



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



हुबल्लि हवाई अड्डा, हुबल्लि HUBBALLI AIRPORT, HUBBALLI -27

कोटेशन आमंत्रण सूचना (सीमित)

NOTICE INVITING QUOTATION (LIMITED)

for

“हुबली हवाई अड्डे पर डीजीआर प्रायोजित सुरक्षा एजेंसी द्वारा सुरक्षा निगरानी तथा
संबद्ध सुरक्षा सेवाएं प्रदान करने के लिए अनुबंध”

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

एनआईक्यू संख्या: एएआई/एचबी/एपीडी/डीजीआर/सेक/2024-25/001

NIQ No.: AAI/HB/APD/DGR/Sec/2024-25/001



NIQ Issued to:-DGR sponsored Agencies as per DRZ South Pune Sponsorship
letter No. 8304003/SA/AAI/2024/KAR/8553/8541/7906/DRZS dated 02.08.2024

नोट/ Note: इस कोटेशन दस्तावेज़ की हस्ताक्षरित और मुहर लगी हुई प्रति, प्रस्ताव की प्रविष्टियों के साथ, मूल पृष्ठ प्रारूप को बिना छेड़े, मूल पृष्ठ(ओं) के साथ विधिवत रूप से भरकर सीलबंद लिफाफे में प्रस्तुत की जानी चाहिए। कोटेशन दस्तावेज़ की सामग्री में किसी अन्य रूप में किए गए परिवर्तन को गैर-उत्तरदायी प्रस्ताव माना जाएगा। The Signed and Stamped copy of this quotation document with the entries of offer have to be filled up and duly attached with the original page(s) without disturbing the original page format shall be submitted in the sealed cover. The changes in the content of the Quotation Document in any-other form will be considered as non-responsive offer.

रविवेश कुमार
हवाई अड्डा निदेशक
एएआई, हुबली



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
हुबल्लि हवाई अड्डा, हुबल्लि
HUBBALLI AIRPORT, HUBBALLI



अनुक्रमणिका I N D E X

कार्य का नाम Name of Work: हुबली हवाई अड्डे पर डीजीआर प्रायोजित सुरक्षा एजेंसी द्वारा सुरक्षा निगरानी तथा संबद्ध सुरक्षा सेवाएं प्रदान करने के लिए अनुबंध/ JOB CONTRACT FOR PROVIDING WATCH AND WARD & ALLIED SECURITY SERVICES BY DGR SPONSORED SECURITY AGENCY AT HUBBALLI AIRPORT

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प्रमाणित किया जाता है कि इस NIQ दस्तावेज़ में कवर पेज को छोड़कर 1 से 19 तक क्रमांकित 19 पृष्ठ हैं/ Certified that this NIQ Document contains 19 pages serially numbered from 1 to 19 excluding Cover Page

रूपेश कुमार
हवाई अड्डा निदेशक
एएआई, हुबली



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



हुबल्लि हवाई अड्डा, हुबल्लि HUBBALLI AIRPORT, HUBBALLI

एएआई/एचबी/सुरक्षा/डीजीआर/2024-25/001

दिनांक: 03.10.2024

कोटेशन आमंत्रण सूचना (सीमित)/NOTICE INVITING QUOTATION (LIMITED) for

“हुबली हवाई अड्डे पर डीजीआर प्रायोजित सुरक्षा एजेंसी द्वारा सुरक्षा निगरानी तथा संबद्ध सुरक्षा सेवाएं प्रदान करने के लिए अनुबंध/Job contract for providing watch and ward & Allied Security services by DGR sponsored security agency at Hubballi airport”

1. अध्यक्ष, भारतीय विमानपत्तन प्राधिकरण की ओर से हवाई अड्डा निदेशक, भारतीय विमानपत्तन प्राधिकरण, हुबल्लि हवाई अड्डा, हुबल्लि - 580027 द्वारा, प्रायोजन पत्र संख्या 8304003/SA/AAI/2024/KAR/8553/8541/7906/DRZS दिनांक 02.08.2024 के तहत प्रायोजित डीजीआर प्रायोजित एजेंसियों से मुहरबंद कोटेशन आमंत्रित किए जाते हैं। Sealed quotations are invited by the Airport Director, Airports Authority of India, Hubballi Airport, Hubballi - 580027, on behalf of the Chairman, Airports Authority of India, from DGR Sponsored Agencies sponsored vide for Sponsorship letter No. 8304003/SA/AAI/2024/KAR/8553/8541/7906/DRZS dated 02.08.2024.
कार्य का नाम: हुबली हवाई अड्डे पर डीजीआर प्रायोजित सुरक्षा एजेंसी द्वारा सुरक्षा निगरानी तथा संबद्ध सुरक्षा सेवाएं प्रदान करने के लिए अनुबंध/Job contract for providing watch and ward & allied security services by DGR sponsored security agency at Hubballi airport.
2. निर्धारित प्रारूप में विधिवत भरा हुआ कोटेशन एनआईक्यू के नियमों और शर्तों के खंड 3 के अनुसार, एक सीलबंद लिफाफे (2 लिफाफा बोली) में हवाई अड्डा निदेशक, भारतीय विमानपत्तन प्राधिकरण, हुबली हवाई अड्डा, गोकुल रोड, हुबली को 18.10.2024 को 1500 बजे या उससे पहले जमा किया जाना है। 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, Hubballi Airport, Gokul Road, Hubballi** on or before **1500 Hrs on 18.10.2024**, as per Clause 3 of Terms & Conditions of NIQ.
3. सीलबंद बोली लिफाफे में 2 लिफाफे होंगे- तकनीकी बोली और मूल्य बोली, जैसा कि एनआईक्यू के नियमों और शर्तों के खंड-3 में उल्लिखित है और इसके ऊपर " हुबली हवाई अड्डे पर डीजीआर प्रायोजित सुरक्षा एजेंसी द्वारा सुरक्षा निगरानी तथा संबद्ध सुरक्षा सेवाएं प्रदान करने के लिए अनुबंध के लिए उद्धरण दिनांक 18.10.2024 को खोला जाना है" और बोलीदाता का पता लिखा होगा। 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 Hubballi airport due to be opened on date 18.10.2024”** and bidders address.

4. कोटेशन प्राप्त करने की अंतिम तिथि और समय/

Last Date and Time for Receipt of Quotations:

18.10.2024 up to 1500 IST.

5. कोटेशन खोलने की तिथि और समय/

Date and Time of Opening of Quotations:

18.10.2024 at 1530 IST.

6. एएआई बिना कोई कारण बताए किसी या सभी कोटेशन को अस्वीकार करने तथा किसी भी बोलीदाता से कोई अन्य विवरण या सूचना मांगने का अधिकार सुरक्षित रखता है। 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)

7. यदि अंग्रेजी और हिंदी संस्करण में कोई विसंगति हो तो अंग्रेजी संस्करण का पालन किया जाएगा/
If there are any discrepancy in English and Hindi versions, then English version shall be followed.

Sd/-

विमानपत्तन निदेशक/ Airport Director

भारतीय विमानपत्तन प्राधिकरण/

Airports Authority of India

हुबली हवाई अड्डा/ Hubballi Airport

नियम और शर्तें/ TERMS AND CONDITIONS

Bid Ref No: AAI/HB/APD/APD/DGR/Sec/2024-25/001

Date: 03.10.2024

Name of work: **हबली हवाई अड्डे पर डीजीआर प्रायोजित सुरक्षा एजेंसी द्वारा सुरक्षा निगरानी तथा संबद्ध सुरक्षा सेवाएं प्रदान करने के लिए अनुबंध Job contract for providing watch and ward & allied Security services by DGR sponsored security agency at Hubballi Airport.**

1. निर्धारित प्रारूप में विधिवत भरा हुआ कोटेशन 18.10.2024 को 1500 बजे तक या उससे पहले हवाईअड्डा निदेशक, भारतीय विमानपत्तन प्राधिकरण, हबली हवाईअड्डा, गोकुल रोड, हबली - 580027 को प्रस्तुत किया जाना चाहिए। पोस्ट/कूरियर द्वारा भेजे गए कोटेशन जमा करने में किसी भी प्रकार की देरी के लिए एएआई जिम्मेदार नहीं होगा। The duly filled quotation in the prescribed format on or before **1500 Hrs on 18.10.2024** shall be submitted to **The Airport Director, Airports Authority of India, Hubballi Airport, Gokul Road, Hubballi – 580027**. AAI shall not be responsible for any sort of delay in submission of quotations sent by post/Courier.
2. बोलियाँ उसी दिन 1530 बजे इच्छुक बोलीदाताओं या उनके अधिकृत प्रतिनिधियों की उपस्थिति में खोली जाएँगी। Bids will be opened on the same day at **1530 Hrs** in presence of interested bidders or their authorized representatives.
3. बोलीदाताओं को अपनी बोलियाँ 2 लिफाफे प्रणाली में प्रस्तुत करनी होंगी, अर्थात् तकनीकी बोली और मूल्य बोली, जो एक सीलबंद लिफाफे में बंद होगी, जिस पर "हबली हवाई अड्डे पर डीजीआर प्रायोजित सुरक्षा एजेंसी द्वारा निगरानी और वाई तथा संबद्ध सुरक्षा सेवाएं प्रदान करने के लिए नौकरी अनुबंध के लिए कोटेशन" लिखा होगा, जिसे दिनांक 18.10.2024 को खोला जाना है। 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 Hubballi airport due to be opened on date 18.10.2024"**

बोली लिफाफों में विधिवत हस्ताक्षरित और मुहर लगे निम्नलिखित दस्तावेज शामिल होंगे। The Bid envelopes shall consist of following documents duly signed and stamped.

लिफाफा-I: तकनीकी बोली/ ENVELOPE-I: TECHNICAL BID

- A. Complete NIQ Document except Annexure- V, duly signed and stamped.
- B. Copy of Unconditional Acceptance – Annexure VIII
- C. Copy of Valid ESI Certificate duly signed and stamped.
- D. Copy of EPF Certificate duly signed and stamped.
- 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 duly signed and stamped.
- I. Copy of other documents (if any) duly signed and stamped.
- J. DGR Sponsored Agency profile (Information about Sponsored agency)- Annexure VII

लिफाफा-II: मूल्य बोली/ ENVELOPE-II: PRICE BID

- A. **Annexure-V** (DGR Rate (Revised) Details w.e.f **01.04.2024**) – to be typed in Agency letter-head & duly filled **Serial No. 'm' to 'o'**, signed and stamped by the Agency. The percentage of service charge shall be written in figures and words.
4. कोटेशन के साथ संलग्न सभी दस्तावेजों पर हस्ताक्षर और मुहर लगाई जानी चाहिए। लिफाफा-II तभी खोला जाएगा जब लिफाफा-I में निर्धारित सभी दस्तावेज सही पाए जाएंगे। All the documents attached along with the Quotation shall be signed and stamped. Envelope-II shall be opened only when all the documents prescribed in envelope-I found in order.
 5. बोलीदाता अपेक्षित सेवाओं को प्रभावी और अपेक्षित तरीके से वितरित करने की यथार्थवादी लागत का आकलन करने के लिए पर्यावरण का सर्वेक्षण कर सकता है। Bidder may survey the environment to assess the realistic cost of delivering the expected services in effective and expected manner.
 6. सफल बोलीदाता (डीजीआर दिशानिर्देशों के अनुसार) कार्य आदेश जारी होने की तिथि से 10 कार्य दिवसों के भीतर अनुलग्नक-II के अनुसार गैर-न्यायिक स्टाम्प पेपर पर अनुबंध समझौते को निष्पादित करेगा। अनुबंध समझौते में नियम और शर्तें अनुबंध को नियंत्रित करेंगी। हालांकि, एएआई मौजूदा डीजीआर दिशानिर्देशों और अन्य वैधानिक विनियमों के अनुरूप समझौते के प्रारूप को संशोधित करने का अधिकार सुरक्षित रखता है। 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. सुरक्षा गार्ड को कार्य आदेश जारी होने के 15 दिनों के भीतर या कार्य आदेश में निर्दिष्ट तिथि से जो भी पहले हो, तैनात किया जाएगा। 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.
 8. भारतीय विमानपत्तन प्राधिकरण बिना कोई कारण बताए किसी या सभी कोटेशन को अस्वीकार करने और किसी भी कोटेशनकर्ता से कोई अन्य विवरण या जानकारी मांगने का अधिकार सुरक्षित रखता है। 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 quotationer(s).
 9. सफल बोलीदाता (डीजीआर दिशानिर्देशों के अनुसार) इस एनआईक्यू और भारत सरकार/रक्षा मंत्रालय द्वारा जारी कार्यालय ज्ञापन संख्या 28 (75)/2020-डी (आरईएस-I) दिनांक 13.05.2021 और शुद्धिपत्र संख्या 28 (75)/2020-डी (आरईएस-I) दिनांक 23.06.2021 में उल्लिखित सभी गुणवत्ता अपेक्षाओं को सुनिश्चित करेगा। Successful bidder (as governed by DGR guidelines) shall ensure all the quality expectations outlined in this NIQ and the office Memorandum No. No.28 (75)/2020-D (Res-I) dtd.13.05.2021 and Corrigendum No.28 (75)/2020-D (RES-I) dated 23.06.2021 issued by GoI/MoD.
 10. अपूर्ण और अस्पष्ट कोटेशन अस्वीकार कर दिए जाएंगे। Incomplete & ambiguous quotations will be rejected.
 11. भुगतान प्राधिकारी/ Paying Authority: बिल हवाई अड्डा निदेशक, भारतीय विमानपत्तन प्राधिकरण, हुबली हवाई अड्डे के पक्ष में अनुलग्नक-II के खंड-5 के अनुसार वैधानिक अनुपालन के संबंध में सभी आवश्यक सहायक दस्तावेजों के साथ बनाया जाएगा। Bill shall be raised in favour of -**The Airport Director, Airports Authority of India, Hubballi Airport** with all necessary supporting documents regarding statutory compliances as per clause-5 of Annexure-II.
 12. सफल बोलीदाता (डीजीआर दिशा-निर्देशों के अनुसार) सफल बोलीदाता के कामगारों/कर्मचारियों, उनके उत्तराधिकारियों, आश्रितों, प्रतिनिधियों आदि या किसी व्यक्ति/संस्था/कंपनियों आदि से कार्य आदेश निष्पादित करते समय किसी भी प्रकार की चूक या चूक के लिए किसी भी दावे से एएआई की रक्षा करेगा और पूरी तरह से क्षतिपूर्ति करेगा।

Successful bidder (as governed by DGR guidelines) shall also protect and fully indemnify the 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.

13. सफल बोलीदाता (डीजीआर दिशा-निर्देशों के अनुसार) कानूनों के तहत सभी आवश्यकताओं के अनुपालन के लिए जिम्मेदार होगा और किसी भी उल्लंघन से उत्पन्न होने वाले किसी भी दावे/दंड से एएआई की पूरी तरह से रक्षा करेगा और क्षतिपूर्ति करेगा। Successful bidder (as governed by DGR guidelines) shall be responsible for compliance with all requirements under the laws and shall protect and indemnify completely the AAI from any claims/penalties arising out of any infringements.
14. बोलीदाता इस अनुबंध को इसके निष्पादन के दौरान या बिलों के भुगतान के समय किसी भी स्तर पर एएआई के किसी भी अधिकारी को रिश्वत नहीं देगा और इसके अलावा अगर एएआई का कोई अधिकारी रिश्वत/परितोषण मांगता है, तो उसे तुरंत एएआई में उपयुक्त प्राधिकारी को इसकी सूचना देनी होगी। 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, it shall immediately report it to the Appropriate Authority in AAI.
15. निविदाओं के संबंध में किसी भी प्रकार की प्रचार-प्रसार की सख्त मनाही है तथा प्रचार-प्रसार करने वाले ठेकेदारों द्वारा प्रस्तुत निविदाएं अस्वीकृत की जा सकती हैं। ऐसी अस्वीकृत निविदाएं वापस नहीं की जाएंगी। कोई भी बोलीदाता एनआईक्यू के प्रकाशन के समय से लेकर अनुबंध दिए जाने तक, अपनी बोली से संबंधित किसी भी मामले में सीधे या बाहरी स्रोत के माध्यम से क्रेता को प्रभावित करने का प्रयास नहीं करेगा। 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.
16. बोलीदाता द्वारा बोली मूल्यांकन, बोली तुलना या अनुबंध पुरस्कार निर्णयों में क्रेता को प्रभावित करने का कोई भी प्रयास बोली को अस्वीकृत कर देगा तथा ऐसी कार्रवाइयों को भविष्य की परियोजनाओं के लिए खराब प्रदर्शन माना जाएगा। 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.
17. बोलीदाता या उसके साझेदार या उसके निदेशकों को भारत या विदेश में किसी भी वैश्विक अंतरराष्ट्रीय निकाय जैसे विश्व बैंक/अंतरराष्ट्रीय मुद्रा कोष/विश्व स्वास्थ्य संगठन आदि या किसी भी भारतीय राज्य/केंद्र सरकार के विभागों या भारत के सार्वजनिक क्षेत्र के उपक्रम द्वारा काली सूची में नहीं रहना चाहिए या कोई मामला लंबित नहीं होनी चाहिए या अनियमितताओं के संबंध में कोई शिकायत लंबित नहीं होनी चाहिए। The Bidder or its partners or its Directors shall not be black listed 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/-

विमानपत्तन निदेशक/ Airport Director
भा वि प्रा/ Airports Authority of India
हुबली हवाई अड्डा/ Hubballi Airport

Date.....

SIGN.OF BIDDER

PLACE

Name:

OFFICE SEAL

Address:

अनुबंध समझौता/ CONTRACT AGREEMENT

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

This agreement made at Hubballi Airport this..... day of Two Thousand and Twenty Four 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 Hubballi 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 Hubballi airport, Hubballi - 580027, 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 Two years i.e. up to Further Extension of contract shall be at the discretion of AAI, subject to satisfactory performance/ requirement.

2. a) The Authority reserve 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, after giving due show cause notice in terms of clause 15(a)&(b) of (Standard & Services).

b) The Authority reserve 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, Hubballi Airport and any other official(s) of the Authority designated by the Airport Director, Hubballi 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, Hubballi 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 affected 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 present himself in person for all dealings with Principal employer. No dealings through representatives on Power of Attorney are permitted (refer para 25(d) of OM shall ensure all the quality expectations outlined in this NIQ and the office Memorandum No.28(75)/2020-D(Res-I) dtd.13/05/2021 & subsequent Corrigendum No.28(75)/2020-D(Res-I) dt:23.06.2021). Further, holder of power of attorney representative of proprietor/director is not authorized to conclude the 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.

8. STRENGTH OF THE AGENCY PERSONNEL:

The agency shall provide manpower as specified in Annexure-IV to ensure security services at Hubballi 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 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 / equipments/ 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 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.

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

11.2 Neither 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.

11.3 The 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.

13. 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.

14. EQUIPMENT / UNIFORM:

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

15. 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 arrangements for imparting training on fire, bomb call / disposal and other security related matters in coordination with BCAS, BDDS, Customs and Airport Security.

16. PERFORMANCE SECURITY:

The agency shall deposit contract performance guarantee @ 10% of one month's wage bill. The same will be deducted from the agency's monthly service charges in instalments not exceeding @ 2% of total wage bill as per DGR norms. On satisfactory completion of contract period, the performance guarantee amount will be released to the agency within **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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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 Hubballi and shall be subject to the jurisdiction of Courts in Hubballi.

23. JURISDICTION:

This agreement shall be subject to the exclusive jurisdiction of the Courts in Hubli-Dharwad.

24. FORCE MAJEURE:

The agency shall fulfil 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.

25. 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, Hubballi Airport,
Hubballi- 580027 for and on behalf of Airports Authority of India in the presence of:

Signature
Office Stamp

Witnesses:

Signature

- 1.
- 2.

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

Signature
Office Stamp

Witnesses:

Signature

- 1.
- 2.

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

1. Round the clock security & safety of **Hubballi 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 **Hubballi 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 there under.
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 carryout 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. Undertaking of "Bar-Coding" functions as and when introduced and as prescribed by AAI.
14. Shall ensure all the Standards and quality expectations outlined in this NIQ and the Office Memorandum No.28 (75)/2020-D (Res-I) dtd.13/05/2021 and 28 (75)/2020/D (RES-I) dated 23/06/2021 issued by GoI/MoD.

Date:
Place

SIGN.OF BIDDER

ANNEXURE-IV

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

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

- | | |
|---|--------------|
| a) Number of Security Guards for operational duties (In 3 shifts) | 6 Nos |
| b) Number of Security Supervisor for overall supervision | 1 No |
| c) Total number of Security supervisor for clerical works | 2 Nos |
| d) Total No of personnel | 9 Nos |
- e) Contractor shall deploy additional Security Guards/ Security Supervisor if any as required for any other sites of AAI, Hubballi Airport with the same terms and conditions of the Agreement during currency of contract.
- f) During currency of the contract, Airport Authority reserve the rights to reduce the number of DGR Security guards deployed, on closure of sites, with 15 days advance notice.

Date.....

SIGN.OF BIDDER

PLACE

ANNEXURE V

PRICE BID

**DGR rate (Revised) details for Security Supervisor, Security Clerk & Security Guards
for Hubballi (Area B) w.e.f 01.04.2024.**

Sl. No	Details	Supervisor	Supervisor (Clerk)	Security Guard
A	BASIC + VDA per Day	1146.46	1146.46	862.00
a	BASIC + VDA per month	29807.96	29807.96	22412.00
b	ESI (3.25% of Basic + VDA) Restricted on Rs.15000/-	0.00	0.00	0.00
c	EPF (12% of BASIC + VDA) Restricted on Rs.15000/-	1800.00	1800.00	1800.00
d	EDLI (0.5% of BASIC + VDA)	75.00	75.00	75.00
e	Admn. Charges (0.5% of BASIC + VDA) Restricted on Rs.15000/-	75.00	75.00	75.00
f	HRA (16% of BASIC + VDA)	4769.27	4769.27	3600.00
g	ESI on HRA (3.25% of HRA)	0.00	0.00	0.00
h	Bonus (8.33% of BASIC + VDA)	0.00	0.00	0.00
i	Uniform outfit allowance (5% of BASIC + VDA)	1490.40	1490.40	1120.60
j	Uniform washing allowance (3% of BASIC + VDA)	894.24	894.24	672.36
k	TOTAL (a to j)	38911.87	38911.87	29754.96
l	Relieving Charges (1/ 6th of k)	0.00	0.00	4959.16
m	Total cost per head per month (26 days)			
n	Service Charges on m (10% on m)			
o	Sum Total			
	GRAND TOTAL			

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

Date.....

SIGN.OF BIDDER

PLACE

Undertaking on GST compliance

To
The Airport Director.
Airports Authority of India
Hubballi Airport
Hubballi

Sub: Undertaking on GST compliance.

Sir,

We, M/s _____ do
hereby undertake that

- 1) That 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)

Yours Faithfully,

(Signature of authorized signatory)

OFFICE SEAL

Name:

Designation:.....

DGR SPONSORED AGENCY PROFILE

INFORMATION ABOUT SPONSORED AGENCY
(To be furnished along with the quotation -Envelope I)

<u>01</u>	Name of the DGR Sponsored Agency & Registered Address: Telephone No. Copy of Empanelment letter issued by DGR New Delhi to the Proprietor/Director of the sponsored Agency (Copy to be enclosed)	
<u>2.</u>	Copy of the retired officer's identity card who is the Proprietor/Director of the sponsored Agency in Block letters (Copy to be enclosed)	
<u>3</u>	Name & Designation of the Proprietor/Director who want to participate in the tendering process.	
<u>4</u>	Permanent Income Tax A/c No. of the Sponsored Agency (Copy to be attached)	
<u>5</u>	PF Code No. of the Sponsoring Agency (Copy to be attached)	
<u>6</u>	ESI Code No of the Sponsored Agency (Copy to be attached)	
<u>7</u>	Current labour License obtained from the Labour Department (if applicable) (Copy to be attached)	
<u>8</u>	License to engage in the business of private Security Agency (Copy to be attached)	
<u>9</u>	GST A/c No. of the Sponsored Agency (Copy to be attached)	

Read, understood and complied.

Name & Address of the Agency: - _____

Date: _____

Seal & signature of the Agency

UNCONDITIONAL ACCEPTANCE LETTER

(TO BE PUT IN ENVELOPE I)

To
THE AIRPORT DIRECTOR,
AIRPORTS AUTHORITY OF INDIA
HUBLI AIRPORT

SUB: ACCEPTANCE OF AAI's NIQ CONDITIONS

Sir,

1. The NIQ documents for the work of "Job Contract for Providing Watch & Ward and Allied Security Services at Hubli Airport" has been sold to me/us by Airports Authority of India and I/we hereby certify that I/We have inspected the site and read the entire terms and conditions of the tender document 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. 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,

(Signature of Bidder With seal/rubber stamp)

Date: