



**Airports Authority of India**  
**O/o The Airport Director, LGBI Airport**  
**Guwahati-781015**

**(SHORT NOTICE INVITING QUOTATION)**

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Signature of Contractor

Signature of issuing officer

Date: -

Date:-



Ref: AAI/GHT/COMML/JOB CONTRACT

25-04-2018

### **NOTICE INVITING QUOTATION**

Sealed quotations are invited on behalf of Chairman, Airports Authority of India for the following services at LGBI Airport, Guwahati.

**Service:** Job Contract for Data Entry operations - (02) skilled manpower for Commercial section at LGBI Airport, Guwahati.

**Prerequisite:**

1. The parties having 01 (one) year experience in similar JOB for which Quotations are called (to be supported by authenticated documents).

**Period:**

1. The period of work shall be for a period of 12 (twelve) months from the date of deployment of manpower.

**Others conditions/Guidelines:**

1. The contractor shall discharge obligations as provided under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous Provisions Act, 1952, the Employee State Insurance (ESI) Act, 1948, the Contract Labour (Regulation & Abolition) Act, 1970, the Inter-State Migrant workman (Regulation of employment & conditions of Service) Act, 1979, The Minimum Wages Act, 1948, the Payment of Wages Act, 1936, The Workmen's Compensation Act, 1923, The Payment of Bonus Act, 1965 and its amendments and other relevant Act, Rules and Regulation, instructions etc. issued/enforced from time to time.
2. The NIQ may be collected by interested bidders from the O/O the Airport Director, LGBI Airport, Guwahati between 1000 hrs to 1700 hrs from 26-04-2018 to 02-05-2018. The NIQ can also be downloaded directly from the Website of AAI [www.airportsindia.org.in](http://www.airportsindia.org.in) / [www.aai.aero](http://www.aai.aero) .
3. Quotation duly completed in all respects along with photocopies of supporting documents i.e. Experience Certificate, PAN Card, Contractor's Registration Certificate, valid Labour License, Registration Certificate & documents of EPF, ESI, GST registration certificate and Unconditional Acceptance as per format enclosed must be sealed in Envelop-'A' and Forms of Quotation in Envelop-'B' and both the envelopes are sealed in Master Envelop should reach in the O/O the Airport Director, LGBI Airport, Guwahati on or before 1500 hrs on 03-05-2018. The bids shall be opened on the same day (i.e. 03-05-2018) at 1530 hrs. Interested bidders or their authorized representatives may attend the same.
4. A party or an individual falling under the following categories is not eligible:
  - i) Having outstanding dues in respect of any contract with Airports Authority of India at any airport under its administrative Control.

- ii) Debarred/black-listed by Central Vigilance Commission, Central Bureau of Investigation or CBI or AAI or Undertakings/Departments like; Railways, Defense, or any other Department of Govt. of India, State Govt.
- iii) Parties facing cases/action under AAI Act 1994 as amended by Act 43 of 2003 or under PPE Act initiated by AAI.
5. Each page of the documents is to be signed and stamped by the Authorized representative of the Tenderer.
  6. The AAI reserves itself the right to reject any or all the bids including conditional Quotation without assigning any reason thereof and to call for any other details or information from any of the bidders.
  7. The JOB requires for 2 nos. of **skilled Manpower** for “Data Entry operations” at LGBI Airport, Guwahati.
  8. The successful bidder will have to execute an agreement on non judicial stamp paper of Rs. 100/- within 10 days from the date of award letter and provide the services to AAI within the time specified by AAI. Sample copy of the agreement can be collected from the O/O the Airport Director, LGBI Airport, Guwahati on any working day.
  9. The successful bidder shall have to submit acceptance of the offer within 10(ten) days from the date of the award letter.
  10. Payment of Security Deposit equivalent to one month Licence charge in the form of Demand Draft/ Pay order from a Nationalized/ schedule Bank in favour of Airports Authority of India payable at Guwahati within 15 days from the date of award letter.
  11. The Special conditions enclosed along with this shall be part of this NIQ.

**AIRPORT DIRECTOR**  
**LGBI AIRPORT, GUWAHATI**

### **Special Conditions:**

1. The Airport entry passes of the employee will be made as per BCAS guidelines. It will be the responsibility of the contractor for obtaining airport entry passes at his own cost and expense from BCAS office and AAI in no way will be responsible for the same.
2. Prior to commencement of this contract the Contractor shall submit a list of his employees who will be deployed along with their father's name, Bank Account No, PF A/c nos., UAN, addresses, mobile no. etc. and any other relevant details as per requirement of this contract. The PF account no of the workers deployed by the contractor for this contract shall be submitted to Airport Director within one month from the date of award of the contract.
3. Employee shall report for his /her duty from 0930 hrs to 1800 hrs (normal office hours) which may vary from time to time at the discretion of AAI.
4. Payment in respect of minimum wages, PF and other statutory benefits shall be made by the contractor to the employee during entire period of contract in accordance with the provisions of Employees Provident Fund & Miscellaneous Provisions Act, 1952, the Employee State Insurance (ESI) Act, 1948, the Contract Labour (Regulation & Abolition) Act, 1970, the Inter-State Migrant workman (Regulation of employment & conditions of Service) Act, 1979, The Minimum Wages Act, 1948, the Payment of Wages Act, 1936, The Workmen's Compensation Act, 1923, The Payment of Bonus Act, 1965 and its amendments and other relevant Act, Rules and Regulation, instructions etc. issued/enforced from time to time.
5. Bonus @ 8.33% of annual minimum wages for each worker to be paid as per the relevant applicable Acts and provisions.
6. The contractor shall be liable to provide manpower during the entire period of contract. In case of absence, leave due to sickness of the deployed employee then the contractor shall be liable to arrange a suitable substitute employee failing which, a proportionate deduction in the monthly bill shall be done by AAI. **The contractor shall ensure regular and effective supervision and controls of the personnel deployed by him and give suitable direction for undertaking the contractual obligations.**
7. Monthly bill by the contractor to be submitted by 10<sup>th</sup> of the following month, which will be forwarded to Finance section for payment action. The following documents are to be sent by the contractor without fail: valid PF remittance challan of the employee's deployed under this job contract, copy of ECR, e-challan and copies of salary/wages register, ESI contribution challan. AAI shall withhold any payment due to the contractor, if PF and other applicable statutory contribution are not paid by the contractor and proof to this effect has not been submitted regularly to AAI.
8. Disbursement of wages via RTGS/NEFT directly to the bank account of the workers shall be made by the contractor to the employees.
9. PF and other statutory benefits as applicable as per law shall be payable by the contractor and every month documentary evidence that PF and other statutory benefits have been deducted and deposited with the authorities concerned shall be submitted by the contractor along with the bill.

10. AAI shall call upon the contractor to produce all original challans, documents etc. for verification with regard to payment of minimum wage, PF etc. In case of any violation of statutory provisions with regard to minimum wages, PF etc., AAI may refer the case to the appropriate authorities to take action against the erring contractor and AAI shall not be responsible for any consequence thereof.
11. It shall be the responsibilities of the contractor for payment of minimum wages and other statutory benefits etc. AAI shall not be responsible for any violation on the above if any made by the contractor.
12. The contractor shall submit an affidavit declaring that payment in respect of minimum wage, PF, ESI and other statutory benefit shall be made by the contractor to the employees during the entire period of contract in accordance with the provisions of Contract Labour (Regulation and Abolition) Act 1970, Contract Labour (Regulation and Abolition) Central Rules 1971, Minimum Wages Act 1948 and rules thereof, Central and State Governments and other statutory rules and regulations. Sample copy of the affidavit can be collected from the O/O the Airport Director, LGBI Airport, Guwahati on any working day.
13. Experience of the Data Entry Operator:
  - i) Should have one year typing experience in English/Hindi from any of the organization/firm.
  - ii) Must have minimum 6 months Certificate/Diploma in Computer Application.
  - iii) Knowledge of MS WORD, PowerPoint, EXCEL etc.
14. The Contractor shall forward names of sufficient numbers of personnel for test/ Interview fulfilling the minimum qualification and other requirements as per Clause 13 of Special conditions within 10 days of receipt of the Work Order for the Job Contract. The personnel will be placed for test/interview to verify the suitability of the personnel to provide the required services. If sufficient nos. of suitable persons are not found then the Firm/Contractor will be bound to recommend more persons for test/interview within 7 days from receipt of such written intimation.
15. In case proper and suitable candidates for providing requisitioned services are not found among the persons recommended by the Firm/Contractor, it will be construed that the Firm/Contractor is unable to provide the requisitioned services and the contract shall be cancelled.
16. ESI & EPF amount paid to the statutory authorities by the contractor shall be reimbursed on actual basis on submission of documentary evidence.
17. The Contractor shall be solely responsible for the payment of wages and other dues to the personnel deployed by him latest by 7<sup>th</sup> of the subsequent month without fail. The Contractor shall be directly responsible and indemnify the Authority against all charges, dues, claims etc. arising out of the disputes relating to the dues and employment of personnel deployed by him.
18. The Contractor shall ensure regular and effective supervision and control of the personnel deployed by him and gives suitable direction for undertaking the contractual obligations.

19. In case of non-compliance of EPF & ESI as per Act by the contractor then the same shall be recovered from the contractor bill by AAI for payment to the deployed operator. The percentage of EPF & ESI recovery is @ 25.61% (EPF) & @6.5% (ESI) on minimum wage or as per applicable in laws from time to time.
20. Action may initiated under Section 406/409 of the IPC in case of violations.

**AIRPORT DIRECTOR  
LGBI AIRPORT, GUWAHATI**



## FORM OF QUOTATION

1. Quotation for : Job Contract for Data entry operations - (02) skilled manpower for Commercial Section at LGBI Airport, Guwahati.
2. Period of Service : 12 (twelve) months
3. Name & Address of the Bidder (IN BLOCK LETTER) :.....  
With contact no. & e-mail id :.....  
:.....
4. Status of the Bidder (Proprietorship /Partnership/Limited Company) :.....

I/We hereby quote the Fixed Amount as monthly Charges payable to me by the AAI in consideration of the Services.

Sl. No	ITEM DESCRIPTION	Quantity	AMOUNT (In figure) Per month	AMOUNT (In words) Per month
1	Job Contract for Data entry operations – (02) skilled manpower for Commercial Section at LGBI Airport, Guwahati	(01 Job)  (2 Skilled manpower)	(For Two skilled manpower)	(For Two skilled manpower)
Total Amount (Rs.)				

I/we shall provide additional manpower as and when AAI asked for during the continuance of the contract, if awarded at the same quoted rate above.

Note 1: The Amount Quoted should be exclusive of all Taxes.

Note 2: The Amount Quoted should be considering the Wages and the profit/administrative charges only. (EPF, ESI etc. are payable as per applicable laws, on re-imburement basis)

Note 3: The period of the Contract is 12 (twelve) months.

**(Signature of the Bidder)**

Date:.....

Name:

Office Address:

Seal:

**ACCEPTANCE LETTER**

(To be submitted in Envelop-A)

To  
The Airport Director  
Airports Authority of India  
LGBI Airport, Guwahati-15.

Sub: Acceptance of AAI's Quotation conditions.

Sir,

1. The quotation documents for the **Job contract for Date entry operations – (02) skilled manpower for Commercial Section** at LGBI Airport, Guwahati have been provided to me/us by Airports Authority of India and I/We hereby certify that I/We have read the entire terms & Conditions of the Quotation documents made available to me/us.
2. I/We hereby unconditionally accept the quotation conditions of AAI's quotation documents in its entirety for the above facility.
3. The contents of Clause no. 6 of Notice Inviting Quotation of the Quotation Documents have been noted wherein it is clarified that AAI reserves itself the right to reject any or all the bids including conditional Quotation without assigning any reason thereto.
4. 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 of at the time of payment of bills, and further if any officer of AAI asks for bribe or gratification, I will immediately report it to the appropriate authority in AAI'.

Yours faithfully,

Date:-

(Signature of the bidder)

Name & Office Address  
With rubber stamp

**(To be submitted on non-Judicial stamp paper of Rs.100/- duly attested by Notary Public along with Technical bid (Envelop A)**

**AFFIDAVIT**

I/we, S/Sri \_\_\_\_\_ resident of \_\_\_\_\_ do hereby solemnly affirm and declare as under:

1. That I/our firm \_\_\_\_\_ during the period of contract shall discharge obligations as provide under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous provisions Act, 1952, the Employee State Insurance (ESI) Act, 1948, the Contract Labour (Regulation & Abolition) Act, 1970, the Inter-State Migrant workman (Regulation of employment & conditions of service) Act, 1979, the Minimum Wages Act, 1948, the payment of wages Act,1936, the Workmen's compensation Act, 1923, The Payment of Bonus Act, 1965 and its amendments and other relevant Act, rules and regulation, instructions etc. issued/enforced from time to time.
2. I/we/our firm shall pay all rates, assessments, outgoings and other taxes including GST as leviable as per law from time to time.
3. That in the event of any action against AAI for any disobservance of these Acts by me/us, I/we undertake to compensate AAI and AAI will not be liable for any legal action against it for any violation of labour enactments by me/us.

Deponent

Verified at Guwahati on this day \_\_\_\_\_ of \_\_\_\_\_ 2018.

That the contents of my above Affidavit are true and correct to the best of my knowledge and belief and anything materials has been concealed thereof.

Deponent

## AGREEMENT OF LICENSE

**Subject:- Job contract for Data entry operations – (02) skilled manpower for Commercial Section at LGBI Airport, Guwahati.**

THIS AGREEMENT made this.....Day of .....year two thousand ..... between the Airports Authority of India a body corporate constituted by the central Government under the Airports Authority of India Act (Act 55 of 1994) and having its corporate office at Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-03 represented by the Airport Director, LGBI Airport, Guwahati hereinafter called the Authority” (Which term shall, unless excluded by or is repugnant to the context, be deemed to mean the Director, Officers or any of them specified by the Chairman in this behalf, and shall also include its successors and assigns) of the ONE PART AND \_\_\_\_\_ represented by \_\_\_\_\_ of the OTHER PART, hereinafter called the “Licensee” (Which term shall unless excluded by or its repugnant to the context, be deemed to include its heirs, representative, successors and assigns of the license.)

WHEREAS the Authority is desirous to procure services for the purpose of Job contract for Data entry operations for Commercial Section at LGBI Airport, Guwahati.

AND WHEREAS the license is desirous to render the service to the Authority on the terms & condition mentioned hereunder.

AND WHEREAS the Authority is agreeable to grant the license.

NOW THEREFORE, this indenture witness as follows;

1. That the license for the said service shall be valid for a period of 12 (twelve) months from \_\_\_\_\_ to \_\_\_\_\_.
2. The license hereby agrees to render to the Authority the said service specified herein above and described in the Annexure-’A’ appended hereto.
3. That in consideration of the Licensee performing/ rendering the above services, the Authority shall pay to the Licensee the sum of Rs \_\_\_\_\_/- (Rupees \_\_\_\_\_only) PER MONTH before the 15<sup>th</sup> of the every succeeding month, on submission of bill thereof, by the licensee. The payment of Bonus will be made on re-imbursement basis as per 8.33% of the annual minimum wages payable to engaged 02 (two) skilled manpower under this agreement.
4. The Licensee shall deposit a sum of Rs \_\_\_\_\_/-(Rupees \_\_\_\_\_) only (equivalent to one month license charges) with the Authority, toward Security Deposit (refundable) in the form of Demand Draft from a Nationalized/ Scheduled Banks in favour of Airports Authority of India payable at Guwahati. The Security Deposit (non-interest bearing) so retained by the Authority will be refunded on expiry or earlier determination, as the case may be, of the License. In the event of the Licensee committing any breach of the terms and conditions of the License agreement, the Authority may without prejudice to other rights and remedies are entitled to forfeit the Security Deposit or any part thereof. In such an event he shall pay in the same manner as stated above such additional sum immediately as he may be called upon by the Authority, so that the Security Deposit shall at all times during the subsistence of these presents, be the same amount. On expiry or earlier determination of the license, the Authority shall return the Security Deposit or part thereof which has not been forfeited as aforesaid, to the licensee, without interest.

5. The Authority shall allow the Licensee, his agents, representatives or employees to enter into the said premises for the purpose of rendering the said services for the Authority. The Licensee hereby agrees and undertakes to make good of any loss or damage caused to the premises and property of the AAI, by his agents, representatives or employees while rendering the said services.
6. The license hereby agrees to engage in his employment, the necessary work force and supervisory staff required for the purpose of executing the jobs entrusted to him by this license. The work force so engaged by the licensee shall be in exclusive employment, supervision and control of the licensee, who shall have the sole authority to direct the mode and manner of performing the services entrusted to him, by this license.
7. The licensee shall be solely responsible for payment of minimum wages, as fixed by the appropriate Government under the Minimum Wages Act, from time to time to the work - force engaged by him for performance of the service under license. The licensee hereby specifically binds himself for compliance of provisions of various labor statutes, inter-alia, those contained in the Minimum Wages Act, 1948, including the mode and manner of payment of wages to his work force. In addition, the licensee also undertakes to maintain various notice board, registers, statements etc. accordingly to the provision and formats contained in the Control Labour (Regulation & Abolition) Act, 1970, and the Rules framed thereunder; to submit regular returns to the Authority and the Appropriate Govt, and makes himself responsible for compliance of any or all of the statutory labor regulation including the Industrial Disputes Act. 1947, as applicable from time to time.
8. That the licensee shall pay all rates, assessments, out goings and other taxes as leviable on the licensee according to the law, in force. The Authority in compliance to any statutory provision of law, may ensure any payment by the licensee to his work force or to any other authority, whomsoever, and may recover the amount due as such from the licensee.
9. That the Licensee shall be equipped with all necessary permits, licenses and such other permissions as may be required under the law in force at any time with regard to the operation of the subject license.
10. The Licensee shall regularly maintain all registers, returns notice boards etc. as per the proviso Contained under various labour statutes, viz, the Control Labor (R &A) Act, 1970 and Rules made thereunder, the Minimum Wages Act, 1948, and other Act (s). Such registers etc shall be duly presented by the licensee to the Authority for proper endorsement/ certification by the later, and for inspection by Authority in such manner as may be prescribed. The Licensee shall provide to the Authority if so required by the later, statements of audited Accounted in such manner and within such period as the Authority may prescribe.
11. The Authority will not be responsible for any injury sustained by licensee's workers during the performance of their duties and also for any damages or compensation due to any dispute between him and his workers. It shall be the responsibility of the contractor to comply with all liabilities arising out of any provision of Labour Acts/ Enactment hitherto

in force or enacted from time to time during the execution of this contract. Any expenditure incurred by the Authority to face any situation arising out of his workers will be made good from his bill /security deposit. Furthermore, the licensee be responsible for the payment of compensation, insurance, etc, if any, in respect of his workforce.

12. In case, it is notice by the Authority that the work carried out by the licensee is not upto the required standard, written notice of three days will be given to him indicating the bad state of work and asking him to improve upon the standard within such period. In the event of, the Authority finding that there is no improvement and the work is not being carried out as per instruction, the license will be terminated by serving Twenty Four hours notice.
13. The contractor undertakes to carry out the jobs as per specification of the Authority and to the entire satisfaction of the later. In case of any complaint either as regards the nature of service or the personnel executing the same, the authority shall intimate to the contractor who shall attend to the complaints, promptly.
14. The Authority shall give all reasonable facilities to the contractor, his representatives and employees to carry out their obligations to the Authority.
15. All equipment/ material etc required for the instant license shall be arranged by the contractor at his own cost.
16. The licensee, its workforce, agents representatives and employees will abide by the Rules & Regulations of the' Authority 'while performing their jobs in the said premises.
17. The licensee shall employ only such servants who shall have good character, and be well behaved and skillful in their work. He shall furnish to the Authority, in writing, the names, parentage, age, address and specimen signature or thumb impression of all workforce, whom he proposes to employ for the purpose of this agreement, before they are so employed and the Authority shall be at liberty to prevent employment of any person whom it may consider undesirable. The servants employed by the licensee shall be under general discipline of the Authority and shall confirm to such directives as may be issued by the Authority in respects of points or routes of entry to and exit from the premises and in respect of the use of toilet and wash rooms. The licensee shall also have the character and antecedents of all persons employed by him verified by the Police to the satisfaction of the Authority, before employment.
18. The benefits and obligations arising out of this contract shall be strictly personal to the contractor and shall not on any account be assignable or transferable except with express and previous consent in writing from the Airports Authority of India.
19. The licensee, his agents and work force would be wholly responsible for any loss or damage, incurred by the AAI or others that may be attributable, directly or indirectly, to the lashes or negligence of the licensee his agents or work force, within the scope of license and the licensee shall indemnify the AAI or other (as the case may be),for any loss or damage incurred due to reason (s)stated above. In the event of detection of any such loss or damage, that may be attributable to the scope of this license, the licensee, his agent or work

man shall immediately report in writing, about it to the Airport Director, AAI, LGBI Airport, Guwahati and would also adopt any or all remedial measures at their command.

20. The Licensee shall not terminate the license before the expiry of the period of the license except by giving 30 days notice in writing; otherwise the Licensee shall be liable for all damages, loss and consequences thereof and shall be liable to pay to the Authority (without any demur or question) such amount of money as the Authority may decide, as due, from the Licensee.
  - a) Further the AAI reserves its right to terminate the license agreement by giving 30 days notice in writing, with or without assigning any reason for such termination.
  - b) AAI may terminate the contract at any time without notice, in case the services are not found satisfactory.
21. In the event of any default, failure negligence or breach, in the opinion of the Authority on the part of the Licensee in complying with all or any or the conditions of the license agreement, the Authority will be entitled and be at liberty to determine the license forthwith without payment of any compensation or damages and also forfeit in full or in part the amount deposited by the licensee for due performance of the Agreement.
22. The Authority and the Licensee further agree that they are bound by the Special Conditions of License as contained Annexure 'B', annexure hereto.

SIGNED BY \_\_\_\_\_ AIRPORT DIRECTOR, AIRPORTS AUTHORITY OF INDIA, LGBI AIRPORT, GUWAHATI FOR AND ON BEHALF OF THE AIRPORTS AUTHORITY OF INDIA IN THE PRESENCE OF;

WITNESS;

- 1.
- 2.

SIGNED BY \_\_\_\_\_ FOR AND ON BEHALF OF  
\_\_\_\_\_ IN THE PRESENCE OF;

WITNESS;

- 1.
- 2.

**SCOPE OF WORK**

**Skilled Manpower:**

- 1) Entry of Data in the existing Application Software as and when required.
- 2) Printing of various Reports/Documents/Forms etc.
- 4) Taking backup of the Data on day to day basis.
- 5) Data Entry and Presentation works using MS Office (Word, Power Point, Excel).
- 6) Other works assigned time to time.

**Special Conditions:**

1. The Airport entry passes of the employee will be made as per BCAS guidelines. It will be the responsibility of the contractor for obtaining airport entry passes at his own cost and expense from BCAS office and AAI in no way will be responsible for the same.
2. Prior to commencement of this contract the Contractor shall submit a list of his employees who will be deployed along with their father's name, Bank Account No, PF A/c nos., UAN, addresses, mobile no. etc. and any other relevant details as per requirement of this contract. The PF account no of the workers deployed by the contractor for this contract shall be submitted to Airport Director within one month from the date of award of the contract.
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deducted and deposited with the authorities concerned shall be submitted by the contractor along with the bill.

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20. Action may initiated under Section 406/409 of the IPC in case of violations.

Signature of Contractor