



**AIRPORTS AUTHORITY OF INDIA  
CIVIL AIRPORT, JODHPUR**

**Ref No: - AAI/JO/APD/CNS/UPKEEP/2021-22/01**

**TENDER DOCUMENT**

**For**

**Job Contract for Conservancy work for daily Upkeep  
of CNS and Airport System Equipment's at Civil  
Airport, Jodhpur.**

**E-BID No: 2021\_AAI\_92427\_1**

**Estimated Cost – Rs. 1,93,393/-  
Tender Fee – Rs.1180/-**



# AIRPORTS AUTHORITY OF INDIA

CIVIL AIRPORT, JODHPUR

NIT Document No.: AAI/JO/APD/CNS/UPKEEP/2021-22/01

Date: - 27/10/2021

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**AIRPORT DIRECTOR,  
CIVIL AIRPORT, Jodhpur,  
Rajasthan - 342011  
Tel No: 0291-2595214/211  
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**AIRPORTS AUTHORITY OF INDIA**  
**CIVIL AIRPORT, JODHPUR**

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Date: - 27/10/2021

**NOTICE INVITING E-TENDER**

1. E- tenders are invited through NIC CPP portal by The Airport Director, Civil Airport, Jodhpur on behalf of The Chairman, Airports Authority of India from the reputed Agencies/company/Contractor/Firm and involved in execution of similar type of work for One (01) no. of Un-skilled personal for Six days a week i.e. 26 days/month & 8 hrs./day -

S No	Name of Work	Estimated Cost (INR)	EMD Amount (INR)	Cost of tender (INR) (Non-refundable)	Period
01	Job Contract for Conservancy work for daily Upkeep of CNS and Airport Security Equipment's at Civil Airport, Jodhpur	<b>Rs 1,93,393/-</b> (Rs One Lakh Ninety Three Thousand Three Hundred and Ninety Three only) <b>{Excluding ESI, EPF,EDLI, Admin Charges, Bonus and GST (as per applicable rate) }</b>	<b>Declaration</b> as per NIT Annexure-E is required to submit	<b>Rs 1180 /-</b> (Rs One Thousand One Hundred Eighty only) with GST  <b>Tender Fee Shall be accepted ONLINE only through the payment gateway on CPP portal.</b>	<b>12 (Twelve) Months</b> and extendable for a period of another six months depending on performance and approval from competent Authority.

2. This tender is invited through the electronic tendering process and can be downloaded from the Central Public Procurement Portal (CPPP) <http://etenders.gov.in>. A copy of the tender is also available on AAI website [www.aai.aero](http://www.aai.aero). Please note that the submission of the tender is only through the Central Public Procurement Portal <http://etenders.gov.in>. The tenders will not be accepted in any other form. Further it may be noted that tenders which are duly submitted on E-Tender portal (CPPP) shall only be final and tenders just saved without submission will not be available to the evaluation purpose. Bidders are requested to go through FAQ and help files available in the portal (CPPP). In case of any difficulty, bidders may contact the help desk numbers and emails ID provided in the CPP Portal.

3. **Following 3 (Three) Covers shall be submitted through online at CPP-portal by the bidder.**

**Cover – I (fees Cover):** Containing following requirements of Contractor / Firm: -

- I. Scanned Copy of payment proof of online payment of Tender fee.
- II. Scanned Copy of EMD Declaration as per Annexure-E.
- III. Scanned Copy of unconditional acceptance as per Annexure-B.

**Note : - Tenders not accompanied by the requisite Tender Fee, EMD Declaration or Valid MSE/NSIC Certificate for exemption of Tender Fee shall be summarily rejected.**

**Cover – II (PQQ/Tech Cover):** Containing qualifying requirements of Contractor / Firm: -

The tenderer shall submit their application by uploading the digitally signed file of scanned documents meeting each criterion mentioned as below in the Technical Bid/ Attachments Section in the portal. Hard copy of application shall not be entertained. Cover-II shall contain following documents-

- I. Scanned copy of Registration Certificate of the Company (Article of Memorandum of Association or Partnership Deed or Proprietorship Deed as the case may be).
- II. Scanned copy of PAN number.
- III. Scanned copy of GST registration certificate.
- IV. Scanned Copy of valid EPF registration certificate.
- V. Scanned copy of valid ESI registration certificate.
- VI. Scanned copy of Labour License (If applicable)
- VII. Documentary proof for Experience Criterion:-  
Scanned copy of proof of having satisfactorily completed work (Phase /Part completion of work shall not be considered for satisfactory completion of work for the purpose of experience)

At least one work of Similar Type for a value equal to or more than 80% of the estimated cost (i.e. Rs.1,54,715/-) in single contract

Or

Two separate Work Orders of Similar Type, each for a value equal to or more than 50% of the estimated cost (i.e. Rs. 96,697/-)

Or

Three separate work orders of Similar Type, each for a value equal to or more than 40% of the estimated cost (i.e. Rs. 77,357/-) during last 07 years, for Government Departments or Public Undertakings or Private sectors ending on previous financial year (with in India) in single contract.

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.

**Client Work Completion Certificate to be uploaded for showing similar work experiences, Similar Supplies, works or services shall mean "Supply of man power".**

S No	Details	Amount	Documents Required
1	One Similar work of not less than (ONE PO)	Rs.1,54,715/-	1) Copy of Work Completion Certificate.
2	Two Similar work of not less than (TWO POs)	Rs.96,697/-	2) TDS Certificate if Work Completion Certificate from Non-Government / Non PSU organizations.
3	THREE Similar work of not less than (THREE POs)	Rs.77,357/-	

- VIII. Scanned copy of proof of Annualized average financial turnover:

Vendor should have average annualized abridged financial turnover of at least Rs. 58,018/- or equivalent during last 3 years ending 31st March of previous financial year. As a proof of financial turnover, copy of abridged Balance Sheet along with Profit & Loss Account of the bidder for the last three year should be submitted.

Details	Amount	Duration	Documents
Annualized average financial turnover	Rs 58,018/-	During last 3 years ending 31st March of previous financial year ( <b>ending date 31/03/2021</b> )	Copies of abridged Balance Sheet along with profit & loss account duly audited by CA of the bidder during last three year.

- IX. Scanned Copy of Annexure- C.
- X. Scanned Copy of Annexure- D.
- XI. Scanned Copy of Annexure- F.
- XII. Scanned Copy of Annexure- K.
- XIII. Scanned Copy of Digitally Signed complete NIT document.

**Cover – III (Financial Bid):**

The bidder shall fill the price schedule as follows:

Bidders are requested to note that they should necessarily submit their financial bids in the format provided (xls) and no other format is acceptable. The Financial Bid shows the bill of material for all items with scheduled quantities. Bidders are required to download the BoQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected. It may be noted that only duly submitted bids shall be evaluated and bids just saved but not submitted shall not be part of the evaluation process.

**CRITICAL DATE SHEET**

Publishing Date	<b>30.10.2021</b>
Bid Document Download / Sale Start Date	01.11.2021 from 0930 hrs.
Clarification Start Date	01.11.2021 from 0930 hrs.
Clarification End Date	09.11.2021 upto 1500 hrs.
Bid Submission Start Date	10.11.2021 from 0930 hrs.
Bid Submission End Date	17.11.2021 upto 1500 hrs.
Bid Opening Date (Envelope-I)	18.11.2021 at 1500 hrs.
Bid Opening Date (Envelope-II)	18.11.2021 at 1500 hrs.
Bid Opening Date (Envelope-III)	To be intimated later over CPPP

**NOTE: AAI may at its discretion, extend/change the schedule of any activity and intimate the bidders by notifications through the CPP portal.**

4. AAI reserves the right to accept or reject any or all application without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.

5. AAI reserves the right to disallow issue of tender document to working agencies whose performance at ongoing project (s) is below par and unusually poor and has been issued letter of restrain / Temporary / Permanent debar by any department of AAI. AAI reserve the right

to verify the credential submitted by the agency at any stage (before or after the award of work). If at any stage, any information/documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm then AAI shall take action as per AAI guidelines.

**6. Security deposit will be 3% of the tendered amount**, which has to be deposited by tenderer within 30 days of issue of award letter. The same shall be released after the six months of successful completion of work or final payment whichever is later.

7. If any information furnished by the applicant is found incorrect at a later stage, he/she shall be liable to be debarred from tendering/taking up of work in AAI. The department reserves the right to verify the particulars furnished by the applicant independently.

8. The contract agreement shall be executed on a non-judicial stamp paper of value Rs.100/- (Rupees One Hundred only) and the cost of the stamp paper shall be borne by the agency.

9. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by tenderers who resort to canvassing will be liable to be rejected.

10. The Cover No. 3 (price bid) shall be opened only for those parties qualifying for Cover No 1 & 2.

11. Once the tenderer has given unconditional acceptance to AAI's tender condition in its entirety, they are not permitted to put any remarks / conditions (except unconditional rebate on quoted rates), if any in / along with tender enclosed in Cover no. 2.

12. In case the conditions mentioned above is found violated after opening the Cover No. 2, the tender shall be summarily rejected. ~~AAI shall without prejudice to any other remedy, be at liberty to forfeit the full said earnest money absolutely.~~

### ~~13. Refund of EMD~~

~~13.1 EMD of bidders who get rejected in PQ or technical stage should be refunded within two weeks of rejection of their bid at each stage.~~

~~13.2 For all bidders whose financial bids are opened (except the L 1 bidder), should be refunded within two weeks after the award of order to successful bidder.~~

~~13.3 EMD of the successful bidder will be refunded after receipt of Security Deposit.~~

### ~~14). Forfeiture of EMD~~

~~14.1 A bidder's EMD will be forfeited if the bidder withdraws or amends its bid or breach of the conditions or the tender or impairs or derogates from the tender in any respect within the period of validity of the tender.~~

~~14.2 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 work order.~~

~~14.3 If the successful bidder fails to submit the performance guarantee with AAI within 30 calendar days (or an extended period as approved by the Accepting Authority in AAI) after the receipt of the work order.~~

~~14.4 If the bidder knowingly and wilfully supplied incorrect information in the tender.~~

~~14.5 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 as per letter in Annexure B.~~  
~~14.6 No interest or any other expenses, whatsoever, will be payable by AAI on the EMD in any manner.~~

15. This notice shall form part of the contract document. The successful tenderer or contractor on acceptance of his tender by accepting authority shall within 30 days from the stipulated date of start of work, sign the contract agreement consisting of Notice Inviting of Tenders, General Conditions of the contract and Special Conditions of the contract as issued at the time of invitation of tender and acceptance thereof together with any correspondence thereto.

16. The contractor shall be responsible for settling any claim / compensation against all damages and accidents caused due to negligence on the part of his employees and keep AAI indemnified from any compensation / liability.

17. Damage to the equipment's of AAI due to the negligence of the contractor's workers shall be repaired at the contractors cost and shall be recovered from the dues payable including 23.75% departmental charges.

18. The Contractor shall strictly adhere to all legal and statutory requirements and shall not make any effort to circumvent or avoid any statutory provisions of any applicable law.

19. The tender for works shall remain open for acceptance for a period of ninety Days from the date of opening of financial bid. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the Tender 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 reject the tender of bidder.

20. The acceptance of the tenders will rest with the competent authority which does not bind itself to accept any tender and reserves to itself the right to reject any or all of the tenders without assigning any reason.

## **21. CLARIFICATION / CONFIRMATION OF COMPLIANCE OF BIDS**

21.1 To assist in the examination, evaluation and comparison of bids the Buyer may, at its discretion ask the bidder for the clarification / confirmation of compliance of its bid. The request for clarification / confirmation of compliance and the response thereof shall be in writing. However, no post bid clarification / confirmation of compliance at the initiative of the bidder shall be entertained.

21.2 It may be noted that the enquiries / clarifications shall be entertained only through CPP E-Tendering Portal. All such queries received as per the scheduled date and time provided for queries / clarifications shall be responded / replied as per schedule given for receipt of queries in the NIT / tender. The reply shall be uploaded on the e-tendering portal. No verbal / telephonic enquiry shall be entertained during the tender process. If tenderer does not comply or respond by the scheduled date, his tender will be liable to be rejected.

21.3 The shortfall documents should be sought / replied only in case of historical documents which pre-existed at the time of tender opening and which have not undergone change since then. For example, if bidder has submitted a supply order without its completion certificate, the certificate can be asked and considered. However no new supply order should be

considered for so as to qualify the bidder.

22. The successful tenderer must submit copy of the Labour license from Asst. Labour Commissioner within fifteen days from the date of issue of work order / award letter as applicable.

23. That the Contractor shall get his own License under Contract Labour (Regulation and Abolition) Act, it shall be binding to the Contractor to get the same renewed from time to time and shall maintain all the records as per the act.

24. That the Contractor shall be responsible to enrol his employees, deduct, add and deposit in the relevant accounts the contributions as required under the Employees State Insurance Act, 1952 and the Employees Provident Funds and Miscellaneous Provisions Act 1952 and any other enactment's covered under the various applicable labour laws as well as maintain all books of records for the staff and employees deputed by it for this contract such as required under any laws applicable. The Contractor shall also furnish a copy of such statements as documentary proof to AAI.

25. The Contractor has to issue to the employee's Identity card with their photos and shall also maintain relevant register.

26. That the Contractor shall give leave/holidays to his workforce as per the provisions of labour laws applicable.

27. That the Contractor would comply with all applicable laws and maintain all such necessary records as necessitated under such enactments.

28. That the employees employed by the Contractor do not have any right to raise a dispute/claim/demand before/against AAI and if any kind of such litigation arises then Contractor shall be liable to borne for the expenses and result of such litigation.

29. In case were the contract period is over or the contract is terminated by either party the Contractor shall employ the workmen recruited by it at other place. In case the workmen recruited by the Contractor are not provided work at any other place and are discharged then all the eligible workmen shall be paid retrenchment compensation, gratuity, bonus, earned leave and other benefits payable under the labour laws. The Contractor accepts the liability arising out of this clause.

30. There would be complete supervision and control of the Contractor over its personnel, if any accident or injury occurs to any of the personnel of the Contractor while performing the duty or otherwise then complete liability regarding the same would be on the Contractor.

31. No bidder firm or its subsidiary firm or its parent firm shall be allowed to submit alternate bids. Such bids shall be summarily rejected.

32. If the date of receipt or opening tender is declared to be a public holiday, the tender will be received and opened on the next working day at the same time.

33. AAI reserves to itself the right to reject any or all the tenders without assigning any reason thereof or to call for any other detail or information from any of the tenderer.

34. Tender documents are non-transferable.

**35. FORMATS AND SIGNING OF BID**

35.1 The electronic Bids shall be digitally signed by the duly authorized representative of the bidder at e-tendering portal binding the bidder to the contract. Written power-of-attorney in favour of the person authorized to sign the bid electronically shall be submitted in this regard (if applicable) at the CPP portal. The e-bid submitted shall be in properly readable form and encrypted as per CPP portal requirements. Standard Printed terms and conditions of the company other than the NIT conditions shall not be considered. Any such bids received with vendor terms and conditions shall be liable for rejection.

35.2 The bid shall not contain any interline insertions, erasers or overwriting. Any correction if necessary shall be made by scoring out the incorrect figures/words and shall be signed (physically for scanned documents / electronically otherwise) by the person or persons signing the bid.

35.3 The bidders shall digitally sign & encrypt their bids and upload the bids with all documents on-line at e-Tendering portal.

35.4 Bids which are not digitally signed, encrypted or “Not Duly SUBMITTED” shall not be accepted and such bids shall be liable to be rejected.

36. Concessions to Indian Micro & Small Enterprises (MSEs) units will be given as per the provisions (para-10) of public procurement policy for MSEs order 2012, MSEs (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and handloom etc.

37. The bidders who want to take exemption of Tender Fee ~~and EMD~~ under NSIC/MSME should submit Declaration along with NSIC / MSME registration documents otherwise they will not get exemption under the scheme.

38. Tenderer shall intimate the names of persons employed or going to be employed by him, who are near relatives\* of AAI employees. \*The term NEAR RELATIVE means Spouse/children/parents/grandparents/brothers/sisters/uncles/ aunts/ blood relation/ Cousins and their corresponding in-laws.

Airport Director,  
Airports Authority of India,  
Civil Airport, Jodhpur



# AIRPORTS AUTHORITY OF INDIA

## CIVIL AIRPORT, JODHPUR

NIT Document No.: AAI/JO/APD/CNS/UPKEEP/2021-22/01

Date: - 27/10/2021

### **Instructions to Bidder**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "online" to pay the tender fee ~~/EMD~~ as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD Declaration as per the instructions specified in the tender document.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
- 3) For any technical assistance bidders may contact as mentioned below:

Sl. No	Support Persons	Escalation Matrix	E-Mail Address	Contact Numbers	Timings*
1	Technical Help Desk Team	Instant Support	<a href="mailto:eprochelp@aai.aero">eprochelp@aai.aero</a>	011-24632950, Ext-3512	0800-2000 Hrs. (MON-SAT)
2	Sh. Sanjeev kumar Jr. Exe. (IT)	After 4 Hours of Issue	etendersupport@aai.aero OR <a href="mailto:sanjeevkumar@aai.aero">sanjeevkumar@aai.aero</a>	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
3	Sh. Dharmendra Kumar Jt.GM(IT)	After 12 Hrs.	dkumar@aai.aero	011-24632950 Ext. 3527	0930-1800 Hrs. (MON-FRI)
4	General Manager (IT)	After 03 Days	<a href="mailto:gmitchg@aai.aero">gmitchg@aai.aero</a>	011-24657900	0930-1800 Hrs. (MON-FRI)

**\*The Helpdesk services shall remain closed on all Govt. Gazette Holidays.**



# AIRPORTS AUTHORITY OF INDIA

CIVIL AIRPORT, JODHPUR

NIT Document No.: AAI/JO/APD/CNS/UPKEEP/2021-22/01

Date: - 27/10/2021

## GENERAL CONDITIONS OF CONTRACT

1. Tender documents are non-transferable.
2. Envelope which shall be opened first, shall contain the basic documents specified as under:

**Cover – I (fees Cover):** Containing following requirements of Contractor / Firm: -

- I. Scanned Copy of payment proof of online payment of Tender fee.
- II. Scanned Copy of EMD Declaration as per Annexure-E.
- III. Scanned Copy of unconditional acceptance as per Annexure-B.

**Note: - Tenders not accompanied by the requisite Tender Fee, EMD Declaration or Valid MSE/NSIC Certificate for exemption of Tender Fee shall be summarily rejected.**

**Cover – II (PQQ/Tech Cover):** Containing qualifying requirements of Contractor / Firm: -

The tenderer shall submit their application by uploading the digitally signed file of scanned documents meeting each criterion mentioned as below in the Technical Bid/ Attachments Section in the portal. Hard copy of application shall not be entertained. Cover-II shall contain following documents-

- I. Scanned copy of Registration Certificate of the Company (Article of Memorandum of Association or Partnership Deed or Proprietorship Deed as the case may be).
- II. Scanned copy of PAN number.
- III. Scanned copy of GST registration certificate.
- IV. Scanned Copy of valid EPF registration certificate.
- V. Scanned copy of valid ESI registration certificate.
- VI. Scanned copy of Labour License (If applicable)
- VII. Documentary proof for Experience Criterion:-  
Scanned copy of proof of having satisfactorily completed work (Phase /Part completion of work shall not be considered for satisfactory completion of work for the purpose of experience)

At least one work of Similar Type for a value equal to or more than 80% of the estimated cost (i.e. Rs.1,54,715/-) in single contract

Or

Two separate Work Orders of Similar Type, each for a value equal to or more than 50% of the estimated cost (i.e. Rs. 96,697/-) in single contract

Or

Three separate work orders of Similar Type, each for a value equal to or more than 40% of the estimated cost (i.e. Rs. 77,357/-) in single contract during last 07 years, for Government Departments or Public Undertakings or Private sectors ending on previous financial year (with in India) in single contract.

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.

**Client Work Completion Certificate to be uploaded for showing similar work experiences, Similar Supplies, works or services shall mean "Supply of man power".**

VIII. Scanned copy of proof of Annualized average financial turnover:

Vendor should have average annualized abridged financial turnover of at least Rs. 58,018/- or equivalent during last 3 years ending 31st March of previous financial year. As a proof of financial turnover, copy of abridged Balance Sheet along with Profit & Loss Account of the bidder for the last three year should be submitted.

IX. Scanned Copy of Annexure- C.

X. Scanned Copy of Annexure- D.

XI. Scanned Copy of Annexure- F.

XII. Scanned Copy of Annexure- K.

XIII. Scanned Copy of Digitally Signed complete NIT document.

3. It may be clearly noted that in case tender (s) submitted by tenderer(s) is not accompanied by all or any of the documents stated above, such tender (s) will be disqualified for opening financial bid (Cover-III) and summarily rejected.

4. Cover-III which shall be opened after scrutiny of the basic documents of Cover-I & II, shall contain "Financial Bid" as per BoQ (.xls Format) only and no other documents.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided (xls) over CPP Portal only and no other format is acceptable.

6. Any over writing, correction or insertion should be duly signed by the authorized signatories of the Tenderer (s).

7. **Rates:**

(a) Rate must be quoted in prescribed sheets of financial bids.

(b) **Language and Currency:**

The bidder shall quote the rates in English language and international numerals. The rates shall be in whole numbers. The rates shall be written in both figures as well as in words. In case of disparity in figures & words, the rate in words will be considered. In the event of the order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided for under this contract will be English. The bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupees shall not be accepted.

(c) If a firm quoted overall NIL Charges / consideration, the bid shall be treated as unresponsive and will not be considered.

8. **Taxes:** Rates should be inclusive of all types of taxes, duties and levies etc.

9. **Validity:** The tenders shall remain valid for 90 days from the date of opening of tender (Financial Bid). ~~If any tenderer withdraws during this period of validity, his E.M.D. shall be~~

~~forfeited. However tender may be withdrawn after the period of validity for which E.M.D. shall be refunded.~~

10. Failure to execute the supply/work as stipulated under special condition/scope of work will entail ~~forfeiture of EMD/~~penalty or debarment as per prevailing regulations.

11. Parties registered with MSME, NSIC or with any other Government agency are exempted from submission of ~~Earnest Money/~~Tender fees. Govt. Agencies/PSU is exempted from deposition of ~~earnest money/~~tender fee.

**12. Award of Contract:**

12.1 The acceptance of the tender will be intimated to the successful bidder by AAI, by Fax/ E-Mail or by Letter.

12.2 AAI shall issue the work order to successful bidder on receipt of acceptance letter. Successful bidder shall return one copy of work order within ten days from the date of issue of work order as a confirmation to accept terms and conditions of work order duly signed by him on each page of work order.

12.3 Successful bidder has to enter into an agreement (On Rs 100/- Non judicial stamp paper of appropriate value in accordance with Indian Stamp Act) with AAI on terms and conditions mentioned in the tender, its corrigendum and technical queries and responses (if any) against which work order has been released. The cost of agreement including non-judicial stamp paper, fees etc. will be borne by the bidder.

12.4 AAI shall be the sole judge in the matter of award of contract and decision of AAI shall be final and binding.

13. **Security Deposit:** Security deposit will be 3% of the order value shall be furnished in the Form of DD/BG as a guarantee of material/workmanship for a period of Six month from a Nationalized Bank in favour of "Airports Authority of India" payable at Jodhpur, otherwise same amount will be deducted from the bill and the same will be released after completion of Six Months. No interest will be paid on security deposit in any case.

14. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by tenderers who resort to canvassing will be liable to be rejected.

**15. Liquidated Damages (LD):**

In case of failure to execute the order in full within the specified period, liquidated damages shall be charged @ ½% of the total value of the uncompleted portion of the work per week or part thereof subject to a maximum of the 10% of the total contract value. In case the supplier fails to deliver the materials as per the delivery schedule indicated in the purchase order, the material shall be procured by AAI from open market to meet the immediate demand/requirement at the risk and cost of the supplier.

16. The Acceptance of the tender will rest with the Airport Director, Airports Authority of India, Civil Airport, Jodhpur or any other officer authorized by him who does not bind himself to accept any tender and reserves the right to reject all or any of the Tenders received or part thereof without assigning any reasons thereof.

## 17. **Dispute Resolution & Arbitration:**

- i. 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 as to the quality of workmanship or materials supplied/used on the work or as to any other question, claim, right, relating to the supply order, designs, drawings, specifications, estimates, instructions, Orders of these conditions or otherwise concerning the works or these 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 The Regional Executive Director, Airports Authority of India, New Delhi. 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.
- ii. The Dispute Resolution Committee (DRC) thus constituted may act as 'Conciliator' and will be guided by principal of 'Conciliation' as included in part-III of Arbitration & Conciliation Act, 1996 as amended by the Arbitration & Conciliation (Amendment) Act, 2015.
- iii. Efforts of DRC should be to come to an amicable settlement of outstanding disputes. If parties agree, a written settlement will be drawn up and signed by the parties. DRC will authenticate the settlement agreement and furnish a copy to each party.
- iv. DRC will give its report within 45 days of its constitution.
- v. It is also a term of contract that fees and other expense if payable to DRC shall be paid equally by both the parties i.e. AAI and Contractor.
- vi. The work under the contract shall, if reasonably possible, continue during the arbitration proceedings unless the contract has already been repudiated or terminated and no payment due or payable to the contractor shall be withheld on account of such proceedings. 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.
- iv. **Laws Governing the Contract:** The contract shall be governed by the Indian Law for the time being in force.

## 18. **Force Majeure Clause:**

Force majeure is here in defined as any cause which is beyond the control of the tenderer or the purchaser as the case may be which could not be foreseen or with a reasonable amount of diligence could not have foreseen which substantially affect the performance of the contract such as:

- (a) Act of government including but not limited to war declared or undecided. Priorities, quarantines, embargoes, provided either party shall within fifteen days from the occurrence of such a cause, notify the other in writing of such cause.
- (b) The tenderer or the purchaser shall not be liable for delays in performing his obligations resulting from any force majeure clause as referred to and or defined above. The date of completion will be subject to hereinafter provided, will be extended by a reasonable time.

**19. Effect and legal Jurisdiction:**

- a) The contract shall be considered as having come into force from the date of issue of letter of the award of the contract by the purchaser.
- b) The law applicable to this contract shall be the law enforced in India. The courts of Jodhpur have exclusive jurisdiction in all matters arising under this contract.

**20. SOP for Performance Bank Guarantee Verification through SFMS of ICICI BANK:**

a) AAI has made arrangement for Verification of Bank Guarantees received by AAI from Vendors/ Customers/Concessionaries through Structured Financial Messaging System (SFMS) of ICICI bank.

b) The prospective successful bidder shall submit the Bank Guarantee (PBG/BG-SD/FPG) in accordance with the given bank details:

**Corporate Name:** AIRPORTS AUTHORITY OF INDIA

**Bank Name:** ICICI BANK

**IFSC Code:** ICIC0000007

**BG Advising Message:** IFN 760COV (BG ISSUE)

IFN 767COV (BG AMMENDMENT)

**Unique Identifier Code:** AAIJODHPUR

c) While submitting the documents to BG issuing bank, the Vendors/Customers/Concessionaries will also submit a letter to the issuing bank as per the format given in this tender document.

21. AAI reserves right to reject any or all tender(s) in part or in full without assigning any reason.

**22. TERMINATION FOR DEFAULT & RISK PURCHASE:**

23.1 The AAI may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Contractor, terminate this Contract in whole or in part in any of the following events.

i) If the Contractor fails to deliver any or all of the Items within the time period(s) specified in the Contract or any extension thereof granted by the AAI.

ii) If the Contractor fails to perform any other obligation(s) under Contract.

iii) If the Contractor, in either of the above circumstances, does not remedy his failure within a period of 30 days (or such longer period as AAI may authorize in writing) after receipt of the default notice from AAI.

23.2 As a penalty to the Contractor the AAI shall en-cash Contract Performance Security Deposit. The AAI in such case shall pay for the assessed value of the executed work that can be used. No payment shall be made for the efforts put in by the Contractor in case the same are of no value to AAI. The balance unfinished work of the project will be got done by fresh tendering on Contractor's risk and that extra expenditure will be recovered.

#### **24. TERMINATION FOR INSOLVENCY:**

The AAI may at any time terminate the Contract by giving written notice to the supplier, without compensation to the Contractor, if the Contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to AAI.

25. The work in general shall be carried out to the satisfaction of AAI.

26. Site of the work is in the restricted area, the contractor is required to obtain Photo Identity Card (PIC) for his staff, to be issued by the Bureau of Civil Aviation Security (BCAS), through AAI. Police verification certificates are to be obtained for all the staff to be deployed by him under this contract. Any other formalities as applicable / enforced from time to time shall be complied with at no extra cost. No claim what so ever on this shall be allowed, Incidental expenses incurred towards PIC shall be borne by the contractor.

27. The work shall be carried out in the manner complying in all respects with the requirements of relevant byelaws of the local body under the jurisdiction of the work which the work is to be executed and nothing extra shall be paid on this account.

28. The Contractor shall comply with proper and legal orders and directions of the local or public authority or Municipality and abide by their rules and regulations and pay all fees and charges, which may be liable.

29. The Contractor shall at their sole cost and expenses furnish and provide for rendering services covered by this agreement to the entire satisfaction of Officer-in-Charge. The work shall be carried out on all days excluding Sundays and Holidays.

30. If at any time the work of conduct of any worker is found unsatisfactory by AAI, such persons shall be removed by the Contractor immediately with suitable substitute.

31. The Contractor shall attend to any complaints received in connection with the services immediately. Any failure will attract penalty.

32. The work force deployed for this job contract shall be regular employee of the contractor. The contractor shall be responsible for the recruitment, detainment and retrenchment of the employee of their establishment and for settlement of dispute arising out of the terms and conditions of services of the personnel.

33. **UNIFORMS:** -The contractor shall provide two pair of uniforms (including shoes and sweater), the colour and scheme pattern approved by the authority. The Contractor shall ensure that the work force deployed by him wears such uniform while on duty. The uniform shall be clean and ironed. Any failure on this account shall attract penalty. Raincoat is mandatory for the monsoon period.

34. The Contractor has to ensure that the services are not disturbed either due to absenteeism or due to wilful act of his staff. Maximum care and precautions shall be taken to avoid any system break down. In case work force deployed by the contractor resort to any kind of industrial action, the contractor shall arrange to deploy alternate work force of sufficient strength and competence to maintain the normal operations.

### 35. PAYMENT TERMS:

Agency shall be paid on monthly basis. The contractor is required to submit his bill on or before 7th of each successive month and after verification; his bill shall be cleared by the AAI authorities. TDS shall be deducted as per Govt. of India rules. The Payment will be made to the contractor on receipt of the following documents in each month:

a). Wage Muster Copy.

b) EPF/ESIC/Professional Tax/GST (as per applicable rate) Challan copies (as applicable) along with details of EPF/ESIC/Bonus/Professional Tax contribution of each worker and employer along with undertaking that working employee and firm contribution is inclusive in the challan submitted.

36. If the contractor does not deploy adequate manpower for the services stipulated under the contract, AAI will have the right to employ people from any alternate source and recover the extra cost incurred from any of contractor's bill/s or Security Deposit. AAI reserves the right to terminate the contract without assigning any reasons or without payment of compensation. The decision of AAI in this regard, shall be final and binding to the contractor.

37. If the Contractor or Authority shall desire to terminate this agreement, he shall give one calendar month's (30 days) notice in writing of such desire and shall up to the time of such termination, pay the amounts due and perform and observe the covenants on his part herein before contained, then immediately on the expiration of such notice, this contract shall cease but without prejudice to the rights and remedies to which the Authority or the Party has become entitled in respect of any antecedent claim or breach of the covenant.

38. Any notice required to be served on the Contractor under this agreement shall be deemed to have been served if delivered at or sent by registered post/speed post to his last known address or to his authorized representative or agent. Similarly, any notice to be given to the authority under this agreement shall be deemed to have been served if delivered at or sent by registered post to the Authority.

39. The period of notice given under this agreement will count from the date of receipt of notice by either side.

40. Subject as hereinbefore otherwise provided all notices to be given on behalf of the Authority and all other actions to be taken on behalf of the Authority may be given or taken on behalf of the Authority by the Airport Director or any other officer for the time being authorized by or entrusted with functions, duties and powers of the Airport Director in respect of Airport under his charge.

41. The Contractor shall comply with the requirements of all standard Health Clauses including those given below:-

i) The Contractor shall notify to Airport Director whenever any person working under him is suffering or suspected to be suffering or convalescing from any infectious disease. The Airport Director may direct for medical examination of such person or any person who is suspected to have been in contact with the person by any authorized Medical Attendant of the airport and take any precautionary and preventive measures considered necessary. The expense towards medical examination has to be borne by the contractor.

ii) The Contractor, his agents and servants shall not abuse the water sources and drainage facilities provided in the airport area so as to create nuisance or in sanitary situation, prejudicial to the public health.

iii) The Contractor, his agents and servants shall not throw any waste like plastic bottles, gutka covers or any other eatables in the airport premises.

42. The Contractor will during the continuance of this contract insure against any claims for workman's compensation or otherwise of all persons employed by him in connection with his business to be carried on as aforesaid with such Insurance company as the Authority shall approve of and shall produce for inspection on demand by Authority all policies in respect thereof and the receipts from time to time for current premium. He shall pay employees at least minimum wages etc., as prescribed by Central/State Government from time to time.

43. In the case of such breach of terms of this contract as minor offences and complaints coming to its notice for which in the opinion of the Authority this agreement may not be terminated, the Authority may at its discretion recover compensation from the Contractor up to the limit of security deposit of the contract. The decision of the Authority in this respect will be final and binding on the Contractor.

44. The Contractor shall at all times indemnify AAI against all claims, damages or compensation under the provisions of Payment of Wages Act 1936, Minimum Wages Act, 1948, Employer's Liability Act, 1938, the Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947 and the Maternity Benefit Act, 1961, contract labour (R&A) Act 1970 or any modifications thereof or any other law relating thereto and rules made thereunder from time to time or as a consequence of any accident or injury to any workman or other persons in or about the works, whether in the employment of the Contractor or not, save and except where such accident or injury has resulted from any act of AAI, his agents or servants, and also against all costs, charges and expenses of any suit, action or proceedings arising out of such accident or injury and against all sum and sums which may with the consent of the Contractor be paid to compromise or compound any claim. Without limiting his obligations and liabilities as above provided, the Contractor shall insure against all claims, damages or compensation payable under the Workmen's Compensation Act, 1923 or any modification thereof or any other law relating thereto.

45. The contractor shall be responsible for all matters arising out of the performance of the contract and shall comply and adhere to, at their expense with all laws/act/ enactment / orders / regulations / statutory obligations, whatsoever of the Government of India / State Government / Local Self Government, any statutory or non-statutory authority. The contractor shall indemnify and keep indemnified and save AAI harmless against all liabilities in this respect. The contractor shall be fully responsible for the work, conduct, supervision and control of all their own personnel and AAI shall in no way be held liable and responsible for supervision, control, etc. of these personnel. Since the contractor shall have full and exclusive supervision and control over contract awarded to them and the persons engaged for the purpose under this contract, the contractor shall be responsible and liable under the provisions of civil and criminal laws etc. for their work, behaviour and Industrial Relation problems and AAI shall have no responsibility whatsoever on this account.

46. In the event of any breach of the terms and conditions and duties to be performed by the Contractor, the Authority may without prejudice to other rights and remedies be entitled to forfeit the security or any part thereof and in such an event he shall pay such additional sum immediately as may be called by the Authority to pay so that the Security Deposit shall at all times during the continuance of this contract, be the above said sum. On the expiration or earlier determination of the term of the contract, the Authority shall return the Security Deposit or part thereof which has not been forfeited as aforesaid to him without interest.

47. If the Contractor shall at any time fail or neglect to perform and observe any of the terms and conditions and covenants herein contained and on his part to be observed and performed or in the event of his being adjudged insolvent or any order appointing a Receiver is made under the Insolvency Act against him, then and in any such case, the Authority may without prejudice to other rights and remedies by giving fifteen days" notice in writing to the contractor terminate this agreement and the contractor shall upon such determination peacefully give up the contract and make over vacant possession of any premises made over to him for carrying on his business/service without any right to compensation whatsoever and thereupon this agreement shall absolutely determine without prejudice to any right of action or remedy of the Authority in respect of any antecedent breach of terms, conditions and covenants by him.

48. This contract may be terminated by the Authority by giving one calendar month's (30 days) notice in writing given at any time without assigning any reason. If this agreement is so terminated all the structures, installations, equipment's and all other things whatsoever brought by the contractor shall be removed by the contractor and the premises shall be delivered up to the Authority without claiming any compensation whatsoever provided that the Authority shall have the absolute option of purchasing the said structures or installations on the said space or any part of them at a valuation to be agreed between the Authority and the licensee and in case of disagreement to be fixed by arbitration as provided in this agreement.

49. If the Contractor is an individual or a proprietary concern and the individual or 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.

50. The contract hereby granted shall not be construed in any way as giving or creating any other right or interest in the said space building(s)/land/garden/ tank/premises to or in favour of the contractor but shall be construed to be only as a contract on terms and conditions herein contained.

51. The tenderer shall acquaint him with the proposed site of work, its working details before quoting his rates.

52. That the employees employed by the Contractor do not have any right to raise a dispute/claim/demand before/against the AAI and if any kind of such litigation arises then Contractor shall be liable to borne for the expenses and result of such litigation.

53. In case were the contract period is over or the contract is terminated by either party the Contractor shall employ the personnel deployed by it at other place. In case the workmen recruited by the Contractor are not provided work at any other place and are discharged then all the eligible workmen shall be paid retrenchment compensation, gratuity, bonus, earned leave and other benefits payable under the labour laws.

54. The Contractor shall take all necessary precautions to prevent any nuisance or inconvenience to the owners, tenants and to the public in general and to prevent any damage to such properties. He shall make good, at his cost and to the satisfaction of the Officer – In-Charge, any damage to AAI property or public or private property whatsoever caused thereon by the contractor.

55. In the event of any restrictions being imposed by the Security Agency, AAI or any other authority having jurisdiction in the area on the working or movement of labour / material, the Contractor shall follow such restrictions and nothing extra shall be payable to the contractor on this account. The loss of time on this account, if any, shall have to make up by generating additional resources etc.

56. No payment shall be made for any damage caused by rain, snowfall, flood or any other natural calamity, whatsoever, during the execution of the work. The contractor shall be fully responsible for any damage to the Government property and in case of any damage he shall make good the same at his own cost.

57. Royalty, if any, at the prevalent rates shall be paid by the contractor on all materials and machineries collected by him for the execution of the work direct to the revenue authority of the state government concerned and nothing extra shall be payable to him on this account.

Airport Director,  
Airports Authority of India,  
Civil Airport, Jodhpur.



# AIRPORTS AUTHORITY OF INDIA

## CIVIL AIRPORT, JODHPUR

NIT Document No.: AAI/JO/APD/CNS/UPKEEP/2021-22/01

Date: - 27/10/2021

### **SPECIAL CONDITIONS OF THE CONTRACT**

#### **SCOPE OF WORK:**

- A) The AAI has defined the work procedures for CNS Equipment's/sites cleaning & other related work. The Contractor shall be responsible for the implementation of these work schedules as per pre-defined periodicity & procedures.

The scope of work defined below is for carrying out the CNS Equipment's/sites cleaning & other related work at Airports Authority of India, Civil Airport, Jodhpur.

1. Regular cleaning work of all CNS Equipment's (Listed in the Annexure- A).
2. The cleaning of CNS Equipment's sites.
3. Cleaning of all UPS & batteries attached with CNS equipment's.
4. Provide help to AAI Executive during maintenance, calibration of eqpt, breakdown of CNS facilities etc. by holding, transporting of tools & test equipment's from one site/room to other places within airport premises.

#### **B) Regular cleaning of Airport system Facilities & associated rooms:**

1. Cleaning of all securities equipment's installed at TB.
2. Cleaning of FIDS system & associated hardware like TV's switches etc.
3. Cleaning of PA system & associated speakers, calling station etc.
4. Cleaning of CCTV system & associated camera, switches, TV's etc.
5. Cleaning of all UPS & batteries attached with equipment's.
6. Provide assistant to AAI Executives during maintenance/breakdown of CNS facilities.

#### **SPECIFICATIONS:**

1. AAI shall not entertain any claim from either Contractor or his Employee for regular employment / absorption in AAI.
2. Care will be taken by the persons to protect all materials belonging to AAI, including the installations and buildings.
3. Original Installations shall not be disturbed by the persons.
4. The Timings of duties will be decided from time to time and will be any 8 Hrs. shift in a day including night shift (if required).
5. The Contractor shall carry out the work mentioned above as per the specification and schedule of work to the satisfaction of the AAI, failing which AAI shall be empowered to

carry out the same (after serving notices in this regard ) through any other agency at the risk and cost of the Contractor. The decision of the AAI shall be final and binding on the Contractor in this regard.

6. The Contractor shall be responsible to ensure the availability of **One (01) no. un-skilled person for Six days in a week i.e. 26 days in month & 8 hrs./day**, as per timings mentioned above. The labour provided must be physically fit to do cleaning work at heights also like on the poles etc. **The manpower deployed will be as per the existing rule laid by labour and employment department.**
7. The Contractor shall be responsible for meeting the requirement of labour Regulations/ Registration, Local Laws / Bye-Laws, making insurance for the Employees deployed by him.

### **SPECIAL CONDITIONS OF THE CONTRACT**

1. **Period of Contract:** The contract period shall be for Twelve months from the effective date of contract and may be extendable for period of another six months with same terms and conditions.
2. This agreement will be in force during the period of contract from the date of agreement, which may be extended by mutual consent of both the parties.
3. The price quoted shall be exclusive of all taxes for the contract periods excluding EPF, ESIC, EDLI, Admin Charges, Bonus & GST (as per applicable rate). However, the difference in minimum wages based on the actual payment (minimum wages, National Holidays, Labour Day) made to the labour will be paid to the contractor on revision of minimum wages by the office of Regional Labour Commissioner (Central).The contractor has to submit proof for the difference of wages including National Holidays, Labour Day to the labour as well as monthly contribution of PF, ESI, Bonus and GST (as per applicable rate) for reimbursement. However, no additional amount such as contractor's Premium/profit etc. will be paid on this reimbursement.
4. The contractor shall be responsible for the following points during period of contract:-
  - I. Firm have to submit Affidavit on prescribed format given below on Non Judicial Stamp Paper of Rs. 100/- within 30 days of commencement of work
  - II. All the Payment (i.e. Wages, OT, Bonus, N/H and Labour Day etc.) is to be made to the workers by A/c Payee Cheque / RTGS / NEFT only.
  - III. The payment to the workmen engaged by the contractor has to be made on or before 7th of every month in the presence of representative of AAI. The wage register will be counter-signed by representative of AAI with the remarks "Certified that the amount shown in the column no. \_\_\_\_\_ has been paid to the workmen concerned in my presence on \_\_\_\_\_ at \_\_\_\_\_ hrs. Firm should ensure that workers should be able to draw the cash on or before 7th of each month.
  - IV. The contractor has to maintain the wage register for his employees and has to be produced for verification of the principal employer (AAI) as and when required
  - V. P.F. Contribution for total manpower @ 12 % per year for each worker on actual wages paid excluding Overtime.
  - VI. E.S.I.C. / Accident cum Mediclaim Policy Premium for total manpower @ 3.25% per year for each worker.

- VII. EDLI & Admin charges for total manpower @ 0.5% each per year for each worker.  
 VIII. Bonus for total manpower @ 8.33% per year for each worker.  
 IX. Payment will be made to the contractor after submitting the following documents each month.

- a. Wage Muster Copy.
- b. EPF / ESIC / Professional Tax/GST (as per applicable rate) Challans copies (as applicable) along with details of EPF / ESIC / Bonus / Professional Tax contribution of each worker and employer along with undertaking that working employee and firm contribution is inclusive in the challans submitted.

X. The contractor should quote the rates very carefully in SCHEDULE OF QUANTITIES considering current rates of minimum wages & all statutory requirements as per above. Quoted rates by the firm should include the following cost components:

- a. Total manpower cost per year based on actual wages paid as per labour act by the firm per day per worker (should not be less than minimum wages rates applicable)
- b. Total hire charges for T & P
- c. Profit and overhead charges

5. The contractor shall provide additional manpower as per the requirement by AAI and the amount shall be reimbursed to contractor on production of bills and verification by authorized officer of AAI.

6. The rates quoted by contractor shall be fixed during the entire period of contract.

7. The following penalties will be imposed on the Contractor for the breach of any of the following conditions of the contract.

Sr. No.	Type of work / quantity	Penalty
1	Late Reporting of personnel	Rs.200/- per person per occasion
2	Leaving duty place without permission	Rs.500/- per person per occasion
3	Change of personnel without prior permission.	Rs.500/- per person per occasion
4	Not behaving properly while on duty.	Rs.1000/- per person per occasion

#### 8. COVID-19 Guidelines to be followed strictly-

COVID-19 is declared as pandemic by WHO, hence all are required to strictly follow the guidelines issued by Ministry of Civil Aviation, MHA and State Government from time to time.

- 1) Maintain proper Social Distancing while performing duties at Airport Premises.
- 2) Should wear adequate personal protective equipment like Mask, Gloves etc.
- 3) Sanitization and cleaning must be prime concern.
- 4) Do not spit and do not allow anyone to spit in public places like Airport etc.
- 5) Use of Arogya Setu App is mandatory.

Airport Director,  
 Airports Authority of India,  
 Civil Airport, Jodhpur



# AIRPORTS AUTHORITY OF INDIA

## CIVIL AIRPORT, JODHPUR

NIT Document No.: AAI/JO/APD/CNS/UPKEEP/2021-22/01

Date: - 27/10/2021

### Annexure – A

#### DETAILS OF EQUIPMENTS

##### **A. List of CNS equipment's at Civil Airport, Jodhpur**

1. GAGAN TAC DATA recorder.
2. UAH
3. Lines Termination Unit (CPE)
4. Various UPS installations with batteries
5. EPABX system

##### **B. List of Airport System related equipment at Civil Airport, Jodhpur**

1. SCCTV system with associated Cameras, switches, displays panel etc.
2. PA system with associated speakers, announcing console etc.
3. FIDS system with associated display panels, switches etc.
4. All security equipment's (RB X-BIS: 02, HB X-BIS: 03, Random Check X-BIS: 01, DFMD: 07, ETD: 04) installed at various places in Terminal Building.
5. Various UPS installations with batteries



**AIRPORTS AUTHORITY OF INDIA**  
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NIT Document No.: AAI/JO/APD/CNS/UPKEEP/2021-22/01

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**Annexure - B**

**UNCONDITIONAL ACCEPTANCE LETTER**  
**(To be submitted in Cover-I on Contractors Letter head)**

To,

The Airport Director,  
Airports Authority of India,  
Civil Airport,  
Jodhpur-342011.

**Sub: ACCEPTANCE OF AAI's TENDER CONDITIONS**

Sir,

1) The tender documents for the work "Job Contract for Conservancy work for the daily Upkeep and Maintenance of CNS and Airport System Equipment's at Civil Airport, Jodhpur." have been sold to me / us by Airports Authority of India and I / we have downloaded from the e-portal. I/we hereby certify that I / we have inspected the site and read the entire terms and conditions of the tender document made available to me/us from the e-portal, which shall form part of the contract agreement and I / We shall abide by the conditions /clauses contained therein.

2) I / we hereby unconditionally accept(s) the tender conditions of AAI's tender documents in its entirety for the above work.

3) The contents of the NIT of tender have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks /conditions (except unconditional rebate on quoted rates, if any) in the tender, enclosed in "Envelop No.2" and the same has been followed in the present case. In case, this provisions of the tender is found violated after opening "Envelop No. 2". I / We agree that the tender shall be rejected ~~and AAI shall without prejudice to any other right or remedy be at liberty to forfeit the 100% amount of earnest money deposited.~~

4) That, I/we declare that I/we have not paid and will 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 ask for bribe/gratification, I will immediately report it to the Appropriate Authority in AAI.

Yours faithfully,

(Signature of the Tenderer

with Date & seal / stamp)



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**ANNEXURE - C**

**DECLARATIONS REGARDING BLACK LISTING / DEBARRING OF FIRM**  
**(To be submitted in Cover-I on Contractors Letter head)**

I \_\_\_\_\_ (Name), aged \_\_\_\_\_  
years, S/o \_\_\_\_\_ (Name) Proprietor/  
Managing Partner/ Managing Director of  
\_\_\_\_\_ (Name of  
Agency)

\_\_\_\_\_ (Address of the Agency) do  
hereby solemnly affirm and state as follows:-

Our Firm is not debarred / blacklisted by AAI / State / Central Govt. Departments / PSU's / Banks etc. and the debarment is not in force as on last date of submission of this E-Tender. Our firm understands that in case above is found later stage of tender / work, our firm shall be liable for restraintment from bidding in AAI apart from any other appropriate contractual/legal action including debarment / blacklisting from AAI.

Signature With rubber stamp

Date :

Place :



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**Annexure - D**

**UNDERTAKING**

**(To be submitted in Cover-I on Contractors Letter head)**

**Name of work: Job Contract for Conservancy work for the daily Upkeep of CNS and Airport System Equipment's at Civil Airport, Jodhpur.**

The tender document for the above work has been sold to me by Airports Authority of India and in addition to entire tender conditions of above work. I/We hereby give undertaking as below:

If, my/our offer is accepted and work will be awarded to me/us:

- a. I/We shall be engaging the required numbers of unskilled persons.
- b. I/We shall be strictly follow the all regulations and the prevailing rules/instructions of the labour regulating authority and other statutory regulating authority pertaining to the all labour issues such as wages, facilities, bonus and other labour welfare.
- c. I/we shall be fully responsible for any complaint/ dispute relating to labour issues in labour court/civil court/in front of any other regulatory body and I/ We will settle all such issues/matters ourselves without involving Airports Authority of India.
- d. "Declaration by the Contractor/Tenderer"

**I/We hereby declare that none of the members of my / our relatives is a relative of any Employee of AAI and I / We also further declare that no Executive / Employee of Airports Authority of India is/are a Director/Partner of my/our Firm/Company Partnership/Proprietor.**

Yours faithfully,

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

Place: \_\_\_\_\_

Signature of the Tenderer/s  
With rubber stamp



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**Annexure – E**

**PERFORMA FOR EARNEST MONEY DECLARATION**  
**(TO BE SUBMITTED IN Cover-I)**  
(To be submitted on Contractors Letter head)

Whereas, I/we \_\_\_\_\_ (name of agency)  
\_\_\_\_\_ have submitted bid for (name of Work)  
\_\_\_\_\_  
\_\_\_\_\_

I/we hereby submit following declaration in lieu of submitting Earnest Money Deposit.

1. If after the opening of tender, I/we withdraw and/or modify my/our bid during the period of validity of tender (including extended validity of tender) as specified in the tender documents.

Or

2. If, after award of the work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents.

I/we shall be suspended for one year and shall not be eligible to bid for AAI tenders from the date of issue of suspension order.

Date: \_\_\_\_\_ Signature with Seal of the bidder(s): \_\_\_\_\_

Place: \_\_\_\_\_ Full Company Address with Contact Details: \_\_\_\_\_



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**Annexure – F**

**DECLARATIONS REGARDING COMPLIANCE OF MINIMUM WAGES**

**(To be submitted in Cover-I on Contractors Letter head)**

I \_\_\_\_\_ (Name), aged \_\_\_\_\_ years, S/o  
\_\_\_\_\_ (Name) Proprietor/ Managing Partner/  
Managing Director of \_\_\_\_\_  
\_\_\_\_\_ (Name of Agency) \_\_\_\_\_  
\_\_\_\_\_ (Address of the Agency) do hereby  
solemnly affirm and state as follows:-

I am competent to swear this affidavit on behalf of \_\_\_\_\_  
\_\_\_\_\_ (Name of Agency), and hereby  
confirm that I am fully complying with the legal obligations with regard to payment of  
minimum wages as per the Minimum Wages Act – 1948 and deduction of Provident Fund  
Authorities as per EPF & MP Act – 1952 and Contract Labour (Regulations & Abolition) Act –  
1970.

Signature With rubber stamp

Date :

Place :



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**Annexure – G**

**(Letter of understanding from the Depositor to Bank to be submitted along  
with all Fixed Deposit to Airports Authority of India)**

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

**Subject: My/ Our Fixed Deposit bearing No. \_\_\_\_\_ dated for Rs. \_\_\_\_\_  
issued  
in favour of Airports Authority of India account.**

Sir,

The subject Fixed Deposit is obtained from your branch for the purpose of Security Deposit on account of contract awarded/ to be awarded by M/s Airports Authority of India to me/ us.

I hereby authorize the Airports Authority of India in whose favour the deposit is made to encash/ close the subject Fixed Deposit 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:

(Acknowledgement of Bank with Seal)



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**Annexure – H**

**PROFORMA FOR BANK GUARANTEE**  
**(FOR SECURITY DEPOSIT)**

(On Non-Judicial stamp paper of an appropriate value)

To,  
Chairman  
Airports Authority of India  
Rajiv Gandhi Bhawan, Safdarjung Airport  
New Delhi-110 003.

Dear Sir,

We \_\_\_\_\_ hereby refer to the contract No. \_\_\_\_\_ dated \_\_\_\_\_ between the \_\_\_\_\_ as contractor and **Airports Authority Of India, Jodhpur Airport** as purchaser providing in substance for the provisioning \_\_\_\_\_ of \_\_\_\_\_ as

particularised in the said contract, to which specific reference is made. Under the terms of the said contract, the contractor is required to provide a bank guarantee in a form acceptable to the purchaser for the amount to a sum equal to @ \_\_\_\_ % on cost of ordered value (excluding taxes, duties, transportation charges, if any) to AAI extending to performance by the contractor of all the terms and conditions of the contract.

In view of the foregoing and pursuant to the terms of the said contract, which contract is referred to and made a part thereof as full and to the same extent as if copied at length herein, we hereby absolutely and unconditionally guarantee to the purchaser, performance of the terms and conditions of the said agreement to the full extent. This guarantee shall be construed as an absolute, unconditional and direct guarantee of the performance of the contract without regard to the validity, regularity or enforceability of any obligation of the parties to the contract.

The purchaser shall be entitled to enforce this guarantee without being obliged to resort initially to any other security or to any other remedy to enforce any of the obligations herein guaranteed and may pursue any or all of it remedies at one or at different times. Upon default of the contract, we agree to pay to the purchaser on demand and without demur the sum of \_\_\_\_\_ or any part thereof, upon presentation of a written statement by the purchaser that the amount of said demand represents damages due from the contractor to the purchaser by virtue of breach of performance by the contractor under the terms of the aforesaid contract.

The determination of the fact of breach and the amount of damages sustained and or liability under the guarantee shall be in the sole discretion of the purchaser whose decision shall be conclusive and binding on the bank as guarantor.

It is mutually agreed that the purchaser shall have the fullest liberty without affecting in any manner our obligation hereunder with or without our consent to vary any of the terms of the said agreement or to extend the time for performance by the contractor, from time to time any of the powers exercisable by the purchaser against the contractor and either to forebear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reasons of any variation of any extension being granted to the contractor or for any forbearance act or omission on the part of the purchaser or any indulgence by the purchaser to the contractor or by any such matter or thing whatsoever which under the law relating to the sureties would but for this provision have affect of so relieving our obligation.

This guarantee is confirmed and irrevocable and shall remain in effect until \_\_\_\_\_ and such extended periods, which may be mutually agreed to. We hereby expressly waive notice of any said extension of the time for performance and alteration or change in any of the terms and conditions of the said contract. This guarantee will not be discharged due to change in constitution of the Bank or the contractor.

“Notwithstanding anything contained hereinabove our liability under this Guarantee is restricted to Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only) and this Guarantee is valid up to \_\_\_\_\_. We shall be released and discharged from all liability hereunder unless a written claim for payment under this Guarantee is lodged on us within 04 (Three) months from the date of expiry of the Guarantee i.e. on or before \_\_\_\_\_ irrespective of whether or not the original Guarantee is returned to us.

We \_\_\_\_\_ (Name of the Bank) undertake not to revoke this guarantee during Its currency without written consent of the authority.

Very truly yours,

**Note to Suppliers:**

1. BG submitted by you should be sent to us directly by the issuing bank under Registered Post (A.D).

**Note to Issuing Bank:**

1. In case the supplier desires to submit the BANK GUARANTEE directly to us, it is requested to send by Registered Post (A.D) an unstamped duplicate copy of the guarantee directly to us with a covering letter to compare with the original BGs and confirm that it is in order.



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**Annexure – I**

**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/ Ma'am,

I/We, \_\_\_\_\_, request to you to include unique identifier \_\_\_\_\_ in field 7037 of the SFMS cover messages IFN COV 760 (for BG issuance) and IFN COV 767 (for BG amendment) while transmitting the same to the beneficiary bank (ICICI Bank-IFSC-ICIC0000007).

Thanking you,

\_\_\_\_\_

**(Vendor/Customer/Concessionaire)**



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**Annexure – J**

**AGREEMENT**

**(On Non Judicial Stamp Paper of appropriate value)**

**Subject - AGREEMENT FOR Job Contract for Conservancy work for the daily Upkeep of CNS and Airport System Equipment's at Civil Airport, Jodhpur.**

ARTICLES of agreement made at Jodhpur Airport this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_ BETWEEN Airports Authority of India a body corporate constituted by the Central Government under the Airports Authority of India Act (55 of 1994) and having its offices at Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi – 110 003 and at Civil Airport, Jodhpur hereinafter referred to as the `Authority` which term shall include its Chairman, Director or Controller of Aerodrome/Communications and other Officers, Successors and assigns of the one part AND \_\_\_\_\_ S/o. \_\_\_\_\_ carrying on business in the name and style of \_\_\_\_\_ having its Principal Office at \_\_\_\_\_ of the other part hereinafter referred to as `Contractor` which shall include his heirs and representatives.

NOW WHEREAS the Authority is desirous of award of Job Contract for Conservancy work for the daily Upkeep and Maintenance of CNS and Airport System Equipment's at Civil Airport, Jodhpur AND WHEREAS Contractor and the Authority hereby mutually agree to the following terms and conditions of this agreement.

NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED BETWEEN THE PARTIES AS UNDER:

1. The Contractor hereby agrees to render to the Authority the said services as specified in the Form of Tender, Agreement and its Annexures and same shall form part and parcel to this present agreement.
2. This agreement shall be deemed to commence from \_\_\_\_\_ and shall continue to be in force until \_\_\_\_\_ or earlier as determined by the Authority by giving to the Contractor one calendar Month's written notice of its intention to terminate the same without assigning any reasons.
3. In consideration of the contractor performing the said services, the Authority shall pay the contractor a total sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) per month before the 7th of every month on submission of the bill by the contractor. The contractor shall not be entitled nor be reimbursed any amounts then as agreed in the said clauses expect on mutual written understanding as per exigencies of work.

4. The Authority shall allow the Contractor, his agents, representatives to enter into the said premises for the purpose of rendering the said services for the authority. The Contractor hereby agrees and undertakes to make good any loss or damage caused to the premises and property by his agents, representatives or employees while rendering the said services.

5. The contractor hereby agrees to employ in his own work force and supervisory staff required for the purpose of executing the present job contract

6. The Contractor has agreed to comply with all the applicable statutes and shall indemnify the Authority against any and all claims/liabilities/litigations arising due to the present job contract and liabilities arising due to the present arrangement even after cessation of the present arrangement.

7. The authority will not be responsible for any injury sustained by Contractor's workers during the performance of their duties and also for any damages or compensation due to any dispute between him and his workers. To comply with all liabilities arising out of any provision of labour Acts/Enactments hitherto in force or enacted from time to time during the execution of this contract, shall be the responsibility of the contractor. Any expenditure incurred by the Authority to face the situation arising out of his workers will be made good from his bills/security deposit. Furthermore, the contractor shall be responsible for the payment of compensation, insurance etc., if any, in respect of his employment.

8. It has been mutually agreed that the present arrangement shall be terminated by either parties by giving one month notice of such desire in writing, no such notice or notice period would be required to be given to the Contractor in case of contravention of any clauses or services by him or his personnel. The decision of Authority in this regard shall be final and binding.

9. The contractor agrees to undertake the additional jobs other than those specified in the said schedule on the Authority paying such additional charges as may be mutually agreed to between the parties.

10. The contractor agrees to insure the persons deployed against any damage to persons or property due to the commission or omission of any act by the contractor or any person deployed by him by taking insurance policy. A copy of the insurance policy shall be submitted to AAI within one month from date of commencement of work.

11. The contractor undertakes to carry out the jobs as per specification of the Authority and to their entire satisfaction. In case of any complaints either as regards the nature of service or as regards the personnel doing the same, the Authority shall intimate to the contractor who shall attend to the complaints promptly.

12. The contractor shall employ only such servants who shall have good character and be well behaved and skilful in their work. He shall furnish the Authority in writing with the names, parentage, age, residence and specimen of signature or thumb impression of all servants who he proposes to employ for the purpose of this agreement before they are so employed and the . The contractor shall also have the character and antecedents of all persons employed by him verified by the Police to the satisfaction of the Authority before employment.

13. The contractor agrees to obtain at his own cost necessary license etc. from the O/o. the Regional Labour Commissioner (C) as required under contract labour (R&A) Act 1970 and shall

produce the same before commencement of the work. The contractor shall also obtain such license etc. at his cost under the various laws from time to time for performing the necessary job and get the same renewed before expiry and AAI does not take any liabilities whatsoever on this account. In case of non-renewal of any statutory licenses the contractor shall be solely responsible for the consequences and it shall further lead to automatic termination of this arrangement.

14. The contractor shall pay no less than minimum wages to its employees as increased by the state/central govt. from time to time. Payment of wages to the contractor's employees shall be made in the presence of authorized representative of AAI before 7th of every month.

15. The contractor's employee shall have no right whatsoever to claim any employment in AAI & the benefits arising there from & they shall be the contractor's employees for all purposes at all the time. Before deploying any personnel the contractor shall submit an Undertaking from his personnel so deployed that they will not seek employment in AAI. That the employees employed by the Contractor do not have any right to raise a dispute/claim/demand before/against the AAI and if any kind of such litigation arises then Contractor shall be liable to borne for the expenses and result of such litigation.

16. The contractor has to produce PF & ESIC certificate every month along with bill to the effect that PF & ESIC has been deposited with appropriate authority in respect of personnel engaged by him. All the payment (i. e. wages, Over Time, N/H and Labour Day etc.) is to be made by A/c payee cheque/RTGS Only. Payment will be made to the contractor after submitting the following documents each month.

a. Wage Muster Copy.

b. EPF / ESIC / GST (as per applicable rate)/ Professional Tax Challans copies along with details of PF / ESIC / Bonus/ Professional Tax contribution of each worker and employer along with undertaking that working employee and firm contribution is inclusive in the challans submitted.

17. The Proof of bonus paid to employees shall be submitted to the Authority.

18. The bill produce by the contractor shall clearly indicate GST (as per applicable rate) component separately with GST (as per applicable rate) registration number, if applicable.

19. The Contractor agrees to provide two pairs of uniform to the staff to be employed by the contractor as per the pattern and design approved by the Airports Authority of India.

20. The decision of the Authority with regard to any dispute arising out of this contract shall be final.

21. This contract or benefits and obligations arising out of this contract shall be strictly personal to the contractor and shall not on any account be assignable or transferable except with the consent in writing of the Airports Authority of India.

22. The Contractor agrees to provide additional manpower as per the requirement by AAI and the amount shall be reimbursed to contractor on production of bills and verification by authorized officer of AAI.

26. The Contractor and the AAI agree that the following document shall be part of this agreement:

1. AAI Tender Documents of e-Bid No \_\_\_\_\_ for the “Job Contract for Conservancy work for the daily Upkeep of CNS and Airport System Equipment’s at Civil Airport, Jodhpur.” supplied by AAI (Total Pages \_\_\_\_\_ From Page No 01 to Page No \_\_\_\_).
2. Tender corrigendum no. 1,2 .... (if any)
3. Tender clarifications offered by AAI (if any).
4. Bid Documents submitted by the Contractor dated (\_\_\_\_\_ Date) in fulfilling the contract requirements that includes the signed compliance.
5. Unconditional acceptance of AAI Tender conditions as given by the Contractor.
6. Queries raised by AAI during technical evaluation and technical clarifications submitted by the contractor in response thereof.
7. The price bid of the Contractor which was opened on (\_\_\_\_\_ Date) and accepted by AAI.
8. Reference of Work order issued/ acceptance of bidder.

IN WITNESS WHEREOF THE PARTIES HAVE SET THEIR RESPECTIVE HAND

THIS THE \_\_\_\_\_ DATE \_\_\_\_\_ SIGNED

For and on behalf of Contractor

For and on behalf of Airport Director, AAI.

Signature:

Signature:

Name:

Name of the Executive:

Designation:

Designation:

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



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**Annexure – K**

**CHECK LIST**

**(To be submitted in Cover-I on Contractors Letter head)**

**Name of Work: “Job contract for Conservancy work for the daily Upkeep of CNS and Airport System Equipment’s at Civil Airport, Jodhpur”.**

1	2	3	4
<b>S. No.</b>	<b>Qualifying criterion</b>	<b>Particulars Supporting Document must have the following salient information which AAI would like to note</b>	<b>Attachments / Enclosures</b>  Check-list (To be uploaded / Enclosed)
1.1	Name and registered office address of the Applicant	Name : Address : Ph. No. / Mobile No. : E-Mail ID :	
<b><u>Cover / Envelope –I (Fees) it shall contain scanned copy of :</u></b>			
2.1	Details of online Tender Processing Fees or Valid MSE/NSIC Certificate for exemption of Tender Fee.		Submitted/ Not Submitted
2.2	Details of Earnest Money Deposit (EMD) Declaration (Annexure-E).		Submitted/ Not Submitted
2.3	Copy of unconditional acceptance Letter (Annexure-B).		Submitted/ Not Submitted
<b><u>Cover / Envelope –II It shall contain scanned copy of :</u></b>			
3.1	Registration Certificate of the Company (Article of Memorandum of Association or Partnership Deed or Proprietorship Deed as the case may be).		Submitted/ Not Submitted
3.2	Permanent Account No. (PAN)		Submitted/ Not Submitted
3.3	GST Registration No.		Submitted/ Not Submitted
3.4	EPF registration certificate.		Submitted/ Not Submitted
3.5	ESI registration certificate.		Submitted/ Not Submitted
3.6	Labour License (If applicable)		Submitted/ Not Applicable
3.7	<b>Experience details:</b> Works experience in Similar nature of works which Should have been satisfactorily completed during last seven years ending on previous financial year		Copy of Work Completion Certificate enclosed
3.7.1	Three works of Rs.77,357/- each in single contract.  <b>OR</b> Two works of Rs.96,697/- each in single contract.	Value of Work No. 1 _____  Value of Work No. 2 _____	Submitted/ Not Submitted

	<b>OR</b> One work of Rs.1,54,715/- in single contract.	Value of Work No. 3 _____	
3.7.2	Whether experience from Govt. organizations or private clients? <b>TDS certificate (If experience shown from PVT firms) enclosed</b>	Govt. Organization _____ Pvt. Clients. _____ (Tick whichever is applicable).	Submitted/ Not Applicable
3.8	<b>TURNOVER</b>		Copies of abridged Balance Sheet along with profit & loss account duly audited by CA of the bidder during last three year.
3.8.1	Annualized average financial turnover of not less Rs 58,018/- against works executed during last three financial years.	<b>Year</b>	<b>Turn Over (In Lakhs)</b>
		FY 2018-19	
		FY 2019-20	
		FY 2020-21	
		<b>Average:</b>	
3.9	Scanned Copy of Annexure- C.		Submitted/ Not Submitted
3.10	Scanned Copy of Annexure- D.		Submitted/ Not Submitted
3.11	Scanned Copy of Annexure- F.		Submitted/ Not Submitted
3.12	Scanned Copy of Annexure- K.		Submitted/ Not Submitted
3.13	Scanned Copy of Digitally Signed complete NIT document.		Submitted/ Not Submitted
<b><u>Cover / Envelope –III (Finance) It shall contain :</u></b>			
4.1	Price / Financial E-Bid		The Rates shall be quoted in the format provided at e-tendering portal and no other format is acceptable.

### **DECLARATION**

I/WE \_\_\_\_\_ hereby declare that the documents uploaded / enclosed are true and correct. In case any document at any stage found fake / incorrect, ~~my EMD may be forfeited &~~ action as deemed fit by AAI can be taken against me/us.

Place:

Date:

Authorized Signatory of the contractor/ Firm



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**Annexure – L**

**SCHEDULE OF QUANTITIES**

**Name of the work: “Job contract for Conservancy work for the daily Upkeep of CNS and Airport System Equipment’s at Civil Airport, Jodhpur”.**

Sl. No.	Description of Items	Unit	Qty. (for period of 12 months)	Rate (Quoted for one Unskilled Personnel per month)	Total amount
A	B	C	D	E	F=D×E
1	Providing Unskilled Personnel (01 no.) at Civil Airport, Jodhpur	Month	1x 12 = 12	<b>To be filled on CPP Portal</b>	<b>To be filled on CPP Portal</b>

**Total in words:** \_\_\_\_\_ TO BE FILLED IN ONLINE BoQ (.xls) FORMAT \_\_\_\_\_

Note: The Quoted rate shall be exclusive of EPF, ESI, EDLI, and Admin. Charges, Bonus and GST (as per applicable rate) amount.

Signature of agency with seal