



**JOB CONTRACT FOR HIRING
01 No. PARAMEDICAL STAFF AT
SILCHAR AIRPORT**

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Approved by	P.K Gorai, Airport Director, Silchar Airport.	

TENDER DOCUMENT

ESTIMATE COST: - RS. 3,30,763/-

GEM TENDER BID NO: [GEM/2023/B/3200988](#)

**DEPARTMENT OF
AIRPORT OPERATIONS,
AAI, SILCHAR AIRPORT.**



INDEX

NAME OF WORK: - Job contract for hiring 01 Paramedical Staff at Silchar Airport.

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This is to certify that; this tender document contains total 34 (Thirty-four) including cover page and index page numbered serially.

**In-charge (Airport Operations),
For Airport Director,
Airports Authority of India,
Silchar Airport.**



NOTICE INVITING e-TENDER

GeM Tender ID :

1. Item rate tenders are invited through the **GeM portal** by Bid Manager, **AAI, Department of Operations, AAI Silchar Airport** on behalf of **Chairman, AAI**, from eligible Agency/Contractor for the work of **“Job contract for hiring 01 Paramedical Staff at Silchar Airport.”** at an estimated cost of **Rs. 3,30,763/- (Rupees Three Lakh Thirty Thousand Seven Hundred Sixty Three only)** (excluding PF, ESI, Bonus and GST) The contract period shall be for the period of 01 year with the provision for further extension of another 01year subject to approval of the competent authority and on satisfactory completion of work.

The Tender documents may be downloaded from GeM portal: <https://gem.gov.in> and Airports Authority of India web site www.aai.aero (for reference only) as per the schedule given in **CRITICAL DATE SHEET** under.

Publishing Date	28-02-2023
Bid Document Download / Sale Start Date	28-02-2023
Clarification Start Date	28-02-2023
Clarification End Date	03-03-2023
Bid Submission Start Date	28-03-2023
Bid Submission End Date	15-03-2023 1700 Hrs
Bid Opening Date (Envelope- I)	15-03-2023 1730Hrs
Bid Opening Date (Envelope- II)	22-03-2023 1100 Hrs

Last date and time of submission of tender documents is 15/03/2023 upto 1100 hrs.

Earnest Money Deposit (EMD) of Rs. 6,615/- (Rupees Six Thousand Six Hundred Fifteen only) will be required to be paid offline/Online in form of bank transfer/ Demand Draft / Bankers cheque / Insurance Surety Bonds/ Bank Guarantee (BG) from Nationalized or scheduled bank (but not from co- operative or Gramin bank).

Bank Details:-

Bank Name: - STATE BANK OF INDIA

ACCOUNT NAME: - AIRPORTS AUTHORITY OF INDIA

ACCOUNT NUMBER: - 35722037714

IFS CODE: - SBIN0007217



1.1 Submission of EMD Declaration

- i. In lieu of EMD, Earnest Money declaration form as per Annexure III shall be filled and submitted online through (offline/Online in form of bank transfer/ Demand Draft / Bankers cheque / Insurance Surety Bonds/ Bank Guarantee (BG) from Nationalized or scheduled bank (but not from co- operative or Gramin bank) in Envelope – I

Bank Details:-

Bank Name: - STATE BANK OF INDIA

ACCOUNT NAME: - AIRPORTS AUTHORITY OF INDIA

ACCOUNT NUMBER: - 35722037714

IFS CODE: - SBIN0007217

- ii. The Tenders of the bidders who fail to submit the online declaration (Annexure III) towards EMD shall be rejected outright.

2 Unconditional Acceptance of AAI's Tender Condition.

- a. Scanned copy of Unconditional acceptance of AAI's Tender condition as per Annexure-I duly digitally signed to be uploaded in PQQ No./Envelope – I by stipulated date and time (Bid Submission Date) i.e. **mentioned in the critical datasheet.**

Bid Submission: The Following two envelopes shall be submitted through online at GeM portal by the bidder. Last date and time of submission of bids (Envelope I, II) is '**15-03-23, 1700Hrs**'

- A) **Cover/Envelope-I:** -Containing Scanned Copy and duly digitally signed of the following documents:

Envelope-I:

1. Checklist
2. Unconditional Acceptance of AAI's Tender Conditions (Annexure-I).
3. Earnest Money Declaration form as per ANNEXURE-III (Performa given in page **33**)
4. Registration certificate of the Company
5. Registration Certificate Undertaking (Performa given in page **16** of Tender Document)
6. Experience Certificate as per qualifying criterion.
7. PAN card Details



8. Turn over Certificate certified by CA for the last three years
9. Balance sheet & profit & loss statement for the last three years certified by CA.
10. TDS certificates
11. Should have valid GST registration.
12. GST undertaking. (Performa given in page no.17 of Tender Document).
13. Duly notarized declaration on non-judicial stamp paper of Rs.100/- regarding black listing/debarring of firm. (Performa given in page no.18 of Tender Document)
14. Scanned copy of EPF and ESI registration.
15. Declaration regarding near relative. Performa given at page 31
16. Duly-signed Tender document
17. Affidavit –Minimum wages. (Annexure-II). Performa given at page-32

Qualifying requirement of Contractor/Firms

- i. Agency should be a registered firm/company having experience in similar nature of work.
- ii. Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. **Firms showing work experience certificate from Non-government/ Non-PSU organization should submit "Tax deduction at source certificate" in support of their claim for having experience of stipulated value of works.**
- iii. Should possess valid Permanent Account Number (PAN).
- iv. **Client's should have annualized average financial turnover of Rs. 3, 30,763/- Against works executed during last three years ending 31st March of the previous financial year.** As a proof, copy of CA certified balance sheet along with Profit and Loss Account statement of the firm, also CA certified turnover of the firm should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- v. Work Execution/Completion



Should have satisfactorily completed (Phase/part completion of the scope of work in a contract shall not be considered) with satisfactory performance certificate of at least three similar works each @ **Rs. 1,10,254/-**, two similar works each @ **Rs.1,65,382/-** and one similar work @ **Rs. 3,30,763/-** In single contract of similar nature of work during the last seven year ending on 30.04.2022

vi. GST Registration number (copy of provisional certificate).

B) Financial/Envelope-II: The financial Price bid (Item Rate BOQ) through GeM portal

All rates shall be quoted 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 are required to download the BOQ file, open it and complete the white colored (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 file name. If the BOQ file is found to be modified by the bidder, the Bid will be rejected.

If unconditional Acceptance letter of any bidder are not meeting the AAI's Tender Conditions, then their e-bid response will be summarily rejected.

Further it may be noted that tenders which are duly submitted on GeM Portal 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 GeM portal. In case of any difficulty, bidders may contact the help desk numbers and emails ID provided in the GeM Portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

These 2 envelopes shall be submitted through online at GeM portal by the bidder as per the schedule mentioned in critical date sheet.

3 CRITICAL DATASHEET

Publishing Date	28-02-2023
Bid Document Download / Sale Start Date	28-02-2023
Clarification Start Date	28-02-2023
Clarification End Date	03-03-2023
Bid Submission Start Date	28-02-2023



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Bid Opening Date (Envelope- II)	22-03-2023 1100 Hrs

4 Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/ director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

5 a. Bids Opening Process is as below:

- i. **Envelope-I:** - Containing documents (uploaded by the contractors/firms) shall be opened on '1-03-2023, 1730 Hrs'. The intimation regarding acceptance/ rejection of their bids will be intimated to the contractors/firms through GeM portal.
- ii. **Envelope-II:** -The financial bids shall be opened on '22-03-2023, 1100Hrs'

Any changes in the date shall be intimated through GeM Portal.

- b. AAI reserves the right to accept or reject any or all applications without assigning any reason. AAI also reserves the right to call off the process of tendering at any stage without assigning any reason.
- c. AAI reserve the right to verify the credentials submitted by the agency at any stage (before or after the award of the work). If at any stage before or after the award of the work, any information/documents submitted by the applicant is found to be false, or have some discrepancy which disqualifies the firm then AAI shall take following action:
 - i. The agency shall be liable for debarment for 01years from tendering in AAI, apart from any other appropriate contractual / legal action.
- 6 Consortium /Joint Ventures companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
- 7 Purchase preference to Central Public Sector Undertaking shall be applicable as per the directives of Govt. of India prevalent on the date of acceptance.



- 8 If the entity participation in any of the tenders is a private or public limited company. Partnership firm or proprietary firm and any of the Directors / Partners of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to Authority, then the said entity shall not be allowed to participate in AAI tenders.

**The In-charge, Airport Operations,
For Airport Director,
Airports Authority of India, Silchar Airport.**



CHECKLIST

Name of Work: **Job contract for hiring 01 Paramedical Staff at Silchar Airport.**

Ref No.	Qualifying Criterion	Particulars	Enclosure check list
1	2	3	4
1.	Unconditional acceptance of AAI's Tender condition (Annexure I)		Copy of duly signed form uploaded: Yes/No
2.	Name and address of the firm/ Email Address & Telephone No.		
3.	Details of Registration of Firm/Contractor And undertaking as per Performa at page 17 of NIT		Copy of Registration Certificate and undertaking uploaded: YES/NO
4.	Certificate from clients of having satisfactorily completed Three works of each of Rs.1,10,254/- ,Or (ii) Two works of each of Rs.1,65,382/-OR (iii) One work of each of Rs.3,30,763 /- in single contract of <u>similar nature of work during the last seven year ending on 30.04.2022</u>	Details of the Three/Two/One work(s) as applicable Client: Work: Order No. & dt.: 1. 2. 3. Cost: Date of Completion: 1. 2. 3.	Copy of certificates uploaded: YES/NO



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
कार्यालय विमानपत्तन निदेशक, सिलचर
OFFICE OF THE AIRPORT DIRECTOR, SILCHAR

5.	Whether experience from Govt. organizations or private clients?	Govt. Organization / Private Clients. (Tick whichever is applicable.)	TDS certificate uploaded: YES/NO
6.	TURNOVER: Annualized average financial turnover equivalent to Indian Rs. Rs. 1,10,254/- during last three financial years	Year INR (in Lakhs) 2018-19 2019-20 2020-21	Proof of turn over uploaded: (balance sheet & profit & loss A/C certified by CA, Turnover certificate from CA) YES/NO
7.	Permanent Account No. (PAN)		Signed scanned copy of PAN card uploaded.
8.	Balance Sheets certified by CA	FY 2018-19 FY 2019-20 FY 2020-21	YES/NO
9.	GST Registration No. and GST undertaking (Performa at page 18)		Signed scanned copy uploaded YES / NO
10.	EPF Registration No.		Self –attested copy of EPF indicating validity date, name (office) and registration no. uploaded YES / NO
11.	ESIC Registration No.		Self –attested copy of ESIC indicating validity date, name (office) and registration number uploaded. YES / NO



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आज़ादी का
अमृत महोत्सव

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
कार्यालय विमानपत्तन निदेशक, सिलचर
OFFICE OF THE AIRPORT DIRECTOR, SILCHAR

12.	Undertaking against declaration of black listing/ debarring of firm (Performa given at Page No.18)		Signed scanned copy uploaded YES / NO
13.	Check List		Signed scanned copy uploaded
14.	EMD Declaration as per ANNEXURE-III(Page 33)		YES /NO Scanned copy of EMD Declaration
15.	Unconditional acceptance of AAI tender conditions.		Digitally signed copy of document uploaded YES / NO
16.	Declaration regarding near relative. Performa given at page 30		Digitally signed copy of document uploaded YES / NO
17.	Affidavit Minimum wages. (ANNEXURE-II) Performa given at page 32		Digitally signed copy of Affidavit document uploaded
18.	Tender document		YES/NO
19.	Price/Financial e-bid		Uploaded BOQ file duly filled in required parameter.
20.	Details of any other information		

Signature with seal of the contractor/agency



TENDER DECLARATION

I/We have read and examined the notice inviting tender, schedule, Specifications applicable, General Rules and Directions, Conditions of Contract, Clauses of contract, Special conditions, Schedule of Rates & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the Airports Authority of India within the time specified in Schedule and in accordance in all respects with the Rules and Directions Conditions of contract and in respects in accordance with, such conditions so far as applicable.

We agree to keep the tender open for Ninety (90) days from the date of opening of financial bid and not to make any modifications in its terms and conditions.

I hereby submit my bid declaration vide Annexure-III towards EMD. If I/ we fail to commence work as specified, I/we agree that A.A.I. or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to execute the undertaking as per Annexure III

Further, if I/We fail to commence work as specified, I/We shall be suspended for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order.

I/We hereby declare that I/we shall treat the tender documents and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/we am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Date.....

Signatures of Contractor



NOTICE INVITING E-TENDER

Tenders are invited through **GeM portal** by The In-charge, Airport Operations, AAI, Silchar Airport on behalf of Chairman, Airports Authority of India for the work of “**Job contract for hiring 01 No. Paramedical staff at Silchar Airport,**” at an estimated cost of **Rs. 3, 30,763/- (Excluding GST, Bonus, PF, ESI)**. **The contract period shall be for 01 years with the provision of further extension of another 01-year subject to approval of the competent authority and on satisfactory completion of work.**

1. Tendered is advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
2. Copies of documents pertaining to the works signed for the purpose of identification by the Accepting Officer or his accredited representative will be open for inspection for tenderers in the office of accepting officers during working hours.
3. Notification of Award of contract will be made in writing to the successful bidder by the Accepting Authority or his representative. The contract will normally be awarded to the qualified and responsive bidder offering lowest evaluated bid in conformity with the requirements of the specifications and contract documents and the Accepting Authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or, any tender or to give any reason for his decision.

A responsive bidder is one who submits priced tender and accepts all terms and conditions of the specifications and contract documents.



4. The competent authority on behalf of the Airports Authority of India does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tendered shall be summarily rejected. The competent authority on behalf of Airports Authority of India reserves to himself the right of accepting the whole or any part of the tender and the tendered shall be bound to perform the same at the rate quoted.
5. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the tenderers who resort to canvassing will be liable to be rejected.
6. On acceptance of Tender agency shall deposit security deposit which shall be 10 % of the contract value.
7. The Tendered shall not be permitted to Tender for works in Airports Authority of India, in which his near relative is posted as Officer responsible for award and execution of contracts. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in Airports Authority of India. Any breach of this condition by the contractor would render him, the contract liable to be rejected.
8. No Engineer or other Officer employed in Engineering, Administrative or other duties in the Airports Authority of India is allowed to work as a contractor for a period of one year after his retirement from service, without the previous permission of the Airports Authority of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of AAI as aforesaid before submission of the tender or engagement in the contractor's service, as the case maybe.
9. The Tender for works shall remain open for acceptance for a period of ninety days from the date of opening of Tenders. If any Tendered 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 execute the undertaking as per Annexure III.
10. A Tendered shall submit the Tender which satisfies each and every condition laid down in this notice failing which the Tender will be liable to be rejected. Also if the credentials submitted by the firm found to be incorrect or have some discrepancy which disqualifies the firm then the AAI shall take the following action:



Debar the firm for minimum one year to tender for AAI in any name/style.

11. **Scope of Work:** The “**Job contract for hiring 01 paramedical staff at Silchar Airport**” includes assisting in works related to: -

- a) Breathe Alcohol Analyzer test of officials as per regulatory requirement.
- b) Maintenance of related Records/Documents.
- c) Maintenance of Breath Alcohol Analyzers.
- d) Creation of database related to Breathe Analyzing reports.
- e) Maintenance of Files/registers.
- f) Typing letters/correspondence.
- g) Other related works assigned to them as per the office requirement.
- h) To update the authority, the regular report relating to Breath Analyzer Test.
- i) Attending medical cases of passengers and manning of Medical Inspection Room.

The In-charge, Airport operations,
For Airport Director,
Airports Authority of India,
Silchar Airport.



**(TO BE SUBMITTED BY BIDDERS IN ENVELOPE – I
ON THEIR LETTER HEAD)**

UNDERTAKING

I/We,
(Name of the company/firm) hereby undertake that in case the Registration Certificate
No..... dated issued by
..... (Name of the Department) submitted by me/us, is found to be
forged/false at any stage, I/We may be debarred from AAI for taking participation in all
future AAI works & any other suitable action may be taken against our company/firm
as deemed fit by AAI

Signature of Director /Proprietor of the company/firm



**(TO BE SUBMITTED BY BIDDERS IN ENVELOPE –I ON
THEIR LETTER HEAD) UNDERTAKING FOR REGISTERED
UNDER GST AND COMPLIANT OF GST PROVISION**

I/We, _____ (Name of company/Firm) hereby undertakes that Wearer registered under GST and complying the GST provision. In case of non-compliance of GST provisions and blockage of any input credit, we (the bidder) shall be held responsible to indemnify AAI.

Name & Signature of contractor/Firm (With official rubber stamp)

Date: _____



Declaration regarding black listing/ debarring of firm

(To be executed in Rs. 100/- Non Judicial Stamp Paper duly Notarized)

Name of Work: **Job contract for hiring 01 Paramedical Staff at Silchar Airport.**

I, (_____), age
_____years S/o proprietor/Managing Partner/ Managing Director
of M/s _____ having
address of the _____do
hereby solemnly of a firm and state as follows:

- (1) I/we are not debarred/ blacklisted by AAI or Central /State Govt. Depts./PSUs/World Bank/ ADB etc. and the debarment is not in force as on last date of submission of proposal. Our firm understand that in case above is discovered during tendering stage and/or at later stage, our firm shall be liable for restraintment from bidding in AAI, forfeiture of security deposit apart from any other appropriate contractual action including debarment/blacklisting, termination of the contract.
- (2) I/we are not facing any action of any act with AAI.
- (3) I/we are not having any dues to be paid to AAI (disputed or undisputed).
- (4) I/we are not having established business with AAI in any other company name which has any outstanding dues of AAI.

Date:

(Signature of the Contractor)

With rubber-stamp.



GENERAL CONDITIONS OF CONTRACT

1. Tenders are invited by The In-charge, Airport Operations, Airports Authority of India, Silchar Airport for the work as mentioned.
2. The tender shall be in the prescribed Form.
3. Tender are invited on the basis of two envelopes systems detailed in NIT.
4. A contractor shall not submit more than one tender.
5. No two or more concerns/firms in which an individual is interested as Proprietor and/or Partner shall tender for the execution of the same works, if they do so, all such tenders shall be liable to be rejected.
6. The In-charge, Airport Operations, AAI, Silchar Airport shall be the Accepting officer herein after referred to as such for the purpose of this contract. Submission of a tender by a tender implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the job to be done and of conditions and local conditions and other factors bearing on the execution of the nature of specified job.
7. All rates shall be quoted in Price Bid only. (As per Performa given in the Annexure-IV) of the tender form.
8. In this tender, only rates quoted shall be considered. Any tender containing percentage below/above the rate quoted is liable to be rejected.
9. Tenders shall be received by the Accepting authority up to the date and time as mentioned in **Critical datasheet** and shall be opened on the date and time as mentioned in Critical date.
10. Notification of Award of contract will be made in writing to the successful Bidder by the Accepting Authority. The contract will normally be awarded to the technically qualified and responsive Bidder offering and lowest evaluated bid in technically are commonly conformity with the requirements of the specifications and contract documents. The Accepting Authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or any tender or to give any reason for his decision.
11. A responsive bidder is one who submits priced tender and accepts all terms and conditions of the specifications and contract documents without any major modifications.
12. A major modification is one which affects in any way, the quality, quantity and period of completion of the work or which limits in any way the responsibilities or liabilities of the



Bidder or any right of AAI as required in the specifications and contract documents. Any modification in the terms and conditions of the tender, which are not acceptable to AAI, shall also be treated as a major modification.

13. A tenderer shall submit a responsive bid, failing which his tender will be liable to be rejected.
14. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instruction from Airports Authority of India.
15. Taxes as applicable in respect of this contract shall be payable by the contractor and may be deducted at source. Airports Authority of India will not entertain any claim whatsoever in this respect.
16. This tender document shall form part of the contract document/agreement.
17. All the tenderers must indicate the capacity & authority of the individual sign in e-tender.
18. Uniform: The contractor/agency has to provide 02 sets of uniform to their employees during the contract period, (within one month from the date of award) failing which, AAI will recover an amount of Rs. 200/- per person per week till the compliance of the same from the contractor's running/final bill. In the event of non-compliance of wearing uniform by workers on daily basis a recovery of Rs.100/- per day per person shall be made from running bills. The workers should wear a badge on the left pocket of the shirt mentioning company's name.
19. **As the 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 to AAI. No claim whatsoever on this shall be allowed. Incidental expenses incurred towards PIC shall be borne by the contractor. Contractor must submit police verification certificate of his firm situated, by local SP office & copy must be submitted within 30 days from the date of contract award.
20. Entry Pass: The work site lies in restricted area. The contractor shall apply in writing in advance for issue of necessary entry passes of workmen engaged by him. The works at operational area are an essential service covered under the ESMA (Essential Service Maintenance Act) and hence disruption of services rendered will be a statutory offence. The successful bidder is responsible to apply BCAS security clearance in auxiliary service provider for obtaining Airport Entry Pass (AEP) through BCAS website <https://esahaj.gov.in>



for the employees without any extra cost from AAI. The necessary police verification of company in e-Sahaj website as well as individual along with security program and other enclosures as required by security section for issue of entry passes will be the responsibility of the contractor. All fees & expenditure towards arranging security passes shall be borne by the Agency. After completion of the contract or expiry of the entry pass, the same shall be returned to AAI.

21. Security: The contractor and his employees shall abide by security regulations framed by AAI / BCAS or Police Authorities. Any worker of the contractor, whose presence is found undesirable in AAI premises, shall not be allowed to work. The Contractor shall be fully responsible for the satisfactorily working of his staff. If contractor or his authorized representative of his employed workers are found violating any of security regulations, suitable action shall be taken by AAI as per prevailing rules of BCAS. All men shall be permitted to enter the airside (restricted) area only on possession of the AEP (Aerodrome Entry Permit). The contractor shall apply in writing in advance before commencement of work for issue of security passes and shall submit a list of personnel concerned with their addresses. Passes shall be deposited back with Operations-InCharge on demand and in any case immediately after completion of work. The contractor or his staff/workmen shall observe all the rules promulgated from time to time by the concerned authorities. Any person found violating the security rules laid down by the authority will be expelled from the area without assigning any reasons whatsoever and contractor shall have no claim on this account.

If the contractor or his representative or deployed staff is involved in un-scrupulous activities, contractor agency along with the offender will be subjected to other legal proceedings and risk of being black listed. The contractor shall comply with the security rules and regulations being enforced from time to time at the work place.

22. The contract of the successful bidder shall be terminated if he does not fulfill any of the following conditions:
- i. Furnishing of Security Deposit / FDR in favor of AAI for an amount equivalent to 10% of the total value of the contract amount within 30 days of the receipt of the letter awarding the contract or such other period as decided by the competent authority.
 - ii. Execution of the agreement within 30 days of the receipt of the letter awarding the contract.
 - iii. Undertaking the work within 15 days of the receipt of the letter awarding the contract.



23. At the stipulated time of opening of technical evaluation, the offers from those renderers who are unable to unconditionally accept AAI's tender conditions will be rejected and financial evaluation containing tender document price bid shall not be opened.
24. Once the tendered 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).
25. In cases the conditions mentioned above is found violated after opening the financial bid, the tender shall be summarily rejected. AAI shall without prejudice to any other remedy, be at liberty to execute the undertaking as per Annexure III
26. This notice shall form part of the contract document. The successful renderer 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.
27. The contract agreement shall be executed on a non-judicial stamp paper of Rs100/-and the cost of the same shall be borne by the contractor.
28. 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.
29. Damage to the equipment's of AAI due to the negligence of the contractor's workers shall be repaired at the contractor's cost and shall be recovered from the dues payable
30. 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.
31. The work force deployed for this job contract shall be regular employee of the contractor. The contractor shall be responsible for the recruitment, retainment 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.
32. The Contractor has to ensure that the services are not disturbed either due to absenteeism or due to willful 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.

33. The contractor's representatives and employees of the contractor shall abide by the Rules and Regulations of the Authority while performing their job in the said premises.
34. The Contractor shall comply with the requirements of all standard Health Clauses including those given below: -

The Contractor shall notify to The In-charge, Airport Operations, AAI, Silchar Airport whenever any person working under him is suffering or suspected to be suffering or convalescing from any infectious disease. The In-charge, Airport Operations, AAI, Silchar Airport 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.

35. 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.
36. The Contractor shall take all necessary precautions to prevent any nuisance or inconvenience to the owners, tenant sand 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 what so ever caused there on by the contractor.

**The In-charge,
Airport Operations,
For Airport Director,
Airports Authority of India, Silchar Airport.**



SPECIAL TERMS & CONDITIONS OF CONTRACT

1. The following special conditions shall be read in conjunction with AAI General Conditions of Contract. If there are any provisions in the special conditions of contract which are at variance with provision of General Condition of Contract (AAI). The provision in these special conditions shall take precedence.
2. The working hours shall be from 0600Hrs to 1400Hrs. However, the decision of working hour as decided by Airport Director or his Authorized representative shall be final. The duty hours may be extended on the ground of operational urgency and for extra duty beyond office hours, the incumbent shall be provided overtime allowance on reimbursement basis as rate applicable.
3. The agency shall provide necessary services by deploying their regular employees under their supervision, subject to inspection by AAI authorized Officer. The agency has to **submit duty roster** of the manpower on monthly basis as per the direction of Airport Director or his authorized representatives.
4. The price quoted shall be inclusive of all applicable taxes & contractor profit, minimum wages, etc. for the contract period excluding **GST, PF/ ESI contribution of employer, Bonus**. If increase in minimum wages comes more than the existing minimum wages rate during contract period, same shall be reimbursed to contractor on production of documentary evidence. No additional payment such as contractor profit will be reimbursed due to increased wages. GST applicable is payable as per rule.

The current rate of minimum wages (**w.e.f. 01.10.2022**) is given below for reference: -

Highly Skilled - Rs 788/- per day

Manpower Deployment Schedule

Sl. No.	Manpower Requirement	Grade	Qty	Working Day in a week
1	Paramedical Staff	Highly Skilled	1	7 Day



The shift timing will be decided by APD or his authorized representative. **The contractor should supply manpower for all 7 days of the week.**

5. The contractor has to ensure that in any case the wages paid to the workers should not be less than minimum wages and to be **paid up to seventh of every month.**
6. ESI & EPF amount paid to the statutory authorities by the contractor shall be reimbursed on basis of submission of documentary evidence i.e. copy of challan with detailed statement of each manpower.
7. Applicable GST as per rule shall be reimbursed basis of submission of original GST invoice Contractor shall have to employ worker for operation and other work as mentioned in scope of work.
8. The contractor shall provide a list of contract Workers engaged for contract work along with their PF Account No. & ESI Registration number within one month from award of work.
9. Before deploying the worker, contractor shall submit declaration form duly signed by worker and counter signed by employer along with qualification certificate, experience certificate if any, police verification, Address proof, Identity proof and photo etc. has to be submitted to The In-charge, Airport Operations, AAI, Silchar Airport for verification.
10. Contractor's worker should obtain the necessary entry pass from the competent authority before engaging on work at their own cost. It is the responsibility of contractor to obtain such passes from competent authority as per AAI policy. However, AAI will assist them in the term of issue of letter if required. Nothing shall be paid extra on this effect.
11. **No duty shall go vacant, if any of the workers goes on week off or on leave suitable substitute has to be deputed by the contractor.** In case, no one is deputed and the duty remains unattended, the same will be recovered double rate of prevailing minimum wages and the contractor shall be fully responsible for any problems in operational duties due to absent of the worker.
12. The contractor shall provide copies of PF & ESI challans of monthly contributions in respect of contract workers engaged for contract work on month to month basis. If PF/ESI contributions are not paid by the contractor and proof to that effect have not been produced regularly within the due date, AAI reserves the right to not process the bill and recovery/ withhold @ 26% & 6% against PF & ESI respectively from the running account bill/ final bills.



13. All services shall be performed by persons qualified and skilled in performing such services.
14. **The persons who will be employed as Paramedical Staff by contractor/suppliers must have following minimum qualifications and attributes.**
- I. **Doctor holding MBBS degree/Trained Paramedics/ Emergency Medical Technician (EMT)/ Personnel holding BSC (Nursing)/ Diploma (Nursing) from a recognized university.**
15. The contractor shall be responsible for the following points during period of contract: -
- i. **All the Payment is to be made to the workers by A/c Payee Cheque / RTGS/ NEFT only.**
 - ii. The contractor should submit a details statement of wages paid to employees before 7th of every month.
 - iii. The contractor has to maintain the wage register for his employees and has to be produced for Verification of principal employer (AAI) as and when required.
 - iv. P.F. Contribution for total manpower @ 13% per year for each worker on **actual wages paid excluding Overtime.**
 - v. E.S.I.C. / Accident cum Med Claim Policy Premium for total manpower @ **3.25%** per year for each worker.
 - vi. Bonus for total manpower @**8.33%** per year for each worker.
- Payment will be made to the contractor after submitting the following documents each month.
- a. Wage Register.
 - b. EPF/ ESIC copies along with details of PF/ ESIC contribution of each worker and employer along with undertaking that working employee and firm contribution is inclusive in the challans submitted.
16. Agency will provide uniform to the deployed manpower. Design/color of which will be approved by AAI. The uniform will have the agency's logo.



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

Sl. No.	Type of work / quantity	Penalty
1.	Late Reporting of personnel	Rs.200/- per person
2.	Leaving duty place / absents without permissions	Minimum wages + Rs.100 per day per person
3.	Not behaving properly while on duty.	Rs.1000/- per person

18. Terms of payment: -

The Running payments for the work done shall be released Monthly by AAI only after salary payments to all workers & submitting the proof of disbursement and deducting the applicable taxes. The Security Deposit @ 10% shall be deducted from the running bills, which shall be released after successful completion of Defects Liability Period.

The following documents as applicable shall be produced and self-attested photo copy shall be submitted by the contractor during each running bills: -

- Monthly Challans of E.P.F. and E.S.I. deposits up to previous month.
- Wages register signed by workers of each month.
- Bonus details received and signed by workers.
- Attendance registers.
- Bank statement

19. **PAYMENT OF WAGES:** - The payment to be made by contractor to manpower provided for services/Job Work for above said work shall not be less than minimum wages as prescribed by the Central Govt. The contractor shall be responsible for fulfilling the requirements of all the statutory provisions of Contract Labour (Regulation and Abolition) Act. Minimum Wages Act 1948, Gratuity Act, Employees Provident Fund Act., Industrial Dispute Act, Bonus Act and other industrial enactments or any other enactments notified during the currency of the agreement at his own cost and risk, in respect of all staff employed by him. If due to any reason whatsoever, the AAI is made liable for any acts of omissions and commissions under laws in force, it shall be payable by the contractor and all such liabilities shall be recovered by the AAI from any



dues payable by AAI to the contractor and/or from security deposit of the contractor and available properties and sources of contractor through process of law.

- 17.1 **The contractor shall comply with the provisions of the payment of wages Act 1936, minimum wages Act 1948, workmen's compensations Act 1923, employee liability Act 1938, industrial dispute Act 1947, maternity benefit Act 1961, Bonus Act and the contractor's labour (Regulation and abolition) Act 1970 or modification thereof or any other laws relating thereto and the rule made there under from time to time.**
- 17.2 Contractor shall comply all statutory provisions various acts in respect of manpower provided for services /Job Work for said work like EPF, ESI, Labour License etc. in respect of produce necessary manpower provided to AAI issued by appropriate Government Authority (ies) and voucher for proof of payment made to appropriate authority in respect of EPF, ESI etc. **in next month bill towards the manpower provided to AAI**, failing which their next month payment would not be processed. The payment of wages should be made directly by the contractor to his workmen and not through any other agencies.
- 17.3 In case of non-payment of wages or any other dues of any workman engaged and provided for Job Work to AAI by contractor, AAI reserves the right to make payment and to recover the amount of such payment from bill of contractor or from any amount payable to him under any contract or as debt payable by contractor.
- 17.4 Release of payment to the contractor each month shall be subject to the contractor satisfying the AAI that the contractor has paid prescribed minimum wages to his workers provided for Job Work to AAI during the previous month and documents/proof submitted by contractor.
- 17.5 At any point of time during currency of contract awarded to the successful firms , the rate quoted by contractor Job Work and payment Wages to their worker including VDA and approved by AAI falls lower than minimum wage including VDA declared by local appropriate Government Authority, contractor may submit necessary application for revision of rate of minimum Wage including VDA and related statutory contributions by AAI (percentage of Wage including VDA in respect of ESI, EPF and excluding contractor service charge) to the Airport Director O/O the Airport Director, Silchar Airport. Contractor has to ensure payment of minimum wage to manpower provided to AAI for Job Work and related statutory contributions (ESI, EPF) by AAI and contribution by each



person & deposition with appropriate Government Authorities as per prevailing laws during currency of contract.

17.6 On award and commencement of contract within one month, contractor has to submit an affidavit on non-judicial stamp paper before officer concerned that they are fully observing the Minimum Wage Act, 1948, payment of minimum wages to labours, deduction of provident fund amount at the prescribed rate and timely deposit to the P.F. account in legal obligation under the Labour (Regulation and Abolition) Act, 1970.

18. COMPLIANCE OF VARIOUS ACTS ON LABOUR:

- 20.1 Contractor has to obtain the valid labor license from the Regional Labour Commissioner before engaging and deputing the workmen at this site under the contract labour (R&A) Act, 1970 and the contractor labour (Regulation and Abolition) central Rules 1971.
- 20.2 Payment through bank A/c is mandatory hence the monthly wages to all employees deployed at site should disburse through bank and to the respective employees account. The contractor is required to submit bank A/c, EPF, ESI individual code no. to the competent authority or AAI representative within one month from the date of issue of work order.
- 20.3 **EPF and ESI amount paid to the statutory authorities by the contractor shall be reimbursed on actual basis on submission of documentary evidence.**

The quoted rate should not include labour components of PF, ESI, and Bonus as per the prevalent Govt. guidelines. All the payment (PF, ESI, and Bonus) will be reimburse on production of documentary evidence/proof of depositing/ proof of remittance of such amount to statutory, regulatory authorities. If any additional statutory taxes by the state Govt. Will be reimburse on production of documentary evidence of payment to statutory, regulatory authority duly certified by In-charge.

- 20.4 No escalation on items is applicable. However, agency will be entitled to get reimbursement of hike in minimum wages, PF, ESI contribution on production of documentary evidence.
- 20.5 The contractor shall ensure regular and effective supervision and control Job Work by their personnel deployed by him and give suitable direction for undertaking the contractual obligations.
- 20.6 The contractor has to comply with necessary statutory requirement on contract labour regulations and abolition act 1970 & any amendments thereof. Any violation for not following the labour laws shall be contractor's responsibility. In this regard, an affidavit in **Rs.100/-** non judicial stamp paper shall be furnished by contractor as per format mentioned in **Annexure-II**.



19. RECORDS:

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

- 20.** The Authority will not be responsible for any injury sustained by the workers during performance of their duties and also for any damages of compensation due to any dispute between him and his workers. To comply with all liabilities out of any provision of labour acts/-enactment's either in force or enacted from time to time during the execution of this contract shall be the responsibility of agency. 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 agency shall be responsible for the payment of compensation, insurance etc. if any in respect of his employees.
- 21.** The agency will carry out the jobs as per specification of the Authority and to their entire satisfaction. In case of any complaints either as regards to the nature of service, the Authority shall intimate to the agency who shall attend the complaints promptly.
- 22.** AAI shall not entertain any claim from either contractor or his employee for regular employment/ absorption in AAI.
- 23.** Agency/ contractor shall arrange for police verification of character & antecedents, Airport Entry Passes to be provided at Agency/Contractor Cost.
- 24.** Contractor shall provide the photo identity card to all his employees, indicating name, designation etc.
- 25.** Contractor must nominate one supervisor for proper liaison.



26. If the AAI is not satisfied with the conduct, behavior etc. of any of the staff/ operating crew of contractor, the contractor shall replace the person concern as per advice of the AAI.

27. **ARBITRATOR: -All disputes or differences whatsoever arising between the parties out of or relating to the operation or effect of this contract or breach thereof shall be settled by arbitration for which Arbitrator will be appointed by AAI. The applicable law shall be the laws of India in force. The jurisdiction settles any dispute regarding this contract shall be within Cachar Courts only and within the jurisdiction of Guwahati High Court.**

28. **Dispute Resolution Committee**

28.1 If dispute of any kind, whatsoever, arises between the procuring entity and contractor in connection with or arising out of the contract or the execution of the works, whether during the execution of the works or after their completion and whether before or after the repudiation or termination of the contract, including any disagreement by either party with any action, opinion, instruction, determination, certificate or valuation of the engineer, the matter in dispute shall in the first place, be referred to the Dispute Resolution Committee (DRC) appointed by RED AAI, NER.

28.2 DRC thus constituted may act as “conciliator” and will be guided by principles of “conciliation” as included in part III of Arbitration & Conciliation Act 1996.

DRC should take into consideration, rights and obligations of parties, usage to trade concerned and circumstances surrounding the dispute(s), including any previous business practices between parties. 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.]

28.3 DRC may likely to give its report within 45 days of its constitution.

29. **TERMINATION OF CONTRACT: -**

29.1 Without prejudice to the right of termination provided under the Terms & Condition or without prejudice to any other remedy available to the contract in this behalf, the AAI may terminate the contract at any time on giving the contractor not less than one month's notice in writing if AAI, finds the quality or efficiency of the work performed by the contractor, to be unsatisfactory of which the Airport Director, Silchar Airport shall be the sole judge.



29.2 Upon termination, under and with reference to this clause, the contractor shall be entitled to be paid for the work actually performed up to the date of termination in accordance with the provisions of the contract, but shall not be entitled to any other claim or compensation what so ever, including (but not limited to) any claim or compensation for any expenditure incurred by the contractor in or for any equipment's, materials or facilities or for any loss in the profit or anticipated profit of the contractor.

29.3 If at any stage during the period of execution of contract, any case involving moral turpitude is instituted in a court of law against the contractor or his employees, AAI reserves the exclusive and special right to the outright termination of the contract and the contractor shall not be entitled to any compensation from the whatsoever.

30. SUBLETTING OF CONTRACT: -The work shall not be sublet/assigned directly or indirectly to other agencies without prior written consent of the competent authority of the AAI.

31. Agreement: - The NIT, Scope of work, specification, General Condition of Contract, General terms and conditions as specified above and the work order placed on successful tendered shall form the part of the agreement to be made with the AAI.



Declaration by the contractor/ tenderer

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

Signature of Tenderer:_____

Name : _____

Date : _____

Seal : _____

(To be submitted in Cover-I)

To,
The Airport Director,
Airports Authority of India, Silchar Airport.

GeM –Bid No.:-

Sir

UNCONDITIONAL ACCEPTANCE OF AAI'S TENDER CONDITIONS

The tender documents for the work “**Job contract for hiring 01 Paramedical Staff at Silchar Airport.**” have been sold to me/us by Airports Authority of India and I/we hereby certify that I/we have inspected the site and read the entire terms and conditions of the tender documents made available to me/us in the office of Airport Director, AAI, Silchar Airport. Which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.

1. I/We hereby unconditionally accept(s) the tender conditions of AAI tender documents in its entirety for the above work.
2. The contents of the Tender Documents have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to upload any additional file or put any remark(s)/conditions(s) (except unconditional rebate on quoted rates if any) in/ along with the Tender Document and the same has been followed in the present case. In case, this provisions of the tender if found violated after opening of tender, I/We agree that the tender shall be rejected.
3. 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 asks for bribe / gratification, I will immediately report it to the Appropriate Authority in AAI.

Yours Faithfully

Date:-

Signature of the tenderer with Rubber Stamp

ANNEXURE- II

AFFIDAVIT

(To be executed in RS. 100 / - Non Judicial Stamp Paper Duly Notarized)

I, (_____), Age _____ years S/o _____ Proprietor / Managing Partner / Managing Director of M/s _____ Having address _____ Do hereby solemnly affirm and state as follows;

I am competent to swear this affidavit on behalf of _____ (name of the agency) and hereby confirm that I am fully complying with the legal obligations with regards to payment of minimum wages as per minimum wages Act – 1948 and deduction of Provident Fund Authorities as per EPF & MP Act – 1952 and Contract Labour (Regulation and Abolition) Act, 1970.

Date:

(Signature of the Contractor)
With rubber-stamp.
(Notary)

EARNEST MONEY DECLARATION

(To be submitted on contractor's letter head)

To
The Airport Director,
Airports Authority of India,
Silchar Airport.

Sir,

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 or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,

Or

(2) If, after the award of 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 date of issue of suspension order.

Signature of the contractor(s)

BoQ

Tender Inviting Authority:- The In-charge, Airport Operations, Airports Authority of India, Silchar Airport.

Name of Work:- Job contract for hiring 01 paramedical staff at Silchar Airport.

Bid No:- [GEM/2023/B/3200988](#)

Name of the Bidder/ Bidding Firm / Company:

PRICE SCHEDULE

Sl. No.	Item Description	Quantity	Units	BASIC RATE (Excluding GST, PF, ESI, Bonus & other taxes) In Figures To be entered by the Bidder for 01 Month Rs. P	TOTAL AMOUNT (Without Taxes) (4 x 6)	TOTAL AMOUNT (Without GST) In Words
1	2	4	5	6	7	8
1	Engaging 01No. of paramedical staff at Silchar Airport as per Tender document. (including all Holiday and Weekoffs) (Rate should be for the 01 Month in 6 th Col.)	12.00	Months			

Total in Figures:-

Quoted Rate in Words:-