



## E-TENDER DOCUMENT

TENDER NO.AAI/BZ/CNS/JOBCONTRACT/2022

Dated: 21.07.2022

**Name of Work: Job contract for carrying out maintenance works  
Of CNS equipment at Vijayawada Airport.**

COST OF E-TENDER: Rs.590 /-(Inclusive of GST)

EMD VALUE: Rs.50,863/-(Inclusive of GST)

E-Tender id: 2022\_AAI\_123141\_1

LAST DATE FOR SUBMISSION OF E-TENDER 04.08.2022 AT 15:00 IST

DATE OF OPENING E-TENDER: 05.08.2022 AT 15:30 IST



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Ref No: AAI/BZ/CNS/JOBCONTRACT/2022

Date: 21.07.2022

**NOTICE INVITING e-TENDER**

**Tender id: 2022\_AAI\_123141\_1**

- 1) E-tenders are invited under two bids system through AAI e-portal by Joint General Manager(CNS), AAI, Vijayawada Airport, Gannavaram-521102 on behalf of Chairman, AAI from eligible contractors of appropriate class of CPWD/MES/P&T/State PWD/PSU/Railways/ Specialized agencies who have carried out similar nature of work for the work of “**Job contract for carrying out work (As per the scope of work) in CNS units at Vijayawada Airport**” for an estimated cost of **Rs.21,55,208/-**. **Period of contract is 24 [Twenty Four] Months**. The scope of the work includes charging/discharging of various equipment, cleaning & dusting etc., of CNS equipment/installations as described in Special Conditions of Contract at various units situated in operational areas & Airport premises by deploying one skilled and Three Unskilled labors.
- 2) As on date, Minimum wages considered for skilled labor is Rs.734 and for unskilled labor is Rs. 553/- per day as per the prevailing wages (excluding EPF/ESI).
- 3) **Tender FEE:** Cost of e-tender amounting to **Rs.590/-** (Rupees Five Hundred and Ninety only) non-Refundable payment is to be paid “**Online** “on CPP portal through Online Payment gateway. Copy of Online Payment receipt/Remittance Challan obtained in CPP Portal (in PDF Format) for the tender fee to be uploaded by the vendors on the e-tender portal.

Exemption from paying tender fee

Firms that are eligible for waiver of tender fee such as MSME’s/NSIC shall upload self Attested copy of valid NSIC and MSME Registration Certificate shall be uploaded along with PQQ documents in place of Tender Fee document as per Gov. Rules for the purpose of Verifying their claim for exemption.

Note: NSIC certificate submitted should be for particular scope of work. If the submitted NSIC certificate is not relevant to the mentioned scope of work, the bid shall be treated As invalid and liable for rejection. No reference or query shall normally be given to the Vendor on this account.

Tenders not accompanied by the requisite Tender Fee or valid proof as per Gov. of exemption from Tender Fee, shall be rejected.

- 3.1) Earnest money deposit (EMD):** The Earnest money deposit (EMD) is **Rs.50,863/-** (Rupees Fifty thousand Eight hundred and Sixty three only) (inclusive of GST). Copy of



**Online** Payment receipt/Remittance Challan obtained in CPP Portal (in PDF Format) for the EMD or valid proof as per Gov. of India Rules and Regulations exemption from EMD.

Exemption from paying EMD

Exemptions to the NSIC/MSME Registered bidders will be applicable as per the Government Of India Rules & Regulations, Subjected to meeting the following conditions.

Self-attested Copy of NSIC/MSME registration document (MSME of firm in suitable Category in support of seeking exemption from paying EMD) shall be uploaded along with PQQ documents in place of EMD document.

**Note:** NSIC certificate submitted should be for particular scope of work. If the submitted NSIC certificate is not relevant to the mentioned scope of work, the bid shall be treated As invalid and liable for rejection. No reference or query shall normally be given to the Vendor on this account.

**Refund of EMD:** EMD amount of unsuccessful bidders shall be returned as per the Procedures of the Central Public Procurement portal (CPP portal).

- 4) This tender is invited through the electronic tendering process and can be downloaded from the Central Public Procurement Portal (CPP Portal) with URL address <http://etenders.gov.in>. Please note that the submission of the tender is only through the e-Tender portal <https://etenders.gov.in> . The tenders will not be accepted in any other form. Further it may be noted that tenders which are duly submitted on e-Tender portal shall only be final and tenders just saved without submission will not be available to the evaluation committee. Bidders are requested to go through the CPP Portal for guidelines, procedures & system requirements. In case of any technical difficulty, bidders may contact on the following help desk numbers & email ids

### (Help Desk Services)

- For any technical related queries please call the Help desk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, and 0120-6277787.

Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/clarifications relating the tender(s) published kindly contact the respective Tender Inviting Authority.

Tel: 0120-4001002, 0120-4001005, 0120-6277787

E-Mail: [support-eproc@nic.in](mailto:support-eproc@nic.in)

- For any Policy related matter/ Clarifications Please contact Dept of Expenditure, Ministry of Finance.

E-Mail: [cPPP-doe@nic.in](mailto:cPPP-doe@nic.in)



- For any technical Issues / Clarifications relating to the publishing and submission of AAI tender(s)

a. In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <https://etenders.gov.in> The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal (CPPP).

b. Before submitting queries, bidders are requested to follow the instructions given in “Guidelines to Bidders” and get their computer system configured according to the recommended settings as specified in the portal at “System Settings for CPPP”.

- In case of any technical issues faced, the escalation matrix is as mentioned below:

S.No	Support Persons	Escalation Matrix	E-mail Address	Contact Numbers	Timings
1	Technical Help Desk Team	Instant Support	<a href="mailto:eprochelp@aai.aero">eprochelp@aai.aero</a>	011-24632950 Ext-3512	0800-2000hrs (Mon-Sat)
2	Sh.Sanjeev Kumar Sr.Mgr(IT)	After 4 hrs of issue	<a href="mailto:etendersupport@aai.aero">etendersupport@aai.aero</a> or <a href="mailto:sanjeevkumar@aai.aero">sanjeevkumar@aai.aero</a>	011-24632950 Ext3523	0930-1800Hrs (Mon-Fri)
3	Sh. Dharmendra Kumar Jt.GM(IT)	After 12 Hrs	<a href="mailto:dkumar@aai.aero">dkumar@aai.aero</a>	011-24632950 Ext. 3527	0930-1800 Hrs. ( Mon-Fri)
4	General Manager(IT)	After 03 Days	<a href="mailto:gmitchg@aai.aero">gmitchg@aai.aero</a>	011-24657900	0930-1800Hrs (Mon-Fri)

- The Help desk services shall remain closed on all Govt. Gazetted Holidays.
- The above mentioned help desk numbers are intended only for queries related to the issues on e- procurement portal and help needed on the operation of the portal.
- AAI may at its discretion, extend/change the schedule of any activity by issuing an addendum/corrigendum on the e- procurement portal <http://etenders.gov.in/eprocare/app> . In such cases, all rights and obligations of AAI and Bidders previously subject to the original schedule will thereafter be subject to the schedule as extended/changed.
- Digital Certificates: Vendors are required to obtain digital certificate of Class II/III (with Signing Certificate) from authority duly certified from Govt. of India. (Please see [www.cca.gov.in](http://www.cca.gov.in))
- Bidders training support system: Detailed information in this regard have been provided to the bidders at Home page of portal <https://etenders.gov.in> under “Bidders Manual Kit”.



- 5) E-bid shall be submitted in two bid system as follows:  
(a) Technical bid (b) Financial bid

The technical bid which will be opened first, shall contain the following documents Specified as under (Bidders shall upload scanned copy of following documents in readable form at CPP portal as part of technical bid).

- 5.1 Copy of valid PAN and GST Registration Certificate.  
5.2 EPF and ESI Registration of the company.  
5.3 Tender Fees: Copy of Online Payment receipt/Remittance Challan obtained in CPP Portal (in PDF Format) for the tender fee or valid proof as per Gov. of India Rules and Regulations exemption from tender Fee.

Exemption from paying tender fee

Exemptions to the NSIC/MSME Registered bidders will be applicable as per the Government of India Rules & Regulations, Subjected to meeting the following Conditions.

- i) Self attested Copy of NSIC/MSME registration document (MSME of firm in suitable Category in support of seeking exemption from paying Tender fee) shall be uploaded Along with PQQ documents in place of Tender fee document.

- ii) **Note:** NSIC certificate submitted should be for particular scope of work. If the Submitted NSIC certificate is not relevant to the mentioned scope of work, the bid shall Be treated as invalid and liable for rejection. No reference or query shall normally be Given to the vendor on this account.

- 5.4 **Earnest money deposit (EMD):** The Earnest money deposit (EMD) is **Rs.50,863/-** (Rupees Fifty thousand Eight hundred and Sixty three only) (inclusive of GST). Copy of **Online** Payment receipt/Remittance Challan obtained in CPP Portal (in PDF Format) for the EMD or valid proof as per Gov. of India Rules and Regulations exemption from EMD.

Exemption from paying EMD

Exemptions to the NSIC/MSME Registered bidders will be applicable as per the Government of India Rules & Regulations, Subjected to meeting the following conditions.

Self-attested Copy of NSIC/MSME registration document (MSME of firm in suitable Category in support of seeking exemption from paying EMD) shall be uploaded along With PQQ documents in place of EMD document.

Note: NSIC certificate submitted should be for particular scope of work. If the submitted NSIC certificate is not relevant to the mentioned scope of work, the bid shall be treated As invalid and liable for rejection. No reference or query shall normally be given to the Vendor on this account.



5.5. **Experience:** The bidder should have successfully executed in last seven years, orders for Job contract for carrying out maintenance work (Cleaning and Dusting Etc.) of CNS equipment or similar work in PSU/Govt. department/private Sector/MNCs, meeting any one of the following three criteria:

**a. Value criteria:**

- a1. One order of value more than or equivalent to  
**Rs.17,24,167/- (80% of the estimated cost)**
- a2. Two orders each of value more than or equivalent to  
**Rs.10,77,604/- (50% of the estimated cost)**
- a3. Three orders each of value more than or equivalent to  
**Rs.8,62,084/- (40% of the estimated cost)**

**5.6 Performance/Experience Certificate:**

Bidder must upload performance/experience certificate (**TDS certificate is mandatory in case of PO of private Enterprise**) in respect of the works claimed against experience as mentioned under Para 5.5. These certificates should be issued by the end user agencies for whom the works have been carried out and endorsed by the bidder. Such performance/experience certificates should clearly indicate the following:

- i. Value of order or contract,
- ii. Scope of order or contract,
- iii. Order or Contract No., Award date,
- iv. Order or Contract Completion date,
- v. That the supplied has performed satisfactorily after commissioning.
- vi. **Valid Address and Contact Number of the end user agency for whom Works has been carried out.**

The scope of works in respect of works claimed against Para 5.5 above, should be substantiated by submission of appropriate documentation such as relevant portion of the contract.

- 5.7 A letter of bidder having details of customer of works claimed for experience including postal address, official phone number, Email address and URL (if any).
- 5.8 Articles of Memorandum of Association or Partnership Deed or Proprietorship Deed as the case may be.
- 5.9 Certified copies of abridged balance sheets along with profit & loss account of the firm (Tenderer) in support of **Annualized average financial turnover during last three financial Years ending 31st March**. Balance sheet must be duly certified by chartered accountant And the document should consist the **Unique Document Identification Number (UDIN)**, it is Mandatory.
- 5.10 Power of attorney on Rs 100/- non-Judicial stamp paper (In case of Signatory is other than Director of a Company or proprietor /partner of the Firm)



5.11 **Annualized Average Financial Turnover:** Bidder should have annualized average financial turnover of at least **INR 6,46,563/- (30% of the estimated cost)** during last three financial years, ending 31st March of previous year. As a proof of financial turnover, copy of abridged Balance Sheet along with Profit & Loss account of the bidder for last three years should be uploaded.

Annualized average financial statement and Balance sheet must be duly certified by chartered accountant and the document should consist the **Unique Document Identification Number (UDIN)**, it is mandatory.

5.12 Signed Tender Document including corrigendum (if any)

5.13 Letter for Un-conditional Acceptance of terms & conditions of tender as per **Annexure-IV**

5.14 Undertaking that Firm, its partner or its directors have not been black listed. (**Annexure –VII**)

5.15 Details of the Vendor Firm /company: **Annexure-V** duly filled & signed.

5.16 An affidavit as per **Annexure-VI** duly filled & signed.

5.17 Undertaking pro forma duly filled & signed as per **Annexure -I**.

5.18 Undertaking Regarding GST provisions duly filled & Signed as per **Annexure-VIII**

**LIST OF DOCUMENTS TO BE UPLOADED IN THE ELIGIBILITY BID Envelop-I (Fee + PQQ + Technical):**

S.NO.	ELIGIBILITY BID E-DOCUMENTS(PDF)	E-FILE : NAMED AS
1	Unconditional acceptance Annexure IV	Acceptance letter
2	PAN , GST No, EPF and ESI Registration	Firm/Company details
3	Copy of Tender Fee payment Receipt or valid proof of exemption	Tender Fee
4	Copy of EMD payment Receipt or valid proof of exemption	EMD
5	Proof of Experience of Works claimed. (Copy of relevant pages of PO /Work order issued by Customer), Proof of completion (completion Certificate issued, TDS certificate in case of PO of private Enterprise) with complete details of works claimed.	Experience PO-01 Experience PO-02 Experience PO-03 CC-01,CC-02,CC-03
6	A letter of bidder having details of customer of works claimed for experience including postal address, official phone number, Email address and URL (if any)	Po-Customer-Details
7	Articles of Memorandum of Association or Partnership Deed or Proprietorship Deed as the case may be.	MOA or Firm Deed
8	Audited Balance sheet during last three financial years	ABS-2019,ABS-2020,ABS-2021
9	Power of attorney on Rs 100/- non-judicial stamp paper(In case of Signatory is other than Director of a Company or proprietor /partner of the Firm)	POA
10	Annualized average financial turnover as mentioned in NIT of 5.11	AAFT



11	Signed Tender Document including corrigendum (if any)	Tender Doc
12	Undertaking that Firm, its partner or its directors have not been black listed. (Annexure –VII)	UBL
13	Details of the Vendor Firm /company : Annexure V	Vendor Details
14	Affidavit (Annexure VI)	Affidavit
15	Undertaking (Annexure-I)	undertaking
16	Undertaking Regarding GST provisions (Annexure-VIII)	GST Undertaking

6) **Financial Bid**

The financial bid should be in the prescribed format available at CPP e-tendering portal as per the schedule of quantity.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online. If the BOQ file is found to be modified by the bidder, the bid will be rejected. It may be noted that only duly submitted bids shall be evaluated and bids just saved but not submitted shall not be part of the evaluation process.

The Unit rate shall be inclusive of all taxes and charges excluding GST (G.S.T shall be payable as per the then prevailing rules & regulations) and ESI & PF which shall be reimbursable as per documentary proof submitted.

7) Bid Opening Process is as below: -

**Technical bid:** Technical bid containing the prequalification documents uploaded by the contractor/firm shall be opened on the date and time as specified in the critical date's sheet table as specified below. (Any changes in the date shall be intimated through "Notification to Bidder" section). If any clarification is needed from the bidder about the deficiency in his uploaded documents in the technical bid, he will be asked to provide it through 'shortfall' procedure in e-tendering portal. The bidder shall upload the requisite clarification/documents within the time specified by AAI, failing which e-tender will be liable for rejection.

**Financial bid:** The opening of financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall be intimated later.

**(Depending on Technical Bid evaluation, date of opening of financial bids shall be intimated through "Notification to Bidder" section)**



Critical Dates Sheets	Date	Time
Published Date	22-07-2022	10:00 Hrs.
Bid Document Download / Sale Start Date	22-07-2022	10:00 Hrs.
Clarification Start Date	22-07-2022	10:00 Hrs.
Clarification End Date	29-07-2022	16:00 Hrs.
Bid Submission Start Date	22-07-2022	10:00 Hrs.
Last Date for Sale downloading of tender document	04-08-2022	15:00 Hrs.
Bid Submission End Date	04-08-2022	15:00 Hrs.
Bid Opening Date (Envelope-I/PQQ Cum Technical)	05-08-2022	15:30 Hrs.
Bid Opening Date (Envelope-II/Financial Bid)	To Be intimated later through CPP Portal	

- 8) Preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
- 9) AAI reserves the right to accept/reject any/all applications without assigning any reasons.
- 10) AAI reserves the right to disallow issue of e-tender document to working agencies whose performance at ongoing project(s) are below par and unusually poor.
- 11) If at any stage, any information / documents submitted by the applicant is found to be false, the agency shall be liable for debarment from e-tendering in AAI, apart from any other appropriate / legal action.
- 12) Consortium / Joint venture companies shall not be permitted.
- 13) All enquiries/clarifications in connection with this tender should be addressed to:  
**The Jt.GM(CNS),  
Airports Authority of India,  
First Floor, ACS Building,  
Vijayawada Airport,  
Gannavaram,  
Andhra Pradesh – 521102**

FAX:- 0866-2846865, Office :- 0866-2846789 E-mail :- cnsicvobz@aai.aero

**Jt. GM (CNS)  
For Airport Director  
AAI, Vijayawada Airport  
+91 9502324723**



**GUIDANCE TO E-TENDERERS**

1. The e-tenderers shall inspect and examine the nature of work involved and satisfy themselves about the nature of work before submitting the e-tender. The e-tenderer shall be deemed to have full knowledge of the work involved, whether he inspects or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
2. The e-tenderer should quote the rates in numbers in the appropriate form in e-Tender portal.
3. The accepting authority reserves the right of accepting the whole or any part of the e-tender and the e-tenderer shall be bound to perform the same at his quoted rate.
4. AAI shall have the right of rejecting all or any of the e-tenders without assigning any reason thereof as also ordering part of work as per their sole discretion.
5. The e-tender shall be valid for acceptance for a period of 150 days from the date of submission.
6. Canvassing in connection with e-tenders is strictly prohibited and the e-tenders submitted by e-tenderers who resort to canvassing will be liable to rejection.
7. E-tenderers who unconditionally accept AAI conditions shall only be considered for opening of price bid and price bids of those firms who comply the same shall be opened.
8. At the stipulated time of e-tender opening, technical Bids shall be opened first. The offers from those e-tenderers who are unable to unconditionally accept AAI's e-tender conditions will be rejected and financial bids containing e-tender documents shall not be opened.
9. Once the e-tenderer has given unconditional acceptance to AAI's e-tender conditions in its entirety, he is not permitted to put any remarks/conditions.
10. In case the conditions mentioned above is found violated after opening financial bid, the e-tender shall be summarily rejected.

**JT. GM (CNS)**  
**For Airport Director**  
**AAI, Vijayawada Airport**



**GENERAL CONDITIONS OF CONTRACT**

1. It shall be the sole liability of the contractor (including the Contracting firm/Company) to obtain and to abide by all necessary licenses/ permissions from the authorities concerned as provided under the various labor legislation including the labor license obtained as per the provisions of the Contract Labor (R&A) Act 1970.
2. The Contractor shall discharge obligations as provided under various applicable statutory enactments including EPF and miscellaneous provision act 1952, ESI Act 1948, the Employees state Insurance (ESI) Act 1948, the contract labor (R & A) Act 1970, the Inter State migrant workmen (Regulation of employment and 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.
3. On commencement of the contract, the contractor shall continue to have valid ESI, PF code number till conclusion of the contract. AAI reserves the right to withhold any payment, if ESI and PF contribution are not paid by the contractor and proof to that effect have not been produced regularly by the contractor. Non-production of PF and ESI challans of monthly subscription before its due date but not later than 21<sup>st</sup> of every month by the contractor, shall be liable for action against the contractor and also suitable penalty shall be levied by the Execution Department as deemed fit.
4. The contractor shall regularly submit all relevant records / documents to AAI representative for verification and upon such satisfaction only, AAI will allow reimbursement of the amounts paid.
5. 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.
6. 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. The monthly wages payment due to the worker should be remitted directly in the workers' bank account and not to be paid in any other mode. 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.
7. **If continuance of any persons deployed by the contractor is found not satisfactory, the contractor shall replace him forthwith, upon receipt of information to that effect from AAI.**
8. **Blank**
9. AAI shall have the right to terminate the contract if the service provided by the contractor is not found satisfactory after giving **30 days'** notice.
10. Similarly, the case of foreclosing/abandoning the contract a written notice of **30 days** shall be served by Registered Post or by hand at the respective address notwithstanding the above the contractor shall however continue to provide the services as required in the contract for **further 180 days** or till new e-tender is awarded whichever is earlier.
11. The contractor shall have no claim to any payment of compensation or otherwise whatsoever on account of any profit or advantage which he might have derived from the execution of works in full but which he did not derive in consequence of the foreclosure of the whole.
12. The contractor shall be responsible for settling any claim/ compensation against all damages and accidents caused due to negligence on the part of his/her employees and keep AAI indemnified from any compensation/liability.



13. AAI will not be responsible for any injury sustained by contractor's workers during the performance of their duties and also any damages or compensation due to any dispute between him/her and his/her workers. All the persons employed shall be insured for a minimum of 1 Lakh/person for unlimited incidents for one year. The contractor shall comply with all provisions of Labor Acts/Enactments hitherto in force or enacted from time to time during execution of this contract and contractor shall be responsible for all liabilities arising out of these provisions. Furthermore, the contractor shall be responsible for payment of compensation, insurance etc. if any, in respect of his/her employees.
14. **The contractor shall furnish all the details of the persons to be employed like Names, address, photo, age, specimen signature; police clearance etc. and authority shall have the liberty to reject any person.**
15. In case it is noticed by the Authority that the work carried out by the contractor is not up to the required standards, written notice will be given to him warning him/her of the bad state of work and asking him/her to improve upon the standards within the period specified by the In-Charge. In the event of the authority finding that there is no improvement and the work is not being carried as per instructions, the authority will have the right to terminate the contract forthwith.
16. The contractor shall carry out the job as per specifications of the Authority and to their entire satisfaction. In case of complaints either as regards the nature of service or the personnel doing the same, the Authority will intimate to the contractor who shall attend to and sort out the complaints promptly.
17. The contractor's representatives and employees of the contractor shall abide by the Rules and Regulations of the Authority while performing their job in the said premises.
18. The bills submitted by the contractor shall be verified and certified by the CNS-In-Charge or designated officer for the purpose. Proportionate deduction from monthly bills will be made for short supply of manpower.
19. The wages to the employees shall be disbursed through bank transfer on individual account of the worker and confirmation thereof should be produced to the responsible officer of the Authority to be deputed by the Airport Director.
20. Monthly running payments will be made in the following month after deducting any or all recoveries, penalties, etc. which the contractor might have rendered himself liable. The contractor has to submit his bill every month for the completed period of one month with all supporting documents as required
- 21. Bank Guarantee (BG)/Security Deposit (SD)**
- 21.1 The bidder, whose tender is accepted, shall within 30 calendar days of the issue of letter of acceptance of the bid, shall submit unqualified bank guarantee of 10% (Ten Per Cent) of the total price (GST 18% Extra) to AAI in the form of an irrevocable and unconditional bank guarantee on a Nationalized / Scheduled Bank, as per Performa attached as **Annexure – IX towards Security Deposit.**
- 21.2 In case the Contractor fails to submit the PBG within stipulated period, interest at 12 % p.a. on Performance Guarantee amount would be levied (non- refundable) for delayed period of submission and shall be deducted from the first bill payable to the Contractor. In case, successful bidder fails



to submit the bank guarantee within 60 days of the issue of the letter of acceptance of his bid, AAI reserve the right to invoke EMD declaration and cancel the order.

21.3 The performance guarantee amount shall be payable to AAI without any condition whatsoever and the guarantee shall be irrevocable.

21.4 The performance guarantee will be returned to the successful bidder at the end of the period of liability without interest.

22. Period of contract shall be Twenty Four months from the date of commencement of work

23. The successful e-tenderer or contractor on acceptance of his e-tender by AAI, shall sign the Contract agreement within **30 days** from the date of award of the work.

24. The contract agreement shall be executed on a non-judicial stamp paper of value of Rs. 100/- and the cost of the same shall be borne by the contractor.

25. Rates quoted shall be exclusive of G.S.T (G.S.T shall be payable as per the then prevailing rules & regulations) and ESI & PF which shall be reimbursable as per documentary proof submitted.

26. The work shall commence within **30 days** from the date of issue of work order. If the Contractor commits default in commencing the work as aforesaid, AAI shall without Prejudice to any other right or remedy be at liberty to terminate the contract.

27. The contractor shall deploy the personnel and carry out the work to the satisfaction of the CNS-In-Charge.

28. The persons so employed shall not smoke in the operational area.

29. In case of delay in completion of the contract, liquidated damages (L.D.) shall be levied @ 0.5 % of the full value of uncompleted portion of work per week (part of week to be treated As one week) subject to a maximum of 10% of total contract value. If the uncompleted Work, restricts the operation of complete system then LD shall be applicable to total Value of contract with approval of Competent Authority.

30. **Verification of Bank Guarantees:** Vendors shall ensure that Bank Guarantees shall be submitted to AAI directly by the issuing bank under Registered Post / Registered (A.D.) / Speed Post. The Submission and verification of BG shall be in compliance with the Annexure-X of the tender Document. The BG shall contain the name, designation and code number of the Bank officer(s) Signing the guarantee(s); The BG shall contain the address and other details (including telephone No.) Of the controlling officer of the controlling bank from the branch of the bank issuing the BG) For online verification of BG.

#### **Verification through SFMS of ICICI Bank**

Verification of Bank Guarantees submitted by Bidders to AAI will be done through Structured Financial Messaging System (SFMS) of ICICI bank.

Successful bidder while submitting the documents to BG issuing Bank, will also submit letter to the issuing bank as per the format mentioned in the Annexure -IX.

Based on the above inputs from the vendor, the BG confirmation message through SFMS will be triggered to the beneficiary bank i.e. ICICI bank and on the basis of unique identifier code, the BG confirmation mail will be received in the designated email ids issued to the respective units of AAI. Successful bidder/vendor shall submit the Original BG document along with copy of the SFMS BG confirmation message sent by the BG issuing bank to ICICI bank.

In order to view online, it is necessary that BG issuing/amending bank send the BG advice in the form of message format IFN 760COV (BG Issuance) IFN 767COV (BG Amendment) via SFMS (Structured Financial Messaging System) as provided by RBI.



In the event of BG issuing/amending bank not sending the message IFN 760COV/ IFN 767COV or committing any error while capturing the details at least in the below field, BG confirmation through online portal would not be updated.

Please note that the issuing bank while issuing/amending the BG, should ensure that the unique identifier code of AAI is correctly captured in the message i.e. IFN 760COV/ IFN 767COV. Bank Details of AAI is provided below:

Vendor / successful bidder shall submit BG (PBG/BG-SD/FBG/EMD) in accordance with the bank details as indicted below:

**CORPORATE NAME: AIRPORTS AUTHORITY OF INDIA**

**BANK NAME: ICICI BANK**

**IFSC CODE: ICIC0000007**

**BG ADVISING MESSAGE: IFN 760COV (BG ISSUE)**

**IFN 767COV (BG AMENDMENT)**

**UNIQUE IDENTIFIER CODE: AAI VIJAVADA**

**JT. GM (CNS)**  
**For Airport Director**  
**AAI, Vijayawada Airport**  
**+91 9502324723**



**SPECIAL CONDITIONS OF CONTRACT**

**Name of Work: “Job contract for carrying out maintenance work of CNS equipment at Vijayawada Airport”.**

**A) SCOPE OF WORK**

**1. Equipment room:**

To meet the requirement at CNS Equipment room like dusting of various equipment available, VCCS, Tower, Laying of new cables, replacing of damaged cables wherever required. To assist CNS Executives on duty while carrying out Daily/Weekly/Monthly Maintenance. To collect modules from stores and assisting in replacement of modules. To assist CNS Executives while attending faults like checking antenna connectivity, cables connectivity, checking monitors, replacing keyboard etc.

**2. NAVAIDS:**

To meet the requirement of ILS-Localizer, LP-DME, Glide path, DVOR, DME etc. To assist in laying of new cables, replacing of damaged cables wherever required. To assist CNS Executives on duty while carrying out Daily/Weekly/Monthly Maintenance. To collect modules from stores and assisting in replacement of modules. To assist CNS Executives while attending faults like checking antenna connectivity, cables connectivity, line connectivity, checking monitors, replacing keyboard etc. To Assist CNS personnel during periodical preventive maintenance and assisting in attending breakdown of the equipment. To assist while carrying out ILS field reading.

**3. AMSS/Automation:**

To meet the requirement of AMSS/Automation. Laying of new cables, replacing of damaged cables wherever required. To deliver messages to various units/places as directed by AMSS/RWS In-Charge. Replacing computer paper for drop printers placed at various units as directed by RWS In-Charge. To assist CNS Executives while attending faults like checking LAN connectivity, Modem cables connectivity, Line connectivity, checking monitors, replacing keyboard/monitors etc., To assist CNS personnel while replacing the existing PC, connecting computer peripherals and accessories etc., To assist CNS personnel while connecting new work station, ensuring proper connectivity, assisting in testing of printers, replacing of computer paper/strip etc.

**4. Airport Systems:**

To meet the requirement of complete Airport System and will carry out dusting of CCTV/FIDS/PA system/XBIS/UPS/Battery Banks etc. To assist CNS personnel in checking various connectivity, replacing the faulty units etc., to assist while carrying out daily/weekly/monthly maintenance of XBIS equipment's. To assisting in attending breakdown of the XBIS/EPABX etc., To assist CNS personnel while checking/laying cables wherever required. To carryout cleaning of cameras/CCTV as directed by unit in - charge.

**5. UPS & Battery maintenance:**

To carry out maintenance of UPS & Batteries in

a). Equipment room/cabin, b)Automation, c) Localizer, d) Glide Path, e) NDB, f) DVOR /DME



g) Airport System (FIDS, PA system, CCTV & X BIS), h) Alternate Tower at Fire control Tower.

**A) General:**

- a) AAI reserves the right to carry out any part of work covered in the contract and in such cases the decision of CNS-in-charge will be final and binding on the firm.
- b) **Security Pass:** The agency / contractor has to arrange / co-ordinate for issuing necessary entry passes AEP for his staff as per prevailing BCAS / AAI rules. The necessary fee required for issuance of entry pass / AEP as per prevailing BCAS / AAI rules has to be borne by the agency / contractor. E-Sahaj, BCAS clearance and AVSEC training for Obtaining Airport Entry Pass (AEP) for the manpower deputed at site is the sole responsibility of the contractor.
- c) **Compliance of the provisions of statutory requirements:** The Contractor shall abide by all statutory rules, Labor laws and safety regulations for their staff / workers. The contractor shall comply with all necessary rules & regulations of central / local state government related to the contract and the contractor shall be responsible for maintaining all such requisite documents for reference to statutory authorities and AAI as & when asked for. Any expenditure incurred for complying such statutory requirements related with the contract shall be borne by the contractor. The firm shall maintain all such records and documents in this regard.
- d) **Safety measure & responsibilities:** It shall be the responsibility of the contractor that all necessary safety measures and precautions are invariably ensured during the period of contract and AAI shall not be responsible for any injuries / accidents suffered by contract labors.

**B) Rates:**

The price quoted shall be firm inclusive of all applicable taxes & duties, overhead and profit etc. (excluding GST, employer contribution towards PF & ESI) for the contract period. Minimum wages shall be paid to the workmen by the contractor as stipulated by Central / State Govt, whichever is higher based on prevailing minimum wages during the relevant period of contract. On revision of minimum wages by the Office of Regional Labour Commissioner (Central) / State, the difference in minimum wages based on the actual payment (minimum wages, PF, ESI) made to the workmen will be re-imbursed to the contractor as per actual. The contractor has to submit the proof for the payment of wages to the labour for reimbursement of **difference of wages, PF, ESI, Labour Day, National Holidays [2 Times per day Salary per each person] and Bonus(8.33% of salary of the year)**. However, no additional amount such as contractor's Premium/profit will be paid on this reimbursement. Any increase as mentioned above will not be payable if such increase has become operative after completion of the work.



**Contract Period:**

The contract period is **24 Months** from the day, which shall be reckoned from the date as specified in award of work order. However, at the discretion of AAI, the work shall be extended for further period of Six months or as mutually agreed time period at the same rates, terms and conditions of contract.

**C) Security Deposit:**

The bidder, whose tender is accepted, shall within 30 calendar days of the issue of letter of acceptance of the bid, shall submit unqualified bank guarantee of 10% (Ten per Cent) of the total price (GST 18% Extra) to AAI in the form of an irrevocable and unconditional bank guarantee on a Nationalized / Scheduled Bank, as per Performa attached as **Annexure – IX towards Security Deposit.**

**D) Payments Terms:**

The payment will be made **Monthly** to the contractor.

The taxes will be recovered from each running bill of the contractor as per the prevailing government rules at the time of payment. The Final bill shall be paid to the agency after disbursement of all the payment to the workmen. No dues certificate duly signed by each work men in this regard shall be submitted by the firm.

**E)** An agreement as per the format provided is required to be submitted by the successful e-tenderer on Rs.100/- non-judicial stamp paper, after award of work.

**JT. GM (CNS)**  
**For Airport Director**  
**AAI, Vijayawada Airport**  
**+91 9502324723**



## PARTICULAR SPECIFICATIONS OF CONTRACT

### **1. Scope:**

1. The scope of work essentially consists of:
  - a) Providing services for cleaning & dusting of CNS Equipment at various units such as NAV-AIDS, Equipment Room, Automation and Airport Systems at Vijayawada Airport Premises by deployment of **One** no. of skilled labor for carrying out battery Charging/discharging, changing of printer cartridges, maintenance of CCTV networks, etc., and **Three** no. of Un-skilled labors for cleaning & dusting of CNS equipment in different units of CNS wing
  - b) Any other work as specified and instructed by CNS-IN-CHARGE.
2. The timings of work shall be decided by CNS-in-Charge from time to time depending upon operational requirement.
3. The contractor should adhere to the instructions of CISF/APSU/AAI staff.
4. The work on day to day basis will be supervised by officials of AAI.
5. The contractor shall carryout the work strictly as per the scope of work, failing which AAI shall be empowered to carry out such works (after serving notices in this regard) through any other agency at the risk & cost of the contractor. The decision of CNS-in-charge shall be final and binding on the contractor in this regard.

### **2. Operation:**

1. Meeting the requirement of labor regulations / registration / labor license / Local laws / by-laws etc.
2. Should not cause any hindrance to safe aircraft operations.

### **3. Documents / Records to be maintained by the contractor:**

The contractor shall be responsible to maintain required documents / records for the deployment of manpower

### **4. Minimum Manpower Requirement:**

**A.** The firm has to depute manpower for the above stipulated works / services as mentioned below.

**Skilled man power - 01**

**Un-Skilled man power - 03**

Provision of weekly off to the workmen is mandatory

#### **B. Qualification of Staff:**

The contractor shall depute the persons as per the qualification given below. The decision of CNS-in-charge shall be final and binding to the contractor in this regard. Physically fit for manual work and aware of Safety Regulations relevant to the works.

- i) For skilled – ITI pass or fail and below the age of 40 years.
- ii) For unskilled – 10<sup>th</sup> standard pass or fail and below the age of 40 years.

**C.** If any worker engaged is found to be not suitable for the position, the contractor has to remove the person from the site immediately and has to depute his substitute.

**D.** In case a labor is absent, a substitute shall be arranged by the contractor immediately.



5. The contractor shall provide uniform of approved quality and color to his staff. No extra payment shall be made in this regard. The uniform shall consist of Shirt, Pant, Shoes and Socks as approved by CNS-in-charge. Contractor shall issue 2 Sets of Shirt and Pant, 2 sets of Socks with 1 pair of Shoe per year during the contract. Any additional requirement of any or all those mentioned in uniform shall be borne by the contract under any circumstances. All workmen will attend duty only in the approved uniform, which has to be maintained neat & clean and it is the responsibility of the contractor to issue the required number of uniform sets to the workmen during the execution of contract. They shall be provided with the necessary safety gadgets such as gloves, goggles etc. whenever required. The contractor shall ensure that the workmen deployed are aware of the safety precautions and adhere to such norms. All the Staffs engaged shall be provided with a Reflective Jacket for working in Operational Area.

6. **Conformity to statutory acts, rules, regulations, standards and safety codes:**

**6.1 License for deploying contract Labour:**

The contractor is required to obtain the license from the Regional Labour commissioner, Central for deployment of labour on contract. The successful tenderer shall obtain the License at his own cost and shall submit to the CNS-in-Charge.

**6.2 Safety Codes & Labour regulations:**

Contractor has to comply necessary statutory requirements of labour laws amended up To date.

7. **Additional Conditions:**

The contractor shall be responsible for the following points during the period of contract: -

- 1) The payment to the workmen engaged by the contractor has to be made on or before 7<sup>th</sup> of every month in the presence of representative of AAI.
- 2) **All the payment is to be made to the workers by A/c payee Cheque/Online only.**
- 3) The wage register will be counter-signed by representative of AAI with the remarks "Certified that the amount shown in the column no. \_\_\_\_\_ has been paid to the workmen concerned in my presence on \_\_\_\_\_ at \_\_\_\_\_ hrs.".
- 4) The contractor has to maintain the wage register for his employees and has to be produced for verification of the principal employer (AAI) as and when required. The contractor has to produce the Xerox copy of challan of the PF & ESI paid to the concerned regulating bodies, statement of minimum wage paid for each month to their manpower in presence of Authorized representative of AAI at the time of submitting bills.
- 5) **The contractor should quote the rates very carefully considering current rates of minimum wages & all statutory requirements as below. Quoted rates by the firm shall include the following cost components:**
  - a) Total manpower cost per year based on actual wages to be paid as per labor act



- by the firm per day per worker (should not be less than minimum wages rates applicable from time to time).
- b) Profit and overhead charges.
  - c) Taxes and duties as applicable.
  - d) Current rate of minimum wages is as given below.
    - Skilled: Rs.19,084/- Per Month with 4 days weekly-off (excluding PF & ESI). Only 26 days payment shall be made per month irrespective of no. of days in the Month. Labour day, National Holiday payment shall be additional.
    - Un-Skilled: Rs.14,378/- Per Month with 4 days weekly-off (excluding PF & ESI). Only 26 days payment shall be made per month irrespective of no. of days in the month. Labour day, National Holiday payment shall be additional.
- 6) The contractor is required to submit provident fund registration number and ESI registration number/Card/User ID & password of their organization within one month after award of work.
  - 7) The employer contribution towards PF & ESI shall be reimbursed on actual basis on submission of documentary evidence of paid challan.
  - 8) The contractor has to deposit PF & ESI as mentioned in above Para's to their staff regularly, failing which recovery / withheld @ 25% & 4% against PF & ESI respectively from their R/A Bills shall be made.
  - 9) The contractor has to comply with necessary statutory requirement on contract labor regulations and abolition act 1970. Any violation for not following the labor laws/ shall be contractor's responsibility. A certificate to that effect shall be furnished by contractor.
8. AAI reserves right to terminate contract in case the maintenance is not found satisfactory or for any unforeseen circumstances arisen.

**SIGNATURE OF THE CONTRACTOR**



**UNDERTAKING**

To  
The Airport Director,  
Airports Authority of India,  
Vijayawada Airport

Sir,

I / We have read & understood the following documents relating to the work of “**Job contract for carrying out maintenance work of CNS equipment at Vijayawada Airport**”.

- a) Notice Inviting E-tender
- b) Guidance to E-tenderers
- c) General Conditions of Contract
- d) Scope of Work
- e) Schedule of Quantities
- f) Agreement Form

I/We hereby bid for the work referred to in the aforesaid documents upon the terms and conditions contained or referred to therein and in accordance in all respect with the Scope of work, General conditions and other relevant details at the rates contained in schedule of rates and within the period of completion.

In consideration of I/We are found to be the lowest responsive bidder as stipulated in condition of contract, I/We agree to keep the e-tender open for acceptance for 150 days from the due date of submission thereof and not to make any modification in terms and conditions which are not acceptable to AAI.

Should this e-tender be accepted, I/We hereby agree to abide by and fulfill all the terms, conditions and provisions of the aforesaid documents.

If after the e-tender accepted and I/We fail to commence the work as provided in the condition, I/We agree that AAI shall without prejudice to any other right or remedy be at liberty to take suitable action against me/us as deemed fit under the terms and conditions of the contract.

**Authorized Signatory** \_\_\_\_\_  
**Postal Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Telephone No:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**E Mail:** \_\_\_\_\_  
**Date:** \_\_\_\_\_



**AGREEMENT FORMAT**

(To be printed on Rs.100/- stamp paper)

This agreement is made and executed at Vijayawada Airport on this \_\_\_\_\_ day of date \_\_\_\_\_, between Airports Authority of India a statutory corporation incorporated under the Airports Authority of India Act, 1994 having its head office at Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi-110 003 through its Airports Director, Vijayawada Airport (herein after referred to as “Owner” or AAI which expression shall include its administrator, successors, executors and assigns of the one part and M/s -----, herein after referred to as the “Contractor” which expression shall include its administrator, successors, executors and permitted assigns) of the other part whereas AAI desires of getting the work of “**Job contract for carrying out work (As per the scope of work) of CNS equipment at Vijayawada Airport**” (hereinafter called “Work”) done by means of a contract and had invited tender for this work and tender document no. \_\_\_\_\_ sold for this purpose whereas the contractor had participated in the above referred bidding vide his proposal no. \_\_\_\_\_, dated \_\_\_\_\_ and other subsequent referred letters, AAI accepted his aforesaid proposal and awarded the work to the contractor on the terms and conditions in its acceptance letter No. \_\_\_\_\_, dated \_\_\_\_\_ and document referred to therein which have been accepted by M/S \_\_\_\_\_ resulting into a contract.

NOW THEREFORE THIS DEED WITNESSTH AS UNDER The owner has awarded the contract to the contractor for the work of “**Job contract for carrying out work (As per the scope of work) of CNS equipment at Vijayawada Airport**” dated \_\_\_\_\_ and documents referred to therein, the award has taken effect from the date on which site has been taken over. The terms and expressions used in this agreement shall have the same meaning as assigned to them in the contract documents referred to in the succeeding articles.

**1.0 Contract Documents:**

The contract shall be performed strictly as per the terms and conditions stipulated herein and in the following documents attached herewith (hereinafter referred to as contract documents)

1. Work Order Document
2. Contractor Offer Document
3. Acceptance letter
4. Downloaded of E-tender Document
5. Notice Inviting E-tender
6. Affidavit Document
7. Guidance to E-tenderers



8. General Conditions of Contract

9. Special Conditions of Contract

10. Particular Specification of work

11. Schedule of Quantities

(All correspondences between the AAI & Contractor before award of work shall form part of Agreement)

All the aforesaid contract documents shall form an integral part of this agreement in so far as the same or any part thereof conform to the e-tender document and what has been specifically agreed to by the owner on its letter of acceptance. Any matter inconsistent therewith, contrary or repugnant thereto or any deviation taken by the contractor in its proposal not agreed to by owner in its letter of acceptance or any other letter which forms a part of contract documents mentioned sake of brevity this agreement along with its aforesaid contract document shall be referred to as the agreement.

2.0 conditions and covenants:

2.1 The scope of contract, consideration, terms of cheque, prices adjustment taxes, wherever applicable, insurance, liquidated damages, period of completion, defects liability period and all other terms and conditions are contained in aforesaid e-tender documents. The contractor shall duly perform the contract strictly and faithfully in accordance with the terms of agreement.

2.2 This agreement constitutes full and complete understanding between the parties and terms of the presents. It shall supersede all prior correspondence to the extent of inconsistency or repugnant to the terms and conditions contained in the e-tender agreement. Any modification of the agreement shall be effected only by written instrument signed by the authorized representative of both the parties.

3.1 Settlement of Disputes:

It is specifically agreed by and between the parties that all the difference or disputes arising out of the agreement or touching the Subject matter of the agreement shall be decided by the process of settlement and arbitration under the provisions of the Indian Arbitration Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall have exclusive jurisdiction over the same.

3.2 Notice of Default:

Notice of default given by either party to the other under the agreement shall be written and shall be deemed to have been duly and properly served upon the parties here to if delivered against acknowledgment due addressed to the signatories at the address mentioned above.



THIS CONTRACT AGREEMENT IS ALLOTTED THE NUMBER:

AAI \_\_\_\_\_ dated \_\_\_\_\_.

In witness whereof: The parties through their duly authorized representative have executed these presents (execution of where of has been approved by the competent authorities) on the day, month and year first above mentioned at.

**Contractor's Signature**

**Signature of AAI representative**

**WITNESS:**

1.

2.



**SCHEDULE OF WORK (Sample Format)**

(PRICE BID)

(Annexure-III)

<b>Name of Work: Job contract for carrying out maintenance work of CNS equipment at Vijayawada Airport</b>					
<b>Sl.No</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate/Month (excluding G.S.T, employer contribution towards PF &amp; ESI) in Rs.</b>	<b>Total Amount (excluding G.S.T, employer contribution towards PF &amp; ESI)</b>
1	Job Contract for providing services of 01 (One) Skilled labor, for carrying out battery Charging/discharging, changing of printer cartridges, maintenance of CCTV networks, etc., in different units of CNS wing.	24	Months		
2	Job Contract for providing services of 03 (Three) Un-Skilled labors, for cleaning and dusting of CNS equipment in different units of CNS wing.	24	Months		
The rate quoted shall be firm inclusive of all applicable taxes & duties, overhead charges and profit etc. (excluding G.S.T, employer contribution towards PF & ESI) for the contract period.				Total	
(Rupees )					
Date:					

**(SIGNATURE OF E-TENDERER WITH SEAL)**



**ANNEXURE-IV**

**PROFORMA FOR SUBMITTING ELIGIBILITY REQUIREMENT AND UNDERTAKING**  
**(UNCONDITIONAL ACCEPTANCE LETTER)**

To

The Airport Director  
Airports Authority of India  
Vijayawada Airport  
Vijayawada – 521102

**Sub: Submission of Tender for “Job contract for carrying out maintenance work of CNS equipment at Vijayawada Airport”.**

Sir,

Having examined the conditions of contract and specifications including addenda, I/we, the undersigned, offer to undertake **“Job contract for carrying out maintenance work (Cleaning and Dusting Etc.) of CNS equipment at Vijayawada Airport”** in conformity with the specifications, terms & conditions of Tender.

- i. I/We agree to abide by the terms and provisions of the said conditions of the contract and provisions contained in the Notice Inviting Tender. I/We hereby unconditionally accept(s) the tender conditions of AAI’s tender documents in its entirety for the above work. It is certified that I/we have not stipulated any condition(s) in our tender offer. In case any condition(s) are found in our tender offer violated after opening tender, I/We agree that the tender shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.
- ii. I/we hereby submit the earnest money of [INR.....] for the tender for the above mentioned work through Online payment gateway in the CPP portal.
- iii. Bid uploaded by us is digitally signed, and prepared so as to prevent any subsequent alteration and replacement.
- iv. That, I/We declare that I/we have not paid and 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, I shall immediately report it to the Appropriate Authority in AAI.



That, I/We undertake that AAI's tender document shall form part of contract agreement.

We understand that you are not bound to accept the lowest or any bid, you shall receive.

Thanking you

Yours faithfully

Dated:

Signature of Bidder

Name: .....

Telephone: .....

Fax/Email/Stamp.....

Witness.....

Signature.....

Address.....

.....

Enclosures :

a) \_\_\_\_\_

b) \_\_\_\_\_



PROFORMA FOR e-PAYMENT

To,  
Joint General Manager (CNS),  
Airports Authority of India,  
Vijayawada Airport,  
Gannavaram.

**Subject: Request for E-Payment.**

Sir,

Following particulars are given for effecting E-payment in respect of our claim / Bill.

S.No.	Particulars /Details		Remarks
1	Name of the Vendor /Firm		
2	Office Address		
	Name of the contact person		
	Contact Number		
	E mail address of the contact person		
3	Type of Organization		
	(a) Sole Proprietor		
	(b) Partnership		
	(c)Private Ltd. Company		
	(d) Public Ltd. Company		
4	Name of Bank		
	Bank Address		
5	Bank Branch Code		
6	Bank Account No.		
	Nature of the account		
7	IFSC Code		
8	MICR		
9	PAN No.		
10	GSTIN		

We also enclose herewith a cheque duly cancelled of our bank A/c.

Thanking You,

Yours Faithfully (Authorized Signatory)

**Signature of authorized signatory  
with seal duly verified with concern bank**

**Note: Any erroneous information may lead to harmful transaction for which either AAI or the Bank will not be liable/ responsible.**

**Date:**



**AFFIDAVIT**

I/We \_\_\_\_\_ (Name), aged \_\_\_\_\_ Years S/o \_\_\_\_\_  
(Name) Proprietor/ Managing Partner / Managing Director of \_\_\_\_\_  
(Name of Agency) \_\_\_\_\_ (Address of the  
Company) do hereby solemnly affirm and state as follow:

I/We am/are competent to swear this affidavit on behalf of \_\_\_\_\_  
(Name of Agency), and hereby confirm that I/We shall fully comply with the legal obligations with  
regard to payment of Minimum Wages as per Minimum Wages Act-1948 and deduction of  
Provident Fund as per EPF & MP Act-1952 and Contract Labour (Regulations & Abolition) Act-  
1970.

DEPONENT

---

**Note: This affidavit is to be attested by a first class Magistrate/Notary Public on Non-Judicial stamp  
paper of Rs.100/-**



**Undertaking w.r.t Not blacklisted**

(To be submitted with Eligibility cum Technical bid on Company letter head)

**Sub: Undertaking for Not Blacklisted**

Tender Ref No: AAI/BZ/CNS/JOBCONTRACT/2022

We, M/s \_\_\_\_\_ hereby declare and undertake that our firm or our partners or our directors have not been 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.

**Signature of Authorized Signatories:**

**Name:**

**Designation:**

**Name of the Agency:**

**Address of the firm:**

**Seal of the firm:**

**Date:**



Tender Ref No: AAI/BZ/CNS/JOBCONTRACT/2022

**Annexure – VIII**

**GST UNDERTAKING**

(To be submitted with Eligibility cum Technical bid on Company letter head)

To

The Airport Director  
Airports Authority of India  
Vijayawada Airport  
Vijayawada – 521102

**Sub: GST Undertaking**

Job contract for carrying out maintenance works of CNS equipment at Vijayawada Airport

Tender Ref No: AAI/BZ/CNS/JOBCONTRACT/2022

We here by undertake that

1. Our firm is registered under GST and compliant of GST provision.
2. All input credits shall be passed on to AAI by our firm.
3. In case of non-compliance of GST provisions and blockage of any input credit, we shall be responsible to indemnify AAI.

Date:

Place:

Seal & Signature of Authorized Signatories



**PROFORMA FOR BANK GUARANTEE**

1. In consideration of the Chairman, Airports Authority of India [hereinafter called “AAI”] having offered to accept the terms and conditions of the proposed agreement between..... And ..... (here-in-after called the said Contractor(s)”) for the works ..... (here-in-after called “the said agreement”) vide Order no. .... Dated ....., having agreed to production of irrevocable Bank Guarantee for Rs..... (Rupees ..... only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

2. We ..... (Indicate the name of the Bank) [Herein after referred to as “the Bank”] hereby undertake to pay to the chairman, AAI an amount not exceeding Rs..... (Rupees ..... only) on demand by AAI.

3. We..... (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from AAI stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.\_\_\_\_\_ (Rupees ..... only).

4. We, the said bank further undertake to pay to the Chairman, AAI any money so demanded notwithstanding any dispute or disputes raised by the contractor (s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal.

5. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment. We..... (indicate the name of the bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of AAI under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Project-in-charge on behalf of AAI certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.



6. We..... (indicate the name of the bank) further agree with AAI that AAI shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by AAI against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of AAI or any indulgence by the AAI to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect so relieving us.

This guarantee shall not be discharged due to the change in the constitution of the Bank or the contractor(s)

7. We..... (Indicate the name of the bank) lastly undertake not to revoke this guarantee except with the previous consent of AAI in writing.

8. This guarantee shall be valid up to ..... unless extended on demand by AAI. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees ..... only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the . . . . . (Day) of..... (Month)..... (Year)

For. .... (Indicate the name of bank).



**Request letter: Transmission of Bank Guarantee Cover Message(to be submitted by applicant to BG issuing bank)**

Date: .....

To

The Manager,

.....(Bank)

.....(Branch)

Sub: Inclusion of unique identifier code of AAI while transmitting BG covermessages where beneficiary bank is ICICI Bank (IFSC-ICIC0000007).

Dear Sir /Madam,

I/We, ....., request you to include unique identifier-----

----- in field 7037 of the SFMS cover messages IFN COV 760 (for BG issuance) and IFN COV 767 (for BG amendment) while transmitting the same to the beneficiary bank (ICICI Bank- IFSC- ICIC0000007).

Thanking you,

.....

(Vendor/Customer/Concessionaire)

Date: