as instructed by him or his representatives. The manpower shall not be reluctant to or deny going to any place within the scope of work.
- The manpower so provided should not be in the state of intoxication, smoking, masala chewing during the office hours. If found involved in any such activities, the contractor shall immediately replace the manpower on the written instruction of AAI.
- In case of manpower is not proficient enough to the requirement of duties and/or misbehaving with the user and/or acting against the interest of AAI and/or non- punctual / irregular and/or not up to the expectation, AAI may require change of manpower which will be communicated in writing. In such cases, the contractor shall replace the manpower immediately upon receipt of such communication, failing which necessary action deems to be fit, will be taken as per the provisions of contract and the decision of the competent authority will be final and binding on the contractor.
- The manpower shall not ask any wages or monetary value from the AAI officials for discharging his duties in this tender because the engagement and employment of manpower and payment of wages as per the existing provisions of various laws and regulations is the sole responsibility of the contractor and any breach of such lapse or regulation shall be deemed to be breach of the contract. However, AAI may ask the contractor to produce documents to verify that the contractor

complies with the provision / laws.

**B) Qualification of Manpower:-** The contractor should depute the Manpower as per the qualifications given below.

**Semi-Skilled Manpower:** The minimum qualification of semiskilled manpower shall be ITI/ 10<sup>th</sup> pass with five year experience of similar works.

All the personnel under this contract will Perform **08.00 hrs (during working hours including half an hour lunch break in between)** in shifts duty in all working days except weekly-off days for the effective implementation of this contract and report to the Maintenance in charge of AAI. The attendance/Biometric Attendance of reporting for duty will be maintained by the ATC In- Charge/Jt.GM (ATC).

**Selection Process:**

- a. Contractor will submit the list of candidates along with all qualification documents.
- b. Then the screening of candidates may be done by ATC In-Charge/Jt.GM (ATC), Jaipur Airport. Interview may also be taken for finalization of candidates.
- c. The final recommended candidates only will be deployed by the contractor.

**3) MOBILIZATION PERIOD**

The contractor shall provide the manpower within a mobilization period of **07 days** from the date of signing of contract agreement (as per point 24 of Section B of ATC document). However, extension of above can be considered, at the sole discretion of the AAI on merit of the case.

**4) REPORTING AUTHORITY**

Normally manpower shall report to Jt. General Manager (ATC) OR at the place / to the person as instructed by him or his representatives.

**5) WAGES AND EPF, ESI & STATUTORY CHARGES:**

- Minimum wages shall be paid to the manpower (Semi skilled) as per the Minimum Wages Act, 1948 by the contractor, as notified by Chief Labour Commissioner, New Delhi based on prevailing minimum wages during the relevant period of contract.
- The manpower shall be categorized as 'Semi skilled' under "Construction or Maintenance of Roads or **Runways** or in Building Operations..." for "**B**" category city (Jaipur) as notified by the Ministry of Labour & Employment, Govt. of India. As per latest order from CLC, New Delhi dated 28.03.2025, the per day wages for Semi skilled manpower for "**B**" city is 760.00 (Rupees Seven Hundred and Sixty- Rupees only) as on the date of publication of this tender.
- **If the bidder quotes lesser than the minimum wages mentioned, his tender will not be considered for financial evaluation, same shall be rejected.**
- The contractor shall pay EPF and ESI/Group Health Insurance contribution as applicable to the regulating/statutory authorities in respect of each manpower engaged by him/her and shall submit documentary proof such as challan etc. in this regard.
- The same shall be verified by AAI for the payment. In the event of non-payment of EPF & ESI, AAI reserves the right to withhold **26 % and 6 %** of the total monthly bill against PF and ESI respectively from their R.A bills/ Final Bill.

**6) REIMBURSEMENT OF WAGES, EPF & ESI**

- On the revision of the minimum wages as notified by the Chief Labour Commissioner, New Delhi, revised minimum wages shall be paid by the contractor to manpower engaged by him/her. However, excess wages as affected by the revision of minimum wages shall be reimbursed by AAI on the production of documentary proof of payment of revised wages to the manpower.

[Excess wages: difference between principle wages (760.00) and revised wages.]

- Contribution towards EPF, ESI/Group Health Insurance as per Govt. of India rules and as amended on time to time shall be reimbursed by the AAI on the production of documentary proof.

**7) PERIOD OF CONTRACT**

- **The period of contract shall be for Two (02) Year.** The contract may be extendable by another one year or part thereof on the satisfactory performance of the party and on the discretion of AAI with the same Terms & Conditions of the contract.

**8) RECORDS**

- The contractor shall keep and maintain any and all records as are required to be maintained by the contractor under the Contract Labour (Regulation and Abolition) Act 1970 the factories Act, the payment of Wages Act and /or any other applicable laws, rules are regulations and shall furnish to the concerned officers/authorities in this behalf of any and all information, reports and return as are required to be furnished by the contractor under any such Laws, Rules are regulations.
- The AAI shall be entitled at all times to carry out any check or inspection of the contractor's facilities, records and accounts to ensure that the provisions of the labour laws and regulations are being observed by the contractor and that the workmen are not denied the rights and benefits to which they are entitled under provisions. Any violation shall, without prejudice to any other rights or remedies available to the AAI, constitute a ground for termination of the contract as though specifically set for under clauses of General Condition of Contract thereof.

**9) DECLARATION**

The terms and conditions given in Section C given in the Tender Document are read, understood and hereby accepted unconditionally and shall be complied with. I/We agree to abide by the condition and guidelines of Section C, contained in this section of Tender Document and shall form part of contract conditions and provisions. I/We hereby unconditionally accept(s) these condition and guidelines of Section C of AAI's tender Documents in its entirety for the work "**Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport**".

It is certified that I/we have not stipulated any condition(s) in our tender offer. In case any condition(s) are found in our tender offer, the same shall be treated as withdrawn.

**Signature of Bidder Firm Authorized Signatory**

Name : .....

On behalf of: .....

Telephone: .....

Fax: .....

E-mail: .....

Firm's Stamp: .....

**10. FORCE MAJEURE**

The Contractor shall not be liable for failures to perform any of its obligation under or arising out of this agreement if, such failures result from any force majeure like act of GOD, fire, flood, theft, earthquake, explosions, riots, refusal of license or imposition of sanctions/ or any measure taken by the Govt. whatsoever which renders it impossible or impracticable for the Contractor to fulfill its obligations under this agreement.



**AIRPORTS AUTHORITY OF INDIA**  
**Jaipur Airport, Jaipur**

**Section-D**  
**SPECIAL CONDITION OF CONTRACT**

**1. SCOPE OF WORK :**

- a) The person shall be performing General/Shift Duties at JAIPUR Airport, JAIPUR.
- b) The person shall report to Duty Officer, ATC In-Charge during his duty hours.
- c) The person shall ensure timely report for duty.
- d) The person will not leave the duty place without prior permission of the concerned

**The List of work that is to be performed by hired manpower:**

The duties assigned shall be as follows: -

- To put Flight progress strips (FPS) in the strip holders and handover to ATCOs and keep used FPS in record room.
- Keep a check on AFTN messages and handover printed messages to ATCOs.
- SATCO/Meteorology deptt/CNS related work like movements of files/letters.
- Keep an eye on aircraft/vehicle/personnel movement in operational area and report any unusual matter to ATCOs for further action.
- Keep an eye on bird movement and report ATCOs for further action.
- Booking of AFTN messages like FPL, NOTAMs etc. in CNS office.
- Filing of correspondence letters in SATCO/ATC units/Other ATC offices.
- Cleaning of RT/VHF equipment/telephones with anti-septic liquid.
- Photo copy and filing in ATS In-Charge office and ATC training cell.
- Help training cell during training sessions conducted for in & out station ATCOs.
- Dispatch of letters/files within airport to other sections/aerodrome operator/CISF/BCAS etc.
- Help in RNFC / Billing section in upkeep of records/bills/registers.
- Help in management of ATC stores.
- Arrangement of drinking water, tea/coffee and serving snacks to ATC officers and visitors.
- Any other work assigned by ATC officers.

Generally, the manpower so provided shall be utilized for the as described in the scope of work, however, during in exigencies they may be utilized for other purposes by AAI, if found suitable.

**2. Qualification of Manpower:-** The contractor should depute the Manpower as per the qualifications given below.

**Semi-Skilled Manpower:** The minimum qualification of semiskilled manpower shall be ITI/ 10<sup>th</sup> pass with five year experience of similar works.

All the personnel under this contract will Perform **08.00 hrs (during working hours including half an hour lunch break in between)** in shifts duty in all working days except weekly-off days for the effective implementation of this contract and report to the Maintenance in charge of AAI. The attendance/Biometric Attendance of reporting for duty will be maintained by the ATC In- Charge/Jt.GM (ATC).

**(UNCONDITIONAL ACCEPTANCE LETTER)**

To

The Joint General Manager  
(ATC), Airports Authority of  
India, Jaipur International  
Airport, Jaipur-  
302029(Rajasthan)

**Sub:** Submission of E-bid on GeM portal for work “**Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport**”.

Sir,

Having examined the Terms and Conditions of GeM Bid No. .... and specifications including addenda, I/we, the undersigned, offer to undertake “ **Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport**” in conformity with the terms & conditions of referred e-Bid on GeM Portal.

- i. I/We agree to abide by the terms and provisions of the said conditions and provisions contained in the E-Bid. I/We hereby unconditionally accept(s) the tender conditions of AAI’s tender documents in its entirety for the above work. It is certified that I/we have not stipulated any condition(s) in our tender offer. In case any condition(s) are found in our tender offer violated after opening tender, I/We agree that the tender shall be rejected.
- ii. Bid uploaded by us is digitally signed, and prepared so as to prevent any subsequent alteration and replacement.
- iii. That, I/We declare that I/we have not paid and shall not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe/gratification, I shall immediately report it to the Appropriate Authority in AAI.
- iv. That, I/We undertake that AAI’s Bid document with all terms and conditions including Additional Terms & Conditions(ATC) shall form part of contract agreement.

We understand that you are not bound to accept the lowest or any bid, you shall receive.

Yours Faithfully,

Signature of authorized

signatory/contractor

Name.....

Date.....

Place.....

Seal.....

Annexure-II

Undertaking for Not Black-Listed/Debarred

(To be uploaded in Tech Bid folder)

To

The Joint General Manager (ATC),  
Airports Authority of India,  
Jaipur International Airport,  
Jaipur-302029(Rajasthan)

**Sub:** Submission of E-bid on GeM portal for work “**Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport**”.

1. It is certified that I/We have not been Debarred/black listed by CBI or AAI or any Public Sector Undertaking/Departments like Railways, Defence or any other department of Govt. of India or State Govt. etc.
2. It is also certified that neither I/ We nor our firm or its partner or its directors have been black listed or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like World Bank/International Monetary Fund/World Health Organization etc. or any Indian State/Central Government Departments or Public Sector undertaking.
3. I/We further undertake that at any stage of evaluation, if it is found that I/we (the bidder firm) have given wrong or misleading information then our bid can be summarily rejected.

Thanking you

Yours faithfully

Signature of authorized signatory/contractor

Name.....

Date.....

Place.....

Seal.....

**Annexure-III**

**Checklist for Documents to be submitted**

Para	Sub Para	Complied (Yes)/ Not Complied (No) Tick	Name of the documents attached in the Bid to verify the compliance. (As applicable)
	<b>(a)</b>	(Yes / No)	Unconditional acceptance by Bidder as per Annexure-I
	<b>(b)</b>	(Yes / No)	Declaration/Undertaking for blacklisting of Firm or its partners/Directors as per Annexure-II
	<b>(c)</b>	(Yes / No)	Copy of License issued by Regional Labour Commissioner. (if applicable)  No.....  Validity up to.....
	<b>(d)</b>	(Yes / No)	Undertaking <b>compliance of minimum wages</b> as per ANNEXURE-VII <i>on company letter head</i>
	<b>(e)</b>	(Yes / No)	GST Registration No. document.
	<b>(f)</b>	(Yes / No)	E.P.F Registration No. document.
	<b>(g)</b>	(Yes / No)	E.S.I.C. Registration No. document.
	<b>(h)</b>	(Yes / No)	Certification of satisfaction with complete detail of work carried out to be submitted as <b>per Point 8(b), Section A</b> of ATC document.
	<b>(i)</b>	(Yes / No)	PAN No.:
	<b>(j)</b>	(Yes / No)	CA (Chartered Accountant) Certified Annexure -IX
	<b>(k)</b>	(Yes / No)	MOA/Partnership deed /Power of Attorney document if applicable.
	<b>(l)</b>	(Yes/ No)	Supporting document for claiming exemptions from experience/Turnover criteria and purchase preferences, if applicable.
	<b>(m)</b>	(Yes/ No)	EMD document (if applicable) as <b>per Point 12, Section A</b> of ATC document.
	<b>(n)</b>	(Yes/ No)	Valid Approved BCAS Security Clearance certificate
	<b>(o)</b>	(Yes/ No)	Form-C for Net Worth Certificate
	<b>(p)</b>	(Yes/ No)	Copy of BCAS security clearance Certificate

**Note:** - In case the Firm/Agency fails to submit the above documents during stipulated time of bid then it is considered that bidder is disqualified in technical bid stage and his Financial Bid will not be opened.

(Name & Signature of the Bidder with stamp

(To be submitted by successful bidder)

*(This affidavit is to be on non-judicial stamp paper of Rs. 100.00 and shall be attested by a first class Magistrate/ Notary Public within 15 days of award of contract)*

**AFFIDAVIT**

I ..... (Name), age..... years, S/o ..... (Name) Proprietor/ Partner/Authorized representative of M/s..... do hereby solemnly affirm and state that as follows.

I am competent to swear this affidavit on behalf of M/s (Name of agency) .....

I state that, the wages shall be paid to the workers engaged under this contract, (work order no. ....

Dated.....) Shall not be less than the minimum wages determined by Central Govt., Ministry of Labour & Employment O/o The Chief Labour Commissioner New Delhi Govt. Authority for Jaipur Area from time to time.

Dated this, the..... day of ..... month-----year.



**Request letter: Transmission of Bank Guarantee Cover Message <to be submitted by applicant to BG issuing bank>**

Date: \_\_\_\_\_

The Manager,  
(Bank),  
(Branch),

**Sub: Inclusion of unique identifier code of AAI while transmitting BG cover messages where beneficiary bank is ICICI Bank (IFSC- ICIC0000007).**

Dear Sir/Madam,

I/We, \_\_\_\_\_, request you to include unique identifier \_\_\_\_\_AAIJAIPUR\_\_\_\_\_ in field 7037 of the SFMS cover messages IFN COV760 (for BG issuances) and IFN COV767 (for BG amendment) while transmitting the same to the beneficiary bank (ICICI Bank –IFSC-**ICIC0000007**).

Thanking You,

\_\_\_\_\_

(Vendor/Customer/Concessionaire)

**(To be submitted by successful bidder)**

**PROFORMA FOR PERFORMANCE BANK GUARANTEE**

(To be stamped in accordance with Stamp Act. The non-judicial stamp paper should be in the name of issuing Bank)

To,  
The Jt.GM (ATC)  
Airports Authority of  
India, Jaipur international  
Airport, Jaipur, Rajasthan,  
302029

1. In consideration of the Chairman, Airports Authority of India [hereinafter called "AAI"] having offered to accept the terms and conditions of the proposed agreement between..... and ..... (here-in-after called the said Contractor(s)) for the works ..... (here-in-after called "the said agreement") vide Order no. .... Dated ....., having agreed to production of irrevocable Bank Guarantee for Rs..... (Rupees ..... only)  
as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.
2. We..... (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from AAI stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs (Rupees ..... only).
3. We, the said bank further undertake to pay to the Chairman, AAI any money so demanded notwithstanding any dispute or disputes raised by the contractor (s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal.
4. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment. We..... (indicate the name of the bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of AAI under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Project-in- charge on behalf of AAI certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

**Name of Work: - Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport.**

5. We..... (indicate the name of the bank) further agree with AAI that AAI shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by AAI against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of AAI or any indulgence by the AAI to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect so relieving us.  
This guarantee shall not be discharged due to the change in the constitution of the Bank or the contractor(s)
6. We ..... (Indicate the name of the bank) lastly undertake not to revoke this guarantee except with the previous consent of AAI in writing.
7. This guarantee shall be valid up to ..... unless extended on demand by AAI. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees ..... only) and unless a claim in writing is lodged with us within Three (03) months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

*In presence of:*

Dated this \_\_\_\_\_ Day of \_\_\_\_\_

WITNESS

For and on behalf of (The Bank)

Signature:

Name & Designation :

Authorization No. :

Name & Place :

Bank's Seal :

**PROFORMA FOR Performance Bank Guarantee (Contd....)**

**(Letter of understanding from the Depositor to Bank. to be submitted along with Performance Bank Guarantee to Airports Authority of India)**

**The Branch Manager,**  
.....**Bank,**  
.....

**Sub: - My/Our Bank Guarantee bearing no. ....dated for.....  
Amount..... issued in favour of Airports Authority of India**

Sir,

**The subject Bank Guarantee is obtained from your branch for the purpose of Performance Bank Guarantee on account of contract awarded/ to be awarded by M/s AAI to me /us.**

I hereby authorize the Airports Authority of India in whose favour the deposit is made to close the subject Bank Guarantee before maturity/on maturity towards adjustment of dues without any reference/consent/notice from me our side and the bank is fully discharged by making the payment to Airports Authority of India.

Signature of the Depositor

Place:

Date:

**(Undertaking on company letter head)**

To,  
The Jt.GM (ATC)  
Airports Authority of India,  
Jaipur international Airport,  
Jaipur, Rajasthan, 302029

Sub: Undertaking for compliance of minimum wages.

Dear Sir/Madam,

I/We state that, the wages shall be paid to the workers engaged under this contract, GeM Bid No. .... shall not be less than the minimum wages determined by Central Govt., Ministry of Labour & Employment O/o The Chief Labour Commissioner New Delhi Govt. Authority for Jaipur Area from time to time.

Yours faithfully

Signature of authorized signatory/contractor

Name.....

Date.....

Place.....

Seal.....

**ANNEXURE-VIII**

**DRAFT AGREEMENT WITH SUCCESSFUL BIDDER**

**(On INR 500/- Non Judicial Stamp Paper should be purchased from Rajasthan)**

**Name of Work: - “Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport”**

**GeM Bid No.:** .....

**GeM Contract No.:**

**BETWEEN**

**Airports Authority of India,  
Jaipur Airport, Jaipur- 302029**

**AND**

**(NAME OF FIRM/CONTRACTOR)**

**THIS AGREEMENT** entered into today ..... day of ..... of 2025 between AIRPORTS AUTHORITY OF INDIA, A body corporate constituted by the Central Government under the Airports Authority Act ( Act 55 of 1994 ) and having its Corporate office at RAJIV GANDHI BHAWAN, SAFDURJUNG AIRPORT, NEW DELHI-110003 and operational office at Jaipur Airport, Jaipur, Rajasthan -302029 represented by hereinafter called the ‘AUTHORITY’ ( which term shall unless excluded by or is repugnant to the context be deemed to include its Chairman, or Member, Executive Directors, General Managers, Officers or any of them specified by the Chairman on his behalf and shall also include its successors and assigns on one part and **M/s** ..... having its principal office space & place of business.....(hereafter called **M/s**..... and represented by ..... of the on the other part hereinafter called the CONTRACTOR (which term shall unless excluded by or is repugnant to the context, be deemed to include its higher, representative, successors and assigns of the contract).

**Whereas, the AUTHORITY wants to completion of tender work of: Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport and CONTRACTOR --** ..... is desirous of carryout of the same.

WHEREAS, AUTHORITY invited offers for the: **Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport**, WHEREAS, the CONTRACTOR has offered its bid for **Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport**, in accordance with their Price Bid opened on GeM portal. This Quote is inclusive of patents, handling charges, including Taxes, labour cess and all, duties, levies, freight, Insurance, etc... up to destination and Service tax against Supply/services on each site and AAI has accepted its offer;

Now, therefore, in consideration of the promises and mutual covenants contained herein, the CONTRACTOR and the AUTHORITY (hereinafter referred to as the “parties”) agree as follows:

**Name of Work: - Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport.**

For the purpose of this contract the following constitutes part of the agreement: Contract Period (**Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport**)- with effect from ..... (Years) AUTHORITY's Tender Documents for the Scope of **Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport** comprised of Tender no. and CONTRACTOR *Price bid opened on GeM Portal for.*

Bid Response Documents submitted by the CONTRACTOR in fulfilling the tender requirements that includes the signed Compliance. Unconditional acceptance of AUTHORITY Tender conditions as given by the CONTRACTOR.

Replies to Queries raised by AUTHORITY during Technical evaluation and Technical clarifications submitted by the CONTRACTOR in response thereof vide *letter dated: .....*

The price bid of the CONTRACTOR *opened on GeM portal .....* and accepted by AUTHORITY.

AUTHORITY's Letter of Intent stating acceptance dated..... and the CONTRACTOR's acknowledgement dated.....

AUTHORITY Order no. ....

Performance Bank Guarantee No. .... Date ..... for Rs.....

Whereas, the AUTHORITY agreed to supply/service of items/manpower against tender for: **Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport** excluding of .....calendar months onsite on AUTHORITY Terms and conditions, mutually agreed upon as hereunder:

IN WITNESS WHEREOF, the parties have caused this agreement and executed by their respected duly authorized representatives on the .....day..... and year written.

**NOW**, therefore, in consideration and mutual covenants contained herein, the Contractor and the AAI (hereinafter referred to as the "parties") agree that the following document shall be part of this agreement: -

**AAI Bid Documents for Job contract for deployment of 08 traffic hands/attendants in ATS units at Jaipur Airport .**

GeM Bid No .....

1. AAI Tender Documents for the (Name of Project: -), (Name of the Airport, City, State) comprised in Sections- (Numbers), including Drawings and Maps supplied by AAI.
2. Bid corrigendum no. 1, 2... , if any.
3. Tender clarifications offered by AAI subsequent to the Pre-Bid meeting held on (Date).
4. Bid Documents submitted by the Contractor dated (Date) in fulfilling the contract requirements that includes the signed compliance.
5. Unconditional acceptance of AAI Bid conditions as given by the Contractor.
6. Queries raised by AAI during technical evaluation and technical clarification submitted by contractor in response thereof.
7. Clarification on data sharing between AAI and (Name of the Airport, City, State) offered by the Contractor vide his letter dated (Date).
8. The price bid of the Contractor which was opened on (Date) and accepted by AAI.

9. Reference of LOI/Work order issued/acceptance of bidder.

For and on behalf of Contractor

For and on behalf of Chairman, AAI.

Signature

Signature

Name

Name

Designation

Designation

1. Witness: (Signature, Date, Name, Designation on behalf of AAI)

2. Witness: (Signature, Date, Name, Designation on behalf of Contractor)

**FINANCIAL INFORMATION**

1. Financial Analysis - Details to be furnished profit and loss account for the last five years duly certified by the Chartered Accountant as submitted by the applicant to the Income Tax Department

Fig in lakhs Rs.

Sl. No.	Particulars	Financial Year (Last five years)				
1.	Gross Annual Turnover					
2.	Turn-Over on Electrical Works					
3.	Profit/loss after Taxes (consolidated)					
4.	Profit/loss after Taxes (standalone)					

The bidder should give information strictly in above format.

2. Financial arrangements for carrying out the proposed work.

Unique Document Identification Number (UDIN).....

Signature of Chartered Accountant with Seal

SIGNATURE (S) OF BIDDER (S)

**FORM FOR CERTIFICATE OF NET WORTH FROM CHARTED ACCOUNTANT**

This is to certify that as per audited balance sheet and profit & loss account during the financial year....., the Net Worth ..... of M/S. .... (Name & registered address of Individual/Firm/Company), as ..... on .....(the relevant date ) is Rs .....after considering all liabilities. It is further certified that Net Worth of the company has not eroded by more than 30 % in last three years ending on .....

Unique Document Identification Number(UDIN).....

Signature of Chartered Accountant  
.....

Name of Chartered Accountant  
.....

Membership of ICAI

Date and Seal