



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No: AAI/BG/Legal/DATA PROCESSING/2020

**Bangalore Airport.**  
Date:06.03.2020

**NOTICE INVITING QUOTAION**

Sealed Item rate Quotations are invited by General Manager (CIC), Airports Authority of India, Bangalore Airport (HAL), Bangalore-560017 on behalf of Chairman, Airports Authority of India from Reputed and Specialized firms/ Agencies/ Contractors/ NGOs for the work of Data Processing Job for Legal Department including AIMS and other Administrative works in the Office of Deputy General Manager (HR), AAI, Bangalore for the period from 12.03.2020 to 12.05.2020 (Two Months) for an estimated cost of Rs 1,62,072/- Quotation shall be issued from 07.03.2020 to 11.03.2020 from 1100Hrs to 1500 Hrs. on all working days and duly filled in quotation shall be received on or before 1500 Hrs on 11.03.2020 and opened at 15:30 Hrs. on the same day at office of DGM (HR), AAI, HAL Airport, Bangalore-560017.

Quotation forms will be issued to those contractors who produce certificate from clients of having satisfactory completed at least three works of similar nature each of 40% or two each of 50% ; one work of 80% of similar nature during the last seven years as on 31.03.2019 and Financial turnover of 30% during the last 3 years as on 31.03.2019.

Application for issue of quotation document shall be submitted from 07.03.2020 to 11.03.2020 on all working days. The application shall be supported with self attested copies of valid registrations of Labour, PF, ESI, GST, PAN CARD registration and document in support of expenditure for having executed similar nature of job.

AAI reserves the right to disallow issue of quotation documents to working agencies whose performance at ongoing projects(s) is below par or unusually poor. If at any stage, any information /documents submitted by the applicant is found to be false, the agency shall be liable for debarment from tendering in AAI, apart from any other appropriate/ legal action.

Airports Authority of India reserves the right to reject any or all applications without assigning any reasons thereof.

This NIQ is also available on website: [www.aai.aero](http://www.aai.aero)

**ASST GENERAL MANAGER (HR)  
For GENERAL MANAGER (CIC)  
AAI, BANGALORE AIRPORT, BANGALORE**

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**AIRPORTS AUTHORITY OF INDIA,**  
**BANGALORE AIRPORT**

AAI/BG/Legal/DATA PROCESSING/2020

Date: 06.03.2020

**QUOTATION DOCUMENT**

To,

**Name of Work: DATA Processing Job and other associated works relating to Legal Directorate, AAI, Bangalore. (For a period of 02 Months).**

1. Sealed quotations are invited for the above mentioned work by the General Manager (CIC), Airports Authority of India, Bangalore Airport, Bangalore, on behalf of the Chairman, Airports Authority of India.
2. The rate quoted/accepted by the contractor shall be firm for the entire contract period and shall be inclusive of ESI, PF, Supervision charges, Bonus, Overheads & Goods and Services Tax (GST Payment will be regulated as per GST Tax Regulations in force). However, if during the course of work the minimum wages increases as a direct result of statutory rule or order, only such increase of wages will be reimbursed on production of documentary proof and submission of documents for having paid the increased in minimum wages to the staff engaged without bearing any additional outgo on increase in service charges. Any increase as mentioned above will not be payable if such increase has become operative after completion of the Contract.

The contractor has to give his breakup of his quoted rates especially highlighting the wages (the wages of data entry operator is equal to highly skilled work men), ESI, PF and GST considered in his quoted rate. The contractor has to comply with the minimum wages declared by the Central Labour Commissioner from time to time. **The offer of the bidder, who's breakup of rate for wages (Skilled) is below the prevailing and other statutory payments such as ESI & PF, minimum wages, Bonus, etc., then the Tender/Quotation shall be liable for rejection without any further clarification/intimation.**

The contractor shall quote the charges for the work as shown in schedule 'A', which is exclusive of GST,PF,ESIC & Bonus.

The PF/ESIC/Bonus will be reimbursed on actual basis.

3. The duly filled Quotations shall be **received up to 11.03.2020 at 15:00 hours and shall be opened on the same day at 15:30 Hrs.**
4. The contractor is advised to study the JOB given in schedule 'A'.

5. The work should be made for two months from the day of placing of the work order and can be extended for further one month with mutual consent on either side.
6. The contractor has to sign and put his seal and enclose along with his quote 'Acceptance letter of AAI's conditions' and Schedule 'A' duly signed with seal.
7. The contractor is requested to quote the rate as shown in Schedule-'A' attached. The amount shall be worked out and the requisite totals given. Special care shall be taken to write rates in figures as well as in words and the amount in figures only in such a way that interpolation is not possible. The total amount shall be written in both figures and in words.
8. The contractor is advised to inspect and examine the site & analysis of rates and satisfy himself about the nature work and site before submitting the Quotation. The contractor shall be deemed to have full knowledge of the site and analysis of Estimated Rates whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

## ACCEPTANCE LETTER OF AIRPORTS AUTHORITY OF INDIA'S CONDITIONS

1. The contractor is advised to study the schedule of quantities.
2. Contractor should only quote the rates in the prescribed format enclosed herewith failing which offer will be rejected.
3. The services required are purely on Contract basis.
4. The contract shall be for a period of **02 (Two) months for 3 Nos. Skilled data entry operator (with minimum wages as per Minimum wages act)**.
5. In case AAI feels the services are no more required from the Agency then the Agency shall withdraw its staff within Seven days of Notice Given by AAI for which no extra cost shall be paid and the payment will be restricted to the period up to which the services of the agency is utilized by AAI. **AAI will not entertain any claim by staff / person engaged for further continuing of their services or for permanent job in Airports Authority of India.**
6. The agency shall be liable for compliance with all requirements under labour Law and other welfare enactments and rules whatever applicable.
7. The contractor 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 (Regulation and 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, The Payment of Bonus Act, 1965 and other relevant Act, Rules and Regulations, instructions etc. issued / enforced from time to time.
8. The agency should obey the security restriction.
9. The agency shall be responsible for the payment of all salaries, wages and allowances etc., payable to the personnel employed.
10. On commencement of the contract, the contractor, the contractor shall continue to have valid PF and ESI Code No. till conclusion of the contract. AAI reserves the right to withhold any payment if ESI and PF contributions are not paid by the contractor and proof to that effect have not been produced regularly by the contractor.
11. The agency shall deploy minimum **Three Skilled Data Entry Operators** under this job.
12. The agency shall be responsible for replacement of the staff in case of falling sick, proceeding leave, weekly off or otherwise absent at no additional cost to the Airports Authority of India.
13. The staff engaged by the agency shall be with suitable educational background or graduate and should have the knowledge to operate computer and data processing.
14. The present rate of GST 18 % as per Govt. Act, is included but will be reimbursed to the agency on production of payment to GST to the Government authorities.
15. Self attested copies of valid registrations for (1) Labour, (2) PF (3) ESI (4) GST (5) PAN CARD from the concerned departments and document in support of experience for having executed the job should be enclosed with the quotation.

16. **Terms of Payment:**

- a. Payment to data entry operators shall be made latest 2<sup>nd</sup> or 3<sup>rd</sup> working day of the succeeding month by the agency.
- b. The payment to agency by AAI will be made on monthly basis. On completion of work executed in every month, the agency shall submit the bill along with the following to GM (CIC):-
  - i) Certificate regarding satisfactory completion of work from the user department.
  - ii) Attendance sheet / duly verified by the user department, along with Bank remittance for wages for paid.
  - iii) P/F; ESI; GST remittance challan copy etc

SIGNATURE OF CONTRACTOR

SIGNATURE OF ISSUING OFFICER



**SCHEDULE – “A”**

**Sub: DATA PROCESSING JOB AND OTHER ASSOCIATED WORKS IN LEGAL DIRECTORATE, AAI, BANGALORE DURING THE YEAR 2019-20 (FOR A PERIOD OF 02 MONTHS)**

Item No.	Description of jobs	Quantity	Rate per Month Excluding GST (Rs)	Amount (Rs)
1	Towards carrying out the following jobs of Legal Directorate, AAI, Bangalore By <b>Three Skilled Labour</b>  (a) Maintenance of Payment Registers/ Files etc. (b) Data Entry of Documents and Correspondences related various Courts and Advocates (c) Generating Data on AIMS and creating Monthly MIS to RHQ/CHQ. (d) Facilitation and Co-ordination with AAI Advocates/ RHQ/ CHQ related to Legal matters (e) Typing of Legal Reports (f) Typing of Audit Replies etc. (g) Other miscellaneous works as directed by Asst. General Manager (HR).	156 Jobs		
	<b>Total Amount Excluding GST</b>			

**Note:**

1. GST @ 18% (subject to actual in case of revision) will be paid by AAI to the Contractor for payments of the same to the Statutory authorities is Exclusive of quote.
2. ESI @ 3.25% & PF @ 13% PF (subject to actual in case of revision) will be reimbursed by AAI on Production of Proof. However, this is Exclusive of rate quoted by contractor.

Wage: Subject to the rate prescribed under Minimum Wages Act.