



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA



Office of the Airport Director,
Ludhiana Airport, Ludhiana -141120

NOTICE INVITING QUOTATION

(LIMITED TENDER)

For

**“JOB CONTRACT FOR PROVIDING WATCH AND WARD &
ALLIED SECURITY SERVICES BY DGR SPONSORED
SECURITY AGENCY AT
LUDHIANA AIRPORT”**

NIQ No.: AAI/LDH/APD/DGR/Security/2024-25/001

NIQ Issued to:

**DGR sponsored Agencies as per Sponsorship letter No.
73120/SA/AAI/2024/Punjab/2681/8026/8160/Emp dated 06.09.2024**

CRITICAL DATE SHEET

Published Date	12.12.2024 (12:00 Hrs.)
Bid Document Download Start Date	12.12.2024 (12:00 Hrs.)
Bid Submission Start Date	12.12.2024 (12:00 Hrs.)
Bid Submission End Date	22.12.2024 (14:00 Hrs.)
Bid Opening Date	22.12.2024 (14:30 Hrs.)

This NIQ Document contains 20 pages serially numbered from 1 to 20 including Cover Page.



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**Name of Work: JOB CONTRACT FOR PROVIDING WATCH AND WARD
& ALLIED SECURITY SERVICES BY DGR SPONSORED SECURITY
AGENCY AT LUDHIANA AIRPORT**

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**Airport Director,
Airports Authority of India,
Ludhiana Airport**



NOTICE INVITING QUOTATION (LIMITED TENDER) for-
“Job contract for providing watch and ward & Allied Security services by
DGR sponsored security agency at Ludhiana Airport”

1. Sealed quotations are invited by the Airport Director, Airports Authority of India, Ludhiana Airport, Ludhiana- 141120, on behalf of the Chairman, Airports Authority of India, from DGR Sponsored Agencies sponsored vide for Sponsorship letter No. 73120/SA/AAI/2024/Punjab/2681/8026/8160/Emp dated 06.09.2024

Name of Work: Job contract for providing watch and ward & allied security services by DGR sponsored security agency at Ludhiana Airport.

Duration of Contract: Duration of Contract will be a period of One year, extendable for further period of One year, if required, at the discretion of AAI.

2. The duly filled quotation in the prescribed format to be submitted in a sealed cover (2 Envelope Bid) to **The Airport Director, Airports Authority of India, Ludhiana Sahnewal, Ludhiana”** on or before **1400 Hrs on 22.12.2024** as per Clause 3 of Terms & Conditions of NIQ.
3. The sealed bid envelope shall consist of 2 Envelopes- Technical Bid and Price Bid as mentioned in Clause-3 of terms & conditions of NIQ and shall be superscripted with **“Quotation for Job contract for providing watch and ward & allied Security services by DGR sponsored security agency at Ludhiana Airport due to be opened on date 12.12.2024”** and bidders address.
4. Last Date and Time for Receipt of Quotations: **22.12.2024 up to 1400IST.**
5. Date and Time of Opening of Quotations: **22.12.2024 at 1430IST.**
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 Bidder(s).

Sd/-

Airport Director,
Airports Authority of India,
Ludhiana Airport



ANNEXURE - I

TERMS AND CONDITIONS

Name of work: Job contract for providing watch and ward & allied Security services by DGR sponsored security agency at Ludhiana Airport.

1. The duly filled quotation in the prescribed format on or before **22.12.2024** shall be submitted to **The Airport Director, Airports Authority of India, Ludhiana Airport, Sahnewal, Ludhiana – 141120**

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 **1430 Hrs** in presence of interested bidders or their authorized representatives.
3. The Bidders shall submit their Bids in 2 Envelope system, i.e. Technical Bid and Price Bid enclosed in a sealed envelope superscripted with **“Quotation for Job contract for providing watch and ward & allied Security services by DGR sponsored security agency at Ludhiana Airport due to be opened on date 22.12.2024” and bidders address**. The Bid envelopes shall consist of following documents duly signed and stamped.

ENVELOPE-I: TECHNICAL BID

- A) Complete copy of this NIQ Document **except Annexure- VIII**, duly signed and stamped
- B) Copy of Unconditional Acceptance of AAI’s Tender conditions on agency letter head – **Annexure VI**
- C) Duly signed and stamped copy of Valid ESI Certificate with allotted code number.
- D) Duly signed and stamped copy of Valid EPF Certificate with allotted code number.
- E) Copy of PAN Card duly signed and stamped.
- F) Copy of Valid DGR Empanelment duly signed and stamped.
- G) Copy of GST Registration duly signed and stamped.
- H) Copy of PSARA license Punjab State duly signed and stamped.
- I) Copy of Ex-servicemen identity card.
- J) Copy of other documents, if any, duly signed and stamped.

Note: If a bidder is unable to provide ESI, EPF, GST certificates, undertaking should be given for the same that it shall be provided to AAI within first 30 days of award of contract.



ENVELOPE-II: PRICE BID

Service charges are fixed at 10% and bidders are requested to quote the same.

- A) **Annexure-VIII** on Agency letter head with duly filled values in **Serial No. 'n' & 'o'**, duly signed and stamped by the Contractor.
4. All the documents attached along with the Quotation must be signed and stamped. Envelope-II shall be opened only when all the documents prescribed in envelope-I found in order.
 5. Bidder may survey the environment to assess the realistic cost of delivering the expected services in effective and expected manner.
 6. Successful Bidder (as governed by DGR guidelines) shall execute the contract agreement on Non-Judicial Stamp Paper as per Annexure-II within 10 working days from the date of issue of work order. The terms and conditions in the contract agreement shall govern the contract. However, AAI reserves rights to modify Agreement format in line of prevailing DGR guidelines and other statutory regulations.
 7. **Security clearance & Security Programme**: The firm/Agency should have valid Security clearance from BCAS. If firm/Agency does not have Security Clearance, Successful Bidder shall apply for the Security Clearance from Bureau of Civil Aviation Security (BCAS) in respect of the Agency and their Partner/Proprietor online through <https://esahaj.gov.in> within 10 working days from the date of issue of work order. Thereafter Agency has to submit Security Program in respect of the Agency to BCAS through eBCAS portal of BCAS within 10 working days from the date of issue of security clearance.
 8. Successful Bidder shall arrange Character & Antecedents verifications of the security Guards & obtain Airport Entry Passes issued by BCAS on payment of required fee.
 9. Successful bidder shall be responsible for ensuring compliance of all guidelines mandated by BCAS from time to time viz. Security clearance, Security programme, trainings etc.
 10. The work shall be commenced and the Security guards shall be deployed within 15 days of issue of work order or from the date as specified in work order whichever is earlier.
 11. 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 bidder(s).
 12. Successful bidder (as governed by DGR guidelines) shall ensure all the quality expectations outlined in this NIQ and guidelines issued by Deptt of ESW vide their letter No. 28(75)/2020-D(Res-1) of GoI, MoD dt. 13 May 2021 & MoD Corrigendum dt. 23 Jun 2021.
 13. Incomplete & ambiguous quotations will be rejected.
 14. Paying Authority: Bill shall be raised in favour of **-The Airport Director, Airports Authority of India, Ludhiana Airport** with all necessary supporting documents regarding statutory compliances



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AIRPORTS AUTHORITY OF INDIA



as per clause-5 of **Annexure-II**.

15. Successful bidder (as governed by DGR guidelines) shall also protect and fully indemnify 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.
16. Successful bidder (as governed by DGR guidelines) shall be responsible for compliance with all requirements under the laws and shall protect and completely indemnify AAI from any claims/penalties arising out of any infringements.
17. 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, he/she shall immediately report it to the Appropriate Authority in AAI.
18. 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.
19. 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.
20. The Bidder or its partners or its Directors must not be blacklisted 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.

Sd/-
Airport Director,
Airports Authority of India,
Ludhiana Airport

Date:

SIGN. & STAMP OF BIDDER

Place:



ANNEXURE-II

CONTRACT AGREEMENT

**AGREEMENT FOR “JOB CONTRACT FOR PROVIDING WATCH AND
WARD & ALLIED SECURITY SERVICES BY DGR SPONSORED
SECURITY AGENCY AT LUDHIANA AIRPORT”.**

This agreement made at Ludhiana Airport this.....day of Tw
o Thousand and Twenty Five 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 Ludhiana 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.....on 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 “Job contract for providing Watch and Ward & Allied Security Services by DGR sponsored Security Agency at Ludhiana Airport, Ludhiana-141120, 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 One year i.e. upto and extendable for further a period of One year, if required, on the discretion of AAI, subject to satisfactory performance.

2. a) The Authority reserves 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 or the services are no more required, after giving due show cause notice in terms of clause 15(a) & (b) Standard of Services.

b) The Authority reserves 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, Ludhiana Airport and any other official(s) of the Authority designated by the Airport Director, Ludhiana Airport.

4. PENALTIES:

The penalties for unsatisfactory performance by the Agency 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, Ludhiana 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 **PRICE BID** of the Contract and shall include statutory monetary benefits of 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 Management, Establishment and Administrative charges (Service Charges) on the wage bill as quoted in Price Bid and DGR Guidelines issued from time-to time.

5.1 The Agency shall submit the bill duly supported by the required documents as proof of statutory payment like ESI, PF and GST (if applicable) 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 before 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 and its amendments issued from time to time, 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 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.

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 16(b) of OM No. office Memorandum No.28 (75)/2020 -D (Res-1) of GoI, MoD dated 13.05.2021.

8. DEPLOYMENT OF THE AGENCY PERSONNEL:

The agency shall provide manpower as specified in **Annexure-IV** to ensure security services at Ludhiana Airport as per requirement of Authority.

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**.

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 / equipment/ fittings/ fixtures etc., besides the Authority premises, 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. Furthermore, the agency shall not 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 colours 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.

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

11.2Neither 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.

11.3The Agency personnel shall engage themselves for the specified purpose for which they're 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 are 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.

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.

13. EQUIPMENT /UNIFORM:

The agency shall provide uniform, torches with dry cells, lathis, whistles to their personnel and agency will make arrangement 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.

14. STANDARD OF SERVICES:

The agency undertakes to carry out the job with highest standard of security required for guarding Authority Premises 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 noncompliance 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 30 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 30 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 Authority Installations & allied premises is itself under jeopardy.
- c. The agency will carry out 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 arrangement for imparting training on fire, bomb call/disposal and other security related matters in coordination with BDDS, Customs and Airport Security.

15. PERFORMANCE SECURITY:

Contract Performance Guarantee (CPG) or Bank Guarantee up to a maximum limit not exceeding **10 percent** of One month's wage bill. The CPG will be deducted from the ESM's **Monthly service charges** in installments as mutually agreed by the ESM and the AAI, in line with the DGR Operating Guidelines (**OrderNo.28 (75)/2020 -D (Res-1) of GoI, MoD dated 13.05.2021**)

On satisfactory completion of contract period, the performance guarantee amount will be released to the agency after **three 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.

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

17. 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 Authority Premise, 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.

18. 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.

19. MISCONDUCT ON THE PART OF AGENCY PERSONNEL:

If any agency personnel are 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.

20. 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 Ludhiana and shall be subject to the jurisdiction of Courts in Ludhiana.

21. JURISDICTION:

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

22. 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.

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

Signed by _____ Airport Director,
 AAI, Ludhiana Airport, Ludhiana- 141120 for and on behalf of Airports Authority of India in
 the presence of:

Witnesses:

Signature

1.

2.

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

Witnesses:

Signature

1.

2.



ANNEXURE-III

**SCOPE OF SERVICES TO BE PROVIDED BY THE AGENCY FOR GUARDING
LUDHIANA AIRPORT AND ALLIED PREMISES UNDER THIS
AGREEMENT**

1. Round the clock security & safety of **Ludhiana Airport and allied premises** 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 **Ludhiana Airport** and checking 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 **in** terms of applicable laws and rules / regulations framed thereunder.
4. To keep surveillance on all the assigned area on round the clock basis.
5. To protect and safeguard **the assigned area** and property from theft /pilferage and damage.
6. Any other ancillary job/assignments connected with security/safety/surveillance and allied service/functions at **assigned areas**.
7. Inform AAI officials immediately in case of any incidents/damage to property/abnormal activity and to assist in investigations.
8. To assist in firefighting measures as and when required.
9. To carry out day-to-day and other essential works of Security Section as assigned by Authority
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 overall services and to brief the HOD/Duty Officer on daily basis.
13. Shall ensure all the Standards and quality expectations outlined in this NIQ and the Office Memorandum No. 28(75)/2020-D(Res-1)of GoI, MoD dt. 13 May 2021 & MoD Corrigendum dt. 23 Jun 2021.

Date:

SIGN. & STAMP OF BIDDER

Place:



ANNEXURE-IV

**PROPOSED DEPLOYMENT OF SECURITY PERSONNEL FOR GUARDING
LUDHIANA AIRPORT AND ALLIED PREMISES**

As per Contract, total 7 Security Guards (Unarmed) required to be deployed by the Contractor is as follows.

- a) Number of Security Guards for operational duties 7 Nos
- b) Total No. of personnel 7 Nos
- c) Contractor shall deploy additional Security Guards/ Security Supervisor if any as required for any other sites of AAI, Ludhiana Airport with the same terms and conditions of the Agreement during currency of contract.
- d) During currency of the contract, Airport Authority reserves the rights to reduce the number of DGR Security guards deployed, on closure of sites, with 15 days advance notice.

Date:

SIGN. & STAMP OF BIDDER

Place:



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA



ANNEXURE-V

To

The Airport Director
Airports Authority of India Ludhiana Airport
Ludhiana

Sub: Undertaking on GST compliance.

Sir,

We, M/s _____ do hereby undertake that

1. 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 has been passed on to Airports Authority of India by M/s _____ (Bidder)

OFFICE SEAL

(Signature of authorized signatory)

Name:.....

Designation:.....



ANNEXURE - VI

UNCONDITIONAL ACCEPTANCE LETTER
(TO BE PUT IN ENVELOPE- I)

To

The Airport Director
Airports Authority of India Ludhiana Airport
Ludhiana

Name of Work: JOB CONTRACT FOR PROVIDING WATCH AND WARD & ALLIED SECURITY SERVICES BY DGR SPONSORED SECURITY AGENCY AT LUDHIANA AIRPORT

Sir,

1. The NIQ documents for the work of “Job Contract for Providing Watch & Ward and Allied Security Services at LUDHIANA AIRPORT” have been made available 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 document which shall form part of the contract agreement and I/we shall abide by the conditions/clauses contained therein.
2. I/We hereby unconditionally accept the NIQ conditions of AAI’s tender documents in its entirety for the above work.
3. The contents of clause in Notice Inviting Tender of the Tender Documents have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, is not permissible to upload any additional file or put any remark(s)/conditions(s) in/ along with the Tender Document and the same has been followed in the present case. In case, this provisions of the tender are found violated after opening of tender, I/We agree that the tender shall be rejected.
4. That, I/We declare that I/We have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any Officer of AAI asks for bribe/ gratification, I will immediately report it to the appropriate authority in AAI.
5. I/We agree that "If at any stage, any information/ documents submitted by us are found to be false, we shall be liable for debarment from tendering in AAI, apart from any other appropriate Legal action.

OFFICE SEAL

(Signature of authorized signatory)

Name:.....

Designation:.....



ANNEXURE - VII

UNDERTAKING REGARDING DEBARMENT/BLACKLISTING

I/We(name and post of authorized signatory) on behalf of.....(Name of Agency) do hereby solemnly affirm and declare as follows:

1. Our Agency is not restrained/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.
2. None of the partners/proprietors/partners/Directors of M/s _____ (Name of firm) has remained proprietor/partner/board member/Director in any firm which stands 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.
3. Our Agency understand that at any stage, if above statements are found to be false, our Agency shall be liable for debarment from bidding in AAI, apart from any other appropriate contractual legal action including debarment/blacklisting, termination of the contract etc. as deemed fit.

OFFICE SEAL

(Signature of authorized signatory)

Name:.....

Designation:.....



ANNEXURE - VIII

PRICE BID

(TO BE PUT IN ENVELOPE- II)

**DGR rate details for Security Supervisor, Security Clerk & Security Guards for Ludhiana
(Area B) as on 01.10.2024**

S. No	Details	Security Guard (Without Arms)
A	BASIC + VDA per Day	868
a	BASIC + VDA per month (26 days)	22568.00
b	ESI (3.25% of Basic + VDA)	0.00
c	EPF (12% of BASIC + VDA) (Max Rs 1800)	1800.00
d	EDLI (0.5% of BASIC + VDA) (Max Rs 75)	75.00
e	Admn. Charges (0.5% of BASIC + VDA)) (Max Rs 75)	75.00
f	HRA (16% of BASIC + VDA) /Rs 3600	3600
g	ESI on HRA (4.75% of HRA)	0.00
h	Bonus (8.33% of BASIC + VDA)	0.00
i	Uniform outfit allowance (5% of BASIC + VDA)	1128.40
j	Uniform washing allowance (3% of BASIC + VDA)	677.04
k	TOTAL (a to j)	29,923.44
l	Relieving Charges (1/ 6th of k)	4,987.24
m	Total cost per head per month	34,910.68
n	Service Charges on m%
o	Sum Total (m+n)

Note: Rates quoted shall be exclusive of GST. GST is payable extra (if applicable) as per prevailing rules for Security Services.

OFFICE SEAL

(Signature of authorized signatory)

Name:.....

Designation:.....