



**भारतीय विमानपत्तन प्राधिकरण**  
**AIRPORTS AUTHORITY OF INDIA**  
Office of The Airport Director,  
Mangaluru International Airport,  
Mangaluru-574142.

**QUOTATION DOCUMENT (LIMITED)**

**For**

**Job contract for providing DGR security services for Guarding CNS sites of AAI  
at Mangaluru International Airport**

**NIQ NO.: SR-19011(23)/6/2017-APD-SR-MANGLORE/T-8**

NIQ Issued to:

Limited to DGR sponsored Agencies as per Sponsorship letter no.2112/SA/AAI/  
2017/Karnataka/3844/3862/4027/Emp dated 29/11/2017

Note: The Signed and Stamped copy of this quotation document with the entries of offer have been filled up and duly attached with the original page(s) without disturbing the original page format shall be submitted in the sealed cover. The changes in the content of the Quotation Document in any-other form will be considered as non-responsive offer.

Certified that this NIQ Document contains 16 pages numbered from 1 to 16



**भारतीय विमानपत्तन प्राधिकरण**  
**AIRPORTS AUTHORITY OF INDIA**  
**Office of The Airport Director**  
**Mangaluru International Airport**  
**Mangaluru-574142**



**NOTICE INVITING QUOTATION (LIMITED)**

**SR-19011(23)/6/2017-APD-SR-MANGLORE/T-8**

**Date:12/01/2018**

**NIQ (Limited) for Job contract for providing DGR security services for Guarding CNS sites of AAI at Mangaluru International Airport.**

1. Sealed quotations are invited by the Airport Director, Airports Authority of India, Mangaluru International Airport, Mangaluru-574142, on behalf of The Chairman, Airports Authority of India, from DGR Sponsored Agencies for the Job contract for providing DGR security services for Guarding CNS sites of Airports Authority of India at Mangaluru International Airport.

**Name of Work: Job contract for providing DGR security services for Guarding CNS sites of AAI at Mangaluru International Airport.**

2. The duly filled quotation in the prescribed format to be submitted in a sealed cover to **CNS In-Charge, O/o The Airport Director, Airports Authority of India, Mangaluru International Airport, Bajpe, Mangaluru 574142** " on or before **1500 hrs on 24/01/2018**
3. The sealed bid envelope shall be superscripted with " **Quotation for Job contract for providing DGR security services for Guarding CNS sites of AAI at Mangaluru International Airport due to be opened on date DD/MM/YYYY" and bidders address.**
4. Last Date and Time for Receipt of Quotations: 24/01/2018 up to 1500 IST.
5. Date and Time of Opening of Quotations: 24/01/2018 at 1530 IST.
6. AAI reserves to itself the right to reject any or all the Quotations without assigning any reason thereof and to call for any other details or information from any of the quotationer(s)

Sd/-  
CNS In-Charge  
For Airport Director  
Airports Authority of India  
Mangaluru International Airport

Terms & Conditions

Bidders Reference No.

Date:

*Name of work:* **Job contract for providing DGR security services for Guarding CNS Sites of AAI at Mangaluru International Airport**

1. The duly filled quotation in the prescribed format shall be submitted to “**CNS In-Charge, O/o The Airport Director, Airports Authority of India, Mangaluru International Airport, Bajpe, Mangaluru 574142**” on or before **1500 hrs** on **24/01/2018**. AAI shall not be responsible for any sort of delay in submission of quotations sent by post/Courier
2. Bids will be opened on the same day at **1530 Hrs** in presence of interested bidders or their authorized representatives.
3. The Bidders shall submit the following duly signed and sealed document along with the their Bids.
  - 1) Copy of Terms & Conditions duly signed and stamped (Annexure-I)
  - 2) Copy of Contract Agreement (Terms & Conditions) – Duly signed and stamped by the agency. (Annexure-II).
  - 3) Copy of Annexure-III duly signed and stamped
  - 4) Copy of Annexure-IV duly signed and stamped
  - 5) Annexure-V (DGR Rate Details as on 01.10.2017) – to be typed in letterhead & duly filled, signed and stamped by the Agency. Serial No.14 to 17 shall be filled by the agency. The percentage of service charge shall be written in figures and words.
  - 6) Copy of Valid ESI Certificate duly signed and stamped.
  - 7) Copy of EPF Certificate duly signed and stamped.
  - 8) Copy of PAN Card duly signed and stamped.
  - 9) Copy of GST Registration Certificate duly signed and stamped
  - 10) Copy of Empanelment duly signed and stamped.
  - 11) Copy of GST, IT returns duly signed and stamped.
  - 12) Copy of PSARA license duly signed and stamped.
  - 13) Duly filled, signed stamped GST Undertaking as per Annexure VI
  - 14) Copy of other documents if any duly signed and stamped.
4. All the documents attached along with the Quotation shall be signed and stamped.
5. **Contractor shall survey the environment** to assess the realistic cost of delivering the expected services in effective and expected manner.

6. The terms and conditions in the contract agreement (Annexure-II) shall govern the contract. Successful Bidder shall execute the contract agreement on Non Judicial Stamp Paper within 10 working days from the date of issue of work order.
7. The work shall be commenced and the Security guards shall be deployed within 45 days of issue of work order or from the date as specified in work order whichever is earlier.
8. Airports Authority of India reserves to itself the right to reject any or all the Quotations without assigning any reason thereof and to call for any other details or information from any of the quotationer (s).
9. Successful bidder shall ensure all the quality expectations outlined in this NIQ and the office Memorandum No. No.28(3)/2012-D(Res-I) dtd.09/07/2012 and 28 (03)/2012/D(RES-I) dated 16/02/2013 issued by GoI/MoD.
10. Incomplete & ambiguous quotations will be rejected.
11. Paying Authority: Bill shall be raised in favour of  
**The Airport Director**  
**Airports Authority of India**  
**Mangaluru International Airport**  
**Mangaluru-574142**
12. Successful bidder shall also protect and fully indemnify the AAI from any claims from successful bidder's workmen/employees, their heirs, dependents, representatives etc or from any person(s) or bodies/ companies etc. for any act of commission or omission while executing the order.
13. Successful bidder shall be responsible for compliance with all requirements under the laws and shall protect and indemnify completely the AAI from any claims/penalties arising out of any infringements.
14. Bidder shall not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe/gratification, it shall immediately report it to the Appropriate Authority in AAI.
15. Canvassing in any form in connection with the tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing are liable for rejection. Such rejected tenders will not be returned. No bidder shall try to influence directly or through external source, the Buyer on any matter relating to its bid, from the time of publication of NIQ till the time the contract is awarded.
16. Any effort by a bidder to influence the Buyer in the bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid, and such actions will be considered as bad performance for future Projects.
17. The Bidder or its partners or its Directors shall not be black listed or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like World Bank/International Monetary Fund/ World health Organization etc., or any Indian State/Central Governments Departments or Public Sector Undertaking of India.

**CNS In-charge**  
**For Airports Authority of India**  
**Mangaluru International Airport**  
**Mangaluru-574142**

Date:.....

**SIG.OF BIDDER**

**PLACE OFFICE SEAL**

**Name:**

**Address:**

**E-mail:**

**ANNEXURE-II****CONTRACT AGREEMENT (Terms & Conditions)**

Agreement for providing **DGR security services for Guarding CNS Sites at Airports Authority of India, Mangaluru International Airport., Mangaluru - 574142.**

This agreement made at Mangaluru International Airport this.....day of ..... Two Thousand and Eighteen between Airports Authority of India, a body corporate constituted by the Central Government under the Airports Authority Act (Act 55 of 1994) and having its Corporate Office at Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – 110 003 and having office at Mangaluru International Airport and represented by Airport Director, hereinafter called the “Authority” (which term shall, unless excluded by or is repugnant to the context, be deemed to include its Chairman, or Member, Executive Directors, Airport Directors, Officers or any of them specified by the Chairman in this behalf, and shall also include its successors and assigns) of the one part, and ..... represented by ..... of the other part, hereinafter called the “Agency” (which term shall unless excluded by or is repugnant to the context, be deemed to include its heirs, representative, successors and assigns of the Agency).

Whereas the Authority is desirous of availing the services of the Agency for providing **DGR security services for Guarding CNS Sites at Airports Authority of India, Mangaluru International Airport., Mangaluru - 574142**, which services are hereinafter referred to as the said “Services”.

**NOW THE AGREEMENT WITNESSTH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS :**

**1. DURATION:**

This agreement shall be deemed to have commenced from ..... and shall continue to be in force for the period of **Two** years i.e. up to ..... And extendable for further a period of Two years on the discretion of AAI, subject to satisfactory performance.

2. a) The Authority reserve the right to terminate this contract at any time during the currency of the agreement if the performance of the Agency is found to be unsatisfactory, after giving due show cause notice in terms of **clause 15(a)&(b).(Standard & Services)**.

b) The Authority reserve the right to reduce or increase the number of security guards deployed as per requirement, with 15 days advance notice to the contractor.

**3. DELEGATION :**

The designated Head of Department (HOD), AAI, Mangaluru International Airport and any other official(s) of the Authority designated by the Airport Director, Mangaluru International Airport.

**4. PENALTIES :**

The penalties as provided under the agreement shall be decided / approved by HOD up to Rs.500/- each case. The penalties beyond Rs.500/- and appeal against the decision taken at the level of designated officials will be decided by Airport Director, Airports

Authority of India, Mangaluru International Airport, whose decision shall be final and binding on the Agency.

#### 5. **PAYMENTS :**

In consideration of the agency performing the said services, the Authority shall pay to the Agency **every month** an amount commensurate with the remuneration plus other statutory benefits and entitlements due to the security service and its personnel which are being provided by the agency as per **Annexure-V** of this agreement and shall include statutory monetary benefits for PF, ESI and bonus etc., as notified by DGR as applicable. The agency will be paid monthly remuneration for the actual number of duty posts personnel deployed, within the sanctioned manpower. The agency shall in addition be given 14% as Management, Establishment and Administrative charges (Service Charges) on the wage bill.

5.1 The Agency shall submit the bill duly supported by the required documents as proof of statutory payment like ESI, PF and Service Tax made to the respective authorities with list of workers for whom remitted and individual amount of remittance, by 10th of every succeeding month to the Authority for processing and releasing of the payment.

5.2 The payment of monthly wages and other dues to the Security Guards deployed by the agency shall be effected through Bank transfer by 07th of every month.

#### 6. **STATUTORY COMPLIANCES :**

The agency shall meet all the requirement of Contract Labour (Regulation & Abolition) Act, 1970, the statutory provisions and DGR rules and regulations, ESI/EPF Acts. and such other Acts/Regulations as may be in force from time to time. Any increase in the minimum wages, as notified by DGR, will be borne by AAI. However, the service charges will remain constant throughout the contract period. The Security Agency shall be responsible for all statutory obligations.

#### 7. **SUBLETTING OF CONTRACT :**

The contractor shall present himself in person for all dealings with Principal employer. No dealings through representatives on Power of Attorney are permitted (refer para 25(d) of OM No. shall ensure all the quality expectations outlined in this NIQ and the office Memorandum No. No.28(3)/2012-D(Res-I) dtd.09/07/2012). Further, holder of power of attorney representative of proprietor/director is not authorized to conclude the contract.

The contractor shall not sublet the contract awarded, to any other agency and if subletting is established the contract shall be liable for termination after issue of a notice to the contractor as provided for in contract. In addition a penalty @ 10% of the bill amount for the concerned month(s) shall be levied.

#### 8. **STRENGTH OF THE AGENCY PERSONNEL :**

The agency shall provide manpower as specified in **Annexure-IV** to ensure security services inherent to **for guarding CNS Sites**,

8.1 The agency shall ensure effective supervision of the performance of their personnel on round the clock basis by deploying officials at appropriate levels.

8.2 In the event of agency not deploying the required manpower as specified in Annexure-IV, the Authority will be at liberty to impose penalty up to Rs.500/- per shift per head and the same will be deducted from the monthly service charges bill.

8.3 The agency will deploy / provide male & female Guards / Security Guards / Security Supervisors / Officers etc., as per Annexure-IV as may be required from time to time and on the orders of the designated official(s) of the Authority to attend to such duties as specified in Annexure-III.

8.4 The agency also agrees to provide armed security guards at such points where vigilance requires guarding of the area(s) by men with arms, the requirement of which will be notified to the agency by the designated official(s) of the Authority in advance and the rate of payment will be as stipulated in DGR Guidelines of this agreement. Percentage of Service charge shall remain same. The ammunition shall be supplied to such armed guards by the Agency itself. It will be the responsibility of the Agency to ensure that proper license/any other legal requirements are met by the Agency's armed personnel. In case the ammunition is used by Armed Guards for the purpose of protecting the Authority premises or the material in public interest, the cost of ammunition etc., will be reimbursed on actual by the Authority.

#### **9. LIABILITY OF THE AGENCY :**

The Authority shall allow the agency and its personnel to enter into the premises/land for the purpose of rendering the said services to the Authority. The agency hereby agrees to make good the loss/ damage, intentional / unintentional caused to the premises and / or property of the Authority such as vehicles / equipments/ fittings/ fixtures etc., besides the **CNS Sites**, by the employees of the Agency. Any damage / loss caused to Authority's property and not reported by the agency with relevant facts will be deemed to be a failure on the part of the Agency and the Agency will make the loss good as decided by the Airport Director or designated officials of the Authority and would invoke a penalty up to Rs.500/- per incident.

9.1 Any expenditure incurred by the Authority to meet the situation arising out of willful abstaining from work by the personnel of the Agency will be made good from the bills payable to the Agency or from the Security Deposit of the Agency.

#### **10. INDEMNIFICATION:**

The Authority will not be responsible for any injury or losses sustained by agency's personnel during the performance of their duties and also for any damages or compensation due to any dispute between the agency and its workers. With all the liabilities arising out of any provisions of the labour laws / Acts / enactments / instructions in-force or enacted from time to time during the duration of this agreement, shall be the responsibility of the agency. Further more, the agency shall be responsible for the payment of compensation, insurance or other claims of its employees or any other kind what so ever. AAI will not be responsible of being a principal employer for the employees deployed on the work by the agency.

#### **11. DISCIPLINE BY THE AGENCY :**

The agency shall ensure that their personnel wear the prescribed neat and clean uniforms and display name badge and prescribed photo identity card as approved by the Authority. The colors of the uniform shall be decided in consultation with the Authority. All personnel of the agency shall wear uniform while on duty in the said premises. In the event of any agency personnel being found without proper uniform or photo identity card, besides other act of indiscipline, he will not be allowed to join duty and will be marked absent. Such discipline will be enforced by the agency. In case of any dispute the decision of Authority will be final and binding on the agency. Habitual defaulters are liable to face withdrawal from deployment. The disciplinary action so taken by the agency against the defaulters shall be informed in writing to the Authority without fail for record and reference. Written warnings for three minor or one major

incident will invoke major penal action and which shall be strictly complied by the agency under intimation to the Authority. Any written / verbal instructions from the Authority's designated officials to the agency personnel with regard to duties shall be implemented and an action taken report (ATR) shall be submitted to the designated official of Authority.

11.1 If the agency is found to be violate of any of the security regulations, it shall be black listed and will be subjected to other legal proceedings.

11.2 Neither the agency nor the Authority shall recognize any association / union of the agency personnel engaged by the agency for the purpose of this contract. In the event of any strike / cessation of work, apart from the agency personnel being liable to be dealt for misconduct, the contract itself shall be liable to be terminated by the Authority with payment up to the date of such termination but without giving any notice under clause 15 (a) and or any payment in lieu thereof. The agency shall also make alternative arrangements to ensure uninterrupted security & allied services to the Authority as per this agreement.

11.3 The agency personnel shall engage themselves for the specified purpose for which they are deployed by the Authority on round the clock basis. In case any agency personnel is found engaged in work other than the assigned duty, his entry permit shall be confiscated and cancelled and the agency shall dispense with his services forthwith and arrange the replacement immediately besides imposing penalty on the agency.

11.4 All categories of agency personnel employed by the agency will adopt the procedure of declaration of personal cash as prescribed by the Authority.

12. In case, persons deployed by the agency, resort to any industrial action/strike (including partial strike, stoppage of work), the agency shall arrange for alternative manpower of sufficient number so as to ensure normal operations at the premises. In the event of the agency failing to do so, the Authority shall be at liberty :

- a) To make alternative arrangements from other sources, at the risk and cost of the agency and the agency shall also make good the loss / damage/ suffered by AAI.
- b) Rescind the contract in case of stoppage of work due to strike / industrial action resorted to by the employees of the agency more than once during the pendency of the contract.

Further, the agency shall take adequate action against such persons who absent from work and the Authority shall be at liberty to either debar such persons from entering its premises and / or the agency shall not deploy such persons for any work of the Authority.

**13.** The Agency shall discharge obligations as provided under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous Provisions Act 1952, the Employees State Insurance(ESI) Act 1948, the Contract Labour (Regularization & Abolition) Act 1970, the Inter-State Migrant workmen (Regulation of Employment & Conditions of Service) Act, 1979, the Minimum Wages Act 1948, the Payment of Wages Act, 1936 the workmen's Compensation Act, 1923 and other relevant Act Rules and Regulations, instructions etc issued/enforced from time to time

**14. EQUIPMENT / UNIFORM :**

The agency shall provide uniform, torches with dry cells, lathis, whistles to their personnel and agency will make arrangements for water, tea etc. and such other items as are necessary for the proper discharge of duties by the agency personnel at no extra cost to the Authority.

#### 15. STANDARD OF SERVICES :

The agency undertakes to carry out the job with highest standard of security required for **guarding CNS Sites** as specified in Annexure-III to the entire satisfaction of the Authority.

- a. The agency shall ensure that the services are carried out up to the required standards. The standard operating procedures / systems which are in vogue from time to time will form the basis for carrying out duties and responsibilities and non-compliance of such standards shall be considered as poor performance. In the event of poor performance, the agency shall be served with a warning notice to show improvement within stipulated period of time. In case, there is still no improvement, even after serving the written notice, the contract is liable to be terminated within 90 days notice period or in lieu thereof with remuneration for three months. The contractor can also terminate this contract by serving a similar notice, in writing. Such notices will be served by "Registered Post" or by hand, at the respective address. Notwithstanding the above, the contractor shall not discontinue the services within and after the notice period and shall continue to provide services/manpower as per the contract till alternative arrangements are made by AAI. Terms for the extended period of notice would remain the same as this agreement. Notwithstanding the above, in case, the continuation of security and allied services provided by the agency is found to be detrimental to the interest of the Authority, the Authority can resort to instant termination without giving the stipulated 90 days notice. In such an event, remuneration of one month as that of the preceding month will be payable to the agency in lieu of notice.
- b. The agency personnel shall abide by the Rules and Regulations, procedures and systems of the Authority while performing their job in the said premises or such rules as passed from time to time and made applicable to them and shall not resort to any precipitative action(s) unless in exceptional cases, where the security of the DVOR , MSSR Sites & allied premises is itself under jeopardy.
- c. The agency will carryout training of its personnel to maintain required standard of security and alertness. Authority will provide all possible assistance to impart knowledge on operational and security matters which would be helpful in discharging duties effectively. Authority may also make arrangements for imparting training on fire, bomb call / disposal and other security related matters in co-ordination with BCAS, BDDS, Customs and Airport Security.

#### 16. PERFORMANCE SECURITY :

The agency shall **deposit contract performance guarantee @ 10% of one month's wage bill**. The same will be deducted from the agency's monthly service charges in installments not exceeding @ 02% of total wage bill as per DGR norms. On satisfactory completion of contract period, the performance guarantee amount will be released to the agency after six months of the satisfactory completion of the contract. No interest shall be payable by the Authority on this amount of Performance Guarantee deposit. The Authority reserves the right to forfeit wholly or partly the Performance Guarantee deposit, for failure of any part of the terms and conditions of this Agreement. The amount of Performance Guarantee deposit shall be recouped / refunded by the agency, in case of any adjustments being made by the Authority, under clauses of this Agreement during the currency of this contract. The Authority shall have the right to

recover such shortfall in the amount, from any amount due to the contractor in case of his/her failure to do so.

**17. ATTENDANCE :**

The acquaintance roll/attendance register of the agency personnel will be maintained by the agency and submitted to the Authority after every shift for their perusal.

- a. The attendance will be submitted within 30 minutes of start of shift timings.

**18. SECURITY MEASURES :**

The Authority has the right to check, frisk or examine the personnel and the belongings of all categories of agency personnel while entering / leaving the said premises and they shall not leave the premises unless authorized by the officer of the Authority empowered for the purpose. Similarly the agency personnel have the right to check, frisk or examine all individuals and vehicles entering / leaving in the area of **for guarding CNS Sites**, and its allied areas and also within the said premises subject to the policy decisions/ guidelines and directions of the Authority as issued from time to time.

**19. RECRUITMENT GUIDELINES OF AGENCY :**

The agency shall employ ex-servicemen with good physique, good vision who shall not be more than **65 (Sixty Five) years of age** at the time of induction, they should be able to read and write in Hindi/English. The agency shall furnish in writing the name, parentage, age, residence and specimen signature or thumb impression of all personnel they propose to employ / deploy for the purpose of this contract before they are so employed / deployed and the Authority shall be at liberty to forbid the employment/ deployment of any person whom it may consider undesirable without any notice. The agency shall also have the character and antecedents of all persons employed / deployed by them verified by the police to the satisfaction of the Authority. At any given time if a reasonable doubt exists that the agency personnel is engaged in undesirable activities, he will be terminated from his services without any notice.

**20. LEVIES :**

The Authority shall reserve the right to fix responsibility / liability for omissions and commissions and impose levies for such deficiencies in the services after serving notice and giving opportunity to the agency in the form of joint investigations in respect of such omissions and commissions. The levies so imposed per incident shall be in addition to and without prejudice to the recourse available to the Authority as per the laws of land to realize and recover any kind of loss / damages, un-traceability /missing of items/cargo beyond 24 hours, wrong acceptance / delivery of items/cargo. The levy up to Rs.1000/- (Rupees one thousand only) shall be imposed for each lapse / incident of deficiency in the services as mentioned above and maximum levy up to Rs.10,000/- (Rupees ten thousand only) per annum. In case of wrong acceptance / delivery / theft / pilferage of items/cargo, the agency and the agency personnel shall also be liable for action as per provisions of Customs Act, 1962, and/or in addition to any other applicable laws. The levies so imposed shall be without prejudice to other rights and remedies available to the Authority under the terms and conditions of this agreement.

**21. MISCONDUCT ON THE PART OF AGENCY PERSONNEL :**

If any agency personnel is apprehended tampering with, stealing / pilfering cargo / Authority's property and for abetting in such acts or causing damage / loss to any cargo or assets of the Authority, he shall be summarily withdrawn from the deployment from the Authority's premises and further shall not be redeployed.

**22. ARBITRATION :**

In the event of dispute arising out of this agreement, the matter shall be referred to an Arbitrator to be appointed by the Member (Operations), Airports Authority of India. The decision of the Arbitrator so appointed shall be final and shall be binding on both parties. The applicable law to such arbitration proceedings shall be the laws of India, as may be in force from time to time. The arbitration shall be held in Mangaluru and shall be subject to the jurisdiction of Courts in Mangaluru.

**23. JURISDICTION :**

This agreement shall be subject to the exclusive jurisdiction of the Courts in Mangaluru.

**24. FORCE MAJEURE :**

The agency shall fulfill and discharge its obligations in terms of this agreement faithfully and diligently. In case the agency is unable to discharge its obligations for reasons beyond their control such as natural calamities, riots, fire, civil commotion, mob violence, terrorist activity, arson, urban insurgency, war, act of god and disruption of operations at CNS Sites as determined by the Authority they shall not be liable for any damages or losses suffered by the Authority.

25. The terms and conditions issued along with guidelines and award letter shall also be considered as part and parcel of this agreement.

Signed by \_\_\_\_\_ for Airport Director, AAI, Mangaluru International Airport, Mangaluru – 574142 for and on behalf of Airports Authority of India in the presence of :

Witnesses : Signature  
1.  
2.

Signed by Sh. .... for and on behalf of ..... in presence of :

Witnesses : Signature  
1.  
2.

**ANNEXURE-III****SCOPE OF SERVICES TO BE PROVIDED BY THE AGENCY FOR GUARDING CNS SITES AND ALLIED PREMISES UNDER THIS AGREEMENT.**

1. Round the clock security & safety of **CNS Sites** of the Authority and also security and safety of moveable and immovable property, assets, equipment, fittings, fixtures and installations of the Authority.
2. Prevent unauthorized entry into AREA OF **CNS Sites** and frisking of individuals at strategic points.
3. To re-orientate and educate the agency personnel periodically to keep pace with and to ensure proper and orderly **guarding CNS Sites** in terms of applicable laws and rules / regulations framed there under.
4. To keep surveillance on all the above area on round the clock basis.
5. To protect and safeguard **Installations at CNS Sites** and property from theft / pilferage and damage.
6. Any other ancillary job/assignments connected with security/safety /surveillance and allied service/functions at **CNS Sites** and its allied premises.
7. Inform AAI officials immediately in case of any incidents/damage to property/abnormal activity and to assist in investigations.
8. To assist in fire fighting measures as and when required.
9. To assist Bomb Disposal Squad as and when required.
10. To provide security to the officials of the Authority in office premises.
11. To ensure strict discipline while performing duties and abide by rules and regulations/instructions issued by designated officials of the Authority.
12. Effective supervision and control of over all services and to brief the HOD/Duty Officer on daily basis.
13. Undertaking of "Bar-Coding" functions as and when introduced and as prescribed by AAI.
14. Shall ensure all the Standards and quality expectations outlined in this NIQ and the office Memorandum No. No.28(3)/2012-D(Res-I) dtd.09/07/2012 and 28 (03)/2012/D(RES-I) dated 16/02/2013 issued by GoI/MoD

Date:.....  
 PLACE OFFICE SEAL  
 Name:  
 Address:  
 E-mail

SIG.OF BIDDER

**ANNEXURE-IV****PROPOSED DEPLOYMENT OF SECURITY PERSONNEL FOR GUARDING CNS SITES AT MANGALURU INTERNATIONAL AIRPORT.**

As per Contract, total Security Guards (Unarmed) required to be deployed by the Contractor is as follows.

SI No	CNS Sites to be guarded on 24X7 basis	Total hours in a week	Duration
1	DVOR Site	168 Hrs.	1 year.
2	MSSR Site	168 Hrs.	1 Year
3	New DVOR Site	168Hrs.	2 Year.
4	ELDIS RADAR Site	168 Hrs.	2 Year

- a) Number of Security Guards per shift in each Site=01 No.
- b) Number of Shift in each Site= 3 Shifts each of 8 Hours duration.
- c) Total number of Security Guards shall be deployed per day = 12 Nos.
- d) Total number of Security Supervisor shall be deployed per day = Nil
- e) Contractor shall deploy sufficient number of Security Guards to cover the shift duties, weekly off/relieving duties, leave etc.
- f) Contractor shall deploy additional Security Guards/ Security Supervisor if any as required for any other sites of AAI, Mangaluru International Airport with the same terms and conditions of the Agreement during currency of contract.
- g) During currency of the contract, Airport Authority reserve the rights to reduce the number of DGR Security guards deployed, on closure of sites, with 15 days advance notice.

Date:.....  
 PLACE OFFICE SEAL  
 Name:  
 Address:  
 E-mail

SIG.OF BIDDER

**ANNEXURE -V**

<b>DGR rate details for Security Supervisor &amp; Guards as on 01/10/2017</b>			
Sl.No.	Description	<b>Mangalore(Area B)</b>	
		<b>Secy. Supervisor</b>	<b>Secy. Guard (Without Arms)</b>
1	Basic Wages + VDA	<b>788.69</b>	<b>593.00</b>
2	ESI (4.75% of Basic + VDA)	37.46	28.17
3	EPF (12% of Basic + VDA)	94.64	71.16
4	EDLI (0.5% of Basic + VDA)	3.94	2.97
5	Admn.Charges(0.86% of BP +VDA)	5.13	3.85
6	HRA(16% of Basic+VDA or Rs.3600 whichever is higher)	138.46	138.46
7	ESI on HRA(4.75% of HRA)	6.58	6.58
8	<b>Bonus8.33% of Basic+VDA</b>	<b>65.70</b>	<b>49.40</b>
9	Uniform outfit Allowances (5% of Basic + VDA)	39.43	29.65
10	Uniform washing Allowances (3% of Basic + VDA)	23.66	17.79
11	<b>SUB TOTAL(A)</b> (sum of 1to10)	<b>1203.69</b>	<b>941.03</b>
12	Relieving charges 1/6 <sup>th</sup> of total of serial No.11	200.62	156.84
13	<b>Total cost per head (11 to 12)</b>	<b>1404.31</b>	<b>1097.87</b>
14	Service Charges @ _____ (Minimum 14%)		
15	<b>Total cost per head(13 to 14)</b>		
16	<b>GST @ 18%</b>		
17	<b>Total cost per head(15 to 16)</b>		

(In words: Service charge is at the rate of \_\_\_\_\_ percentage)

Date:.....  
 PLACE OFFICE SEAL  
 Name:  
 Address:  
 E-mail

SIG.OF BIDDER

**Undertaking on GST compliance**

To  
 The Airport Director.  
 Airports Authority of India  
 Mangaluru International Airport  
 Bajpe P.o.  
 Mangaluru-574142

Sub: Undertaking on GST compliance.

Sir,

We, M/s \_\_\_\_\_ do hereby undertake that

- 1) That there is no Subsumed Taxes included in the Contract Amount
- 2) That we are registered under GST with GSTIN no. \_\_\_\_\_ and compliant of GST provisions.
- 3) In case of non-compliance of GST provisions and blockage of any input credit, we shall be responsible to indemnify Airports Authority of India.
- 4) That all input credit have been passed on to Airports Authority of India by M/s

\_\_\_\_\_  
 \_\_\_\_\_(Contractor)

Yours Faithfully,

(Signature of **authorized** signatory)

Name : .....

Designation:.....

Address of the Contractor:

seal

## **CHECK LIST FOR NIQ**

**The Bidders Shall submit the following duly signed & stamped document in the Sealed Bid.**

- 1) Copy of Terms & Conditions duly signed and stamped (Annexure-I)
- 2) Copy of Agreement (Terms & Conditions of contract) – Duly signed and stamped by the agency. (Annexure-II)
- 3) Copy of Annexure-III duly signed and stamped
- 4) Copy of Annexure-IV duly signed and stamped
- 5) Annexure-V (DGR Rate Details as on 01.10.2017) – to be typed in letterhead & duly filled, signed and stamped by the Agency. Serial No.14 to 17 shall be filled by the agency. The percentage of service charge shall be written in figures and words.
- 6) Copy of Valid ESI Certificate duly signed and stamped.
- 7) Copy of EPF Certificate duly signed and stamped.
- 8) Copy of PAN Card duly signed and stamped.
- 9) Copy of GST Registration Certificate duly signed and stamped
- 10) Copy of Empanelment duly signed and stamped.
- 11) Copy of GST, IT returns duly signed and stamped.
- 12) Copy of PSARA license duly signed and stamped.
- 13) Duly filled, signed stamped GST Undertaking as per Annexure VI
- 14) Copy of other documents if any duly signed and stamped