



AIRPORTS AUTHORITY OF INDIA

DOCUMENT

FOR

LIMITED NOTICE INVITING QUOTATION

FOR THE WORK

“Hiring of DGR sponsored Security guards for Colony, ATS complex & Radar site, Varanasi Airport through DGR Sponsored Security Agency”

**AIRPORTS AUTHORITY OF INDIA**  
**LBSI AIRPORT VARANASI**  
**LIMITED NOTICE INVITING QUOTATION (NIQ)**

NO: AAI/VNS/SEC/DGR/2025

Dated: 08.04.2025

1. Sealed rate quotations are invited by the Airport Director, AAI, LBSI AIRPORT VARANASI on behalf of Chairman, AAI, from DGR Registered Agencies having valid sponsorship given by Directorate Resettlement Zone (East), M.O.D., Govt. of India vide their letter no. No4014/SA/ AAI/11 Mar 2025 / Uttar Pradesh / 8868 / 10000 / 9131 / 9328/res, dated: - 11-03-2025. for the following work.

NAME OF THE WORK		
“Hiring of DGR sponsored Security guards for Colony, ATS complex & Radar site, Varanasi Airport through DGR Sponsored Security Agency”		
SL. NO	ITEMS	PERIOD
01.	Providing 18 Nos. of Security guards (15 Without arms & 03 Arms) as per DGR policy for Colony, ATS complex & Radar site security	02 (TWO) YEARS

2. The basic rates shall be as per prevailing DGR wage norms and should not be less than the minimum basic rates of DGR.
3. The duly filled in and signed Quotation along with all documents shall reach / submitted in person or by post to the **office of the Airport Director, AAI, LBSI AIRPORT VARANASI**, as per the following schedule:  
Last date & time of receipt of quotation : 22.04.2025 up to 1600 Hrs.  
Date & time of opening of quotation : 23.04.2025 at 1230 Hrs.

**Agencies sponsored by Directorate General of Resettlement (DRZ) for this work is listed below (in Seniority order): -**

1. M/s 8868 Maj Niharika Badotra, SA
2. M/s 10000 Gaurav Rathore, SA
3. M/s 9131 Aarushi Beri, SA
4. M/s 9328 Kamal Singh, SA

4. Mode of submission of Quotations: -

Quotation shall be submitted in person or by post in two separate sealed envelopes containing “Envelope A (Technical Bid)” and other “Envelope B (Financial Bid)”. A master envelope containing both the Technical Bid and Financial Bid duly sealed and superscribing

**“QUOTATION FOR PROVIDING SECURITY GUARDS FOR COLONY, ATS COMPLEX & RADAR SITE, VARANASI AIRPORT THROUGH DGR SPONSORED SECURITY AGENCY AT LBSI AIRPORT VARANASI’** ’duly addressed to **“The Airport Director, Airports Authority of India, Lal Bahadur International Airport Varanasi, Varanasi-221006** must reach latest by 1600 hrs IST on 22.04.2025.

5. The envelope should contain the following: -.

**[Envelope A] -Self attested** copies of following documents

- a) Self-attested copy of DGR empanelment letter/certificate
- b) Self-attested copy of DGR Sponsorship letter
- c) Self-attested copy of Certificate of Registration from ESI (if applicable)
- d) Self-attested copy of Certificate of Registration from Regional EPF Office
- e) Self-attested copy of GST Registration Certificate/Undertaking#
- f) Self-attested copy of Permanent Account Number (PAN)/Undertaking#  
*# Undertaking of PAN and GST is acceptable stating that it will be provided within one month of award of work.*
- g) Self-attested copy of PSARA license
- h) Self-attested copy of AAI’s Unconditional acceptance letter as per Annexure-II.

**[Envelope B] - Financial bid** as per format given in Annexure-I.

(You are requested to **quote only service charge in column ‘N’** of Schedule of Rates in Annexure-I).

6. Location: Airports Authority of India, LBSI Airport Varanasi.

7. The envelopes containing Quotations as well as subsequent communication should be addressed to **The Airport Director, Airports Authority of India, Lal Bahadur International Airport Varanasi, Varanasi-221006**

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SM(CNS)/CSO  
Airports Authority of India,  
LBSI Airport Varanasi

## SCHEDULE OF RATES

**NAME OF WORK: - HIRING OF DGR SPONSORED SECURITY GUARDS FOR COLONY, ATS COMPLEX & RADAR SITE, VARANASI AIRPORT THROUGH DGR SPONSORED SECURITY AGENCY, AT LBSI AIRPORT VARANASI**

S.No	Description/Item	Percentage or Rate for Area B
A	Basic Wages Plus VDA	As per DGR wage rate w.e.f 01 Oct.2024
B	ESI	As per DGR wage rate w.e.f 01 Oct.2024
C	EPF	As per DGR wage rate w.e.f 01 Oct.2024
D	EDLI	As per DGR wage rate w.e.f 01 Oct.2024
E	Administration Charges (EPF & EDLI)	As per DGR wage rate w.e.f 01 Oct.2024
F	House Rent Allow	As per DGR wage rate w.e.f 01 Oct.2024
G	ESI on HRA	As per DGR wage rate w.e.f 01 Oct.2024
H	Bonus	As per DGR wage rate w.e.f 01 Oct.2024
I	Uniform Outfit allowance	As per DGR wage rate w.e.f 01 Oct.2024
J	Uniform Washing allowance	As per DGR wage rate w.e.f 01 Oct.2024
K	<b>Total</b>	As per DGR wage rate w.e.f 01 Oct.2024
L	Relieving Charges 1/6 <sup>th</sup> of total of 'k'	As per DGR wage rate w.e.f 01 Oct.2024.
M	Total Cost Per Day	As per DGR wage rate w.e.f 01 Oct.2024
N	<b>Service Charge</b>	<p>_____ % of Sl. No. (M)</p> <p>(As per DGR guidelines 10% fixed for contracts under negotiation)</p>

Service charge quoted (in words) \_\_\_\_\_ percentage.

[N.B: - Due care should be taken to ensure compliance of prevailing DGR norms while quoting rates in column N, failing that may invite rejection of the quotation]

(DGR Agency's Proprietor/ Authorized Signatory's Signature)  
With Designation, Seal and Address

**ANNEXURE-II**

ACCEPTANCE LETTER

(To be submitted along with other documents)

To,

The Airport Director

Airports Authority of India

LBSI Airport Varanasi, Varanasi-221006

Sub: Acceptance of AAI's quotation conditions

Sir,

1. The NIQ documents for the work of "**HIRING OF DGR SPONSORED SECURITY GUARDS FOR COLONY, ATS COMPLEX & RADAR SITE AT VARANASI AIRPORT**" have been received by us from AAI and hereby certify that I / We have read the entire terms and conditions of the NIQ Documents 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 conditions of AAI's NIQ in its entirety for the above work.
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,

(Authorized signatory of the agency with Designation, seal with date and address)

## GENERAL CONDITIONS OF CONTRACT.

1. Not more than one Quotation shall be submitted by the Security Agency.
2. Submission of a Quotation by an agency implies that the agency has gone through this notice and all other contract documents and has made itself aware of the scope and specifications of the job to be done, of conditions and other factors bearing on the execution of the nature of specified job.
3. Only Service Charges shall be quoted in "ANNEXURE-I" in the financial bid to be given in Envelope-B.
4. Due care should be taken to ensure compliance of prevailing DGR norms while quoting rates in Sl. No. N of Annexure-I, failing that may invite rejection of the quotation. Quoted Rate containing percentage below / above the amount quoted shall be rejected.
5. Quotations shall be received by the Accepting authority up to date and time as mentioned in NIQ and shall be opened on the date and time as mentioned, in the presence of parties quoted, who may be present.
6. Canvassing in connection with Quotations is strictly prohibited and the Quotations submitted by the parties who resort to canvassing shall be rejected.
7. The Quotation shall remain open for acceptance for a period of 90 days from the date of opening of Quotations.
8. This notice of Quotation shall form part of the contract documents.
9. The agency must indicate the capacity & authority of the individual signing Quotation.
10. Airports Authority of India does not bind itself to accept the lowest or any Quotation and reserves the right of accepting the whole or any part of the Quotation or portion of the quantity offered and the agency shall perform the same at the rates quoted.
11. Airports Authority of India does not take responsibility for delay in submission of Quotation by post / whatsoever means. Delayed Quotation shall not be considered.
12. This Quotation is non – transferable.
13. Once the contractor has given unconditional acceptance to the AAI Quotation conditions, he is not permitted to put remarks / conditions except unconditional rebate on the quoted rates, if any, along with Quotation. Failing which the Quotation will be rejected.

## **SPECIAL CONDITIONS OF CONTRACT**

1. The contractor shall give his employees neat and clean uniform along with name plate, as suggested/approved by DGR/AAI, at their expenses.
2. 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 its workers. To comply with all liabilities out of any provision of labor acts/-enactment's either in force or enacted from time to time during the execution of this contract shall be the responsibility of the contractor. Any expenditure incurred by the Authority to face the situation arising out of his workers will be made good from the bills/security deposit of the contractor. Furthermore, the contractor shall be responsible for the payment of compensation, insurance etc. if any, in respect of his employees.
3. The contractor 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 or as regards the personnel doing the service, the Authority shall intimate the contractor who shall attend the complaints promptly.
4. AAI shall not entertain any claim from either the contractor or his employee for regular employment / absorption in AAI.
5. As the site of the work is around restricted area, the contractor may be required to obtain Airport Entry Pass (AEP) for his staff/employees individually if mandated by Bureau of Civil Aviation Security (BCAS), through AAI. Police Verification certificates of credentials and conduct guarantee are to be obtained by the contractor and to be submitted with AAI for all the staff/employees individually to be deployed by contractor under this contract before deployment of such staff/employees. Staff/employee should not be changed frequently once the verification of character and antecedents are done. Any other formalities as applicable/enforced from time to time shall be complied with at no extra cost. No claim what so ever on this shall be entertained. Incidental expenses incurred towards AEP shall be borne by the contractor.
6. Obtaining Security Clearance from BCAS through e-SAHAJ portal is a prerequisite for the issuance of AEPs (if applicable during entire contract period) in respect of employees working at Airport. Therefore, agency is bound to get the clearance at the earliest (if applicable) failing which necessary action will be taken for non-deployment OR termination of contract with the agency as deemed fit at the sole discretion of AAI.
7. The contractor is required to deploy percentage of Ex-Servicemen with age limit as per DGR guidelines.
8. If AAI is not satisfied with the conduct, behavior etc. of any of the staff of the contractor, the contractor shall replace the person concerned as per advice of the AAI. The ESM shall be under general discipline of the Authority and shall conform to such directions as may be issued by the Authority.

Pro-rate deduction shall be effect from the contract amount for the days of absentees of contractor's employees.

9. **ARBITRATOR:** - All disputes or differences whatsoever arising between the parties out of or relation to the operation or effect of this contract or breach thereof shall be settled by arbitration for which Arbitrator will be appointed by AAI.

11. **TERMINATION OF CONTRACT: -**

**11.01** Without prejudice to the right of termination provided under the General Conditions of Contract, Special Conditions of Contract 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 1 months' notice in writing, if AAI finds the quality of efficiency of the work performed by the contractor to be unsatisfactory, of which the Airport Director, AAI, Lal Bahadur Shastri Airport, Varanasi-221006, shall be the sole judge.

**11.02** 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.

**11.03** 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 reserve the exclusive and special right to the outright termination of the contract and the contractor shall not be entitled to any compensation from AAI, whatsoever.

12. **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.

13. **AGREEMENT:** - The contract agreement shall be executed on a non-judicial stamp paper of appropriate value and the cost of the same shall be borne by the contractor. The scope of work, job specifications, General Conditions of Contract and Special terms and conditions as specified above will form part of the agreement to be made with the AAI or will form part of Terms & Conditions of work order laced by AAI.

14. **PAYMENTS: -**

**14.01** The bill shall be raised monthly by the contractor in duplicate along with attendance register and be submitted to respective HODs, Airport Authority of India, Lal Bahadur Shastri Airport, Varanasi-221006 by 7th of each month and payment there of shall be made by AAI, (by A/C payee cheque or ECS only) within fortnight subject to Undisputed claim. GST as applicable will be reimbursed on production of receipt along with the bill.

**14.02** Release of payment to the contractor each month shall be subject to the contractor satisfying the AAI that the contractor has paid wages as per DGR promulgated wage structure as revised from time to time.

15. **PAYMENT OF WAGES: -**

**15.01** The payment to be made by the contractor to his employees shall not be less than the minimum wages as prescribed by the DGR/State/Central Govt. The Tenderer shall be responsible for fulfilling the requirements of all the statutory provisions of Contract Labour (Regulation and abolition) Act, Minimum Wages Act, Bonus Act, Gratuity Act, Employees Provident Fund Act, Motor Vehicles Act, Industrial Dispute Act, and other industrial enactment's 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 Tenderer and all such liabilities shall be recovered by the AAI from any dues payable by AAI to the contractor and/or available properties and sources of contractor through process of law.

**15.02** Contractor shall produce registration proof of his employees (Ex-servicemen) with EPF, ESI etc. within 1 month of start of work or produce necessary voucher for proof of EPF, ESI towards the worker engaged failing which their payment would not be processed. The payment of wages should be made directly by the contractor to his workmen's account and not through any other agencies. Proof of payment of ESI, EPF to appropriate authority will be produced in the next months, for the previous month so as to make reimbursement accordingly.

**15.03** In case of non-payment of wages/salary or any other dues of any workmen/employee engaged by contractor, AAI reserve the right to make payment and to recover the amount of such payment from bill of contractor.

16. **RECORDS: -**

**16.01** 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 officer/authorities in this behalf of any and all information, report and return as are required to be furnished by the contractor under any such laws, rules or regulations.

**16.02** The Contractor is required to maintain proper account of payment including statutory benefits i.e. Basic Pay, ESI, Bonus, Gratuity, Uniform etc. as per DGR norms being paid to each ESM and record should be produced to AAI wherever required.

17. 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.

18. **JOB RESPONSIBILITIES: -**

As assigned by the Airport Director, CSO or the concerned HOD.

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SM(CNS)/CSO  
Airports Authority of India,  
LBSI Airport Varanasi