

TENDER ID NO. 2017_AAI_1685_1

Job Contract for Data Entry in Commercial Department at CCSI Airport Lucknow for one year



TENDER DOCUMENT

**AIRPORTS AUTHORITY OF INDIA
C.C.S. INTERNATIONAL AIRPORT
LUCKNOW-226009**

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AIRPORTS AUTHORITY OF INDIA
CHAUDHARY CHARAN SINGH INTERNATIONAL AIRPORT
LUCKNOW

TENDER ID NO. 2017_AAI_1685_1
TENDER REFERENCE No.: AAI/LKO/COMML/DEOP/2017

AAI/LKO/COMML/NIT-01/2017-18/

DATE- 17.07.2017

1. Item rate tenders are invited through the e-tendering portal <http://etenders.gov.in/eprocure/app> by **AGM. (COMML), Airports Authority of India, C.C.S. International Airport, Lucknow** on behalf of Chairman, AAI, from **Specialized Agency /Man Power Agency/ enlisted contractors of appropriate class of CPWD/ MES/ P&T/ State PWD/ PSUs**, for the work "Job Contract for Data Entry in **COMMERCIAL** Section at Lucknow Airport for one year at an estimated cost of **Rs. 2,96,663/-** with period of completion of **12 (Twelve) months**.
2. The tendering process is online at e-portal URL address <http://etenders.gov.in/eprocure/app> Aspiring bidders may go through the tender document by login the CPP Portal.
3. Prospective Tenderers are advised to get themselves acquainted for e-tendering participation requirements at "Instructions for Online Bid Submission" register themselves at CPP portal, obtain 'User ID' & 'Password' and go through the 'Self Help Files' available in the Home Page after log in to the portal <http://etenders.gov.in/eprocure/app>. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days time. The tenderer may also take guidance from AAI Help Desk Support.
4. **For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002**

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 to the tender(s) published kindly contact the respective Tender Inviting Authority.

Tel: 0120-4200462, 0120-4001002.

Mobile: 91 8826246593

E-Mail: support-eproc@nic.in

5. Tender fee of **Rs.600.00 (non-refundable)** will be required to be paid offline in the form of Demand Draft from Nationalised or any scheduled bank (but not from co-operative or Gramin bank) in **favour of Revenue Collection (Lucknow Airport) A/C**. The original Demand Draft against Tender fee should be posted / couriered / given in person to the concerned officials, latest by the last date of bid submission or as specified in the Tender Document. The details of Demand Draft / any other accepted instruments, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. **Last date and time of sale of tender document is 07.08.2017 upto 1800 Hrs.**

6. Following 3 envelopes shall be submitted through online at CPP portal by the bidder as per the following schedule:-

CRITICAL DATE SHEET

Published Date	17.07.2017 (1800 Hrs.)
Bid Document Download / Sale Start Date	17.07.2017 (1800 Hrs.)
Bid Document Download / Sale End Date	08.08.2017 (1500 Hrs.)
Bid Submission Start Date	17.07.2017 (1800 Hrs.)
Bid Submission End Date	08.08.2017 (1800 Hrs.)
Bid Opening Date (Envelope- I)	10.08.2017 (1100 Hrs.)
Last date and time of submission of original /Demand Draft / FDR against EMD and Tender Fee, Signed hard copy of AAI Unconditional Acceptance Letter.	30.07.2017 (1800 Hrs.)

7. Bids shall be submitted online only at CPPP website: <http://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions "Instructions to Bidder for Online Bid Submission" provided in the Annexure "B" for online submission of bids.
- Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
8. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection
9. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http://etenders.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAI.

Envelope-I: - Envelop-I containing scanned copy of Unconditional Acceptance of AAI's Tender Conditions and Scanned copy of DD/FDR against EMD and Tender Fee.

Scanned copy of unconditional Acceptance of AAI's Tender Conditions (Performa given in Annexure-1, Scanned copy of DD/FDR against EMD and Tender Fee shall be submitted in Envelope –I along with affidavit for minimum wages of Rs. 100/- stamp paper as per proforma given in Annexure-V, on the CPP portal. Original/Hard copy of the same is required to be submitted to the **Bid Manager AGM. (CIVIL), Airports Authority of India, C.C.S.I. Airport, Lucknow**) on or before **08.08.2017 upto 1800 Hrs.**

Envelope-II: - Containing qualifying requirements of Contractor / Firm.

The tenderer shall submit their application by downloading the "PQ Proforma" (**Annexure-A**) from the e-tendering portal, fill-up the required information and upload the digitally signed file of scanned documents and firm's bio-data in support of their meeting each criteria mentioned below.

Qualification requirements of contractors / firms.

- a. Should have valid Registration on the Date of issue of tender in appropriate class of CPWD / MES / P&T / Railways / State PWD / PSU / Authorized Service Agency / Specialized agency having executed similar nature of work and having Permanent Account Number (PAN), EPF Registration, ESIC Registration & Service Tax Registration.
- b. Should have satisfactorily completed (Phase / Part completion of the scope of work in a contract shall not be considered) three works, each of **Rs 1.16 lakh** or two works, each of **Rs. 1.45 lakh** or one work of **Rs. 2.32 lakh** in single contract of similar nature of work during last seven years ending on last date (extended date)of submission of bids in India.
- c. Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. Firms showing work experience certificate from non-government/ non-PSU organizations should submit copy of tax deduction at source certificate in support of their claim for having experience of stipulated value of work of similar nature of work.
- d. Should have annualized average financial turnover of **Rs.87 Thousand** against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the firm should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

#

EMD of the value **Rs. 5,933/- (Rupees Five Thousand Nine Hundred Thirty Three only)** shall be accepted offline only in the form of Demand Draft / FDR from a Nationalized or any schedule bank (but not from co-operative or Gramin Bank) in **favour of Revenue Collection (Lucknow Airport) A/C..** The original Demand Draft / FDR against EMD shall reach the office of **Bid Manager AGM. (Civil), Airports Authority of India, C.C.S.I. Airport, Lucknow)** on or before **30.07.2017 upto 1800 Hrs.**

The bidder who fails to submit the original Demand Draft / FDR towards EMD before the stipulated time then their tender shall be rejected out-rightly. Any postal delay will not be entertained.

REFUND OF EMD

The refund of EMD to bidders who fail to qualify the eligibility/technical stage shall be initiated automatically within 7 days of their rejection. For all bidders who qualify and their financial bids are opened the refund of EMD of all vendors except L-1 shall be processed within 7 days of opening of the financial bid.

Envelope-III:-

The Financial-Bid through CPP portal.

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (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, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

Concessions to Indian Micro & Small Enterprises (MSEs) Units:-

As per the provisions (para-10) of public Procurement Policy for MSEs order 2012, MSEs (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc. Only following concessions shall be applicable and extended to the MSEs i.e.

Tender Document Fee:

- a. However, to avail exemption facility of tender fee, bidder is required to submit documentary proof (viz. requisite clearance/ license/permit from statutory Authority) in (Envelope-I) in this regard.

Exemption of Earnest Money Deposit (EMD):

- b. Exemption for EMD will be given only to those bidders who are found eligible for tender fee refund.

10. Bids Opening Process is as below:-

Envelope-I: Containing Document (uploaded by the contractors / firms) shall be opened on **10.08.2017 at 11:00 Hrs.**The intimation regarding acceptance/rejection of their bids will be intimated to the contractors/firms through CPP portal.

Envelope:II Date of opening of Envelope-II shall be intimated via CPP portal.

(Depending on pre-qualification, any changes in the date shall be intimated through "CPP Portal" section).

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope – I and Envelope – II, he will be asked to provide it through the CPP portal. The bidder shall upload the requisite clarification /documents within time specified by AAI, failing which tender will be liable for rejection.

Envelope-III: The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall be opened and date of opening shall be communicated via CPP Portal.

11. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.
12. AAI reserves the right to disallow issue of tender documents to working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain / Temporary/ Permanent debar by any department of AAI, AAI reserve the right to verify the credential submitted by the agency at any stage (before or after the award the work). If at any stage, any information / documents submitted by the applicant is found to be incorrect/ false or have some discrepancy which disqualifies the firm then AAI shall take the following action:
 - a) The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual/ legal action.
 - b) Forfeit the entire amount of EMD submitted by the firm.
13. Consortium/ JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
14. Purchase preference to Central Public Sector undertaking and to the firms registered

under MSME Act shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

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15. If the entity participating in any of the tenders is a private or public limited company, Partnership firm or proprietary firm and any of the Directors/ Partners/ Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the authority, then the said entity shall not be allowed to participate in AAI tenders.

AGM. (COMML)
AAI, C.C.S. Intl. Airport, Lucknow
For & on behalf of Chairman, AAI

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		<p>Note 1:- The client certificates shall have reference to order, date of completion, value of work and nature of work including copy of work order and bill of quantities.</p> <p>Note 2:- Works completed prior to 31/03/2010 shall not be considered.</p>			
4	Whether experience is from Govt. organizations or private clients?	Govt. organizations / Private clients/ Both (Tick whichever is applicable)			TDS certificate enclosed – Yes / No
5	Annualized average annual financial turnover equivalent of 30% of estimated amount during the last three years.	Year	Turnover (In lakhs)	Profit/ Loss (In lakhs)	Proof of turnover enclosed (Abridged balance sheet and profit & loss A/C): Yes/No
		2014-15:			
		2015-16:			
		2016-17:			
	Average				
6	Permanent Account Number (PAN)				Copy of PAN card enclosed Yes / No
7	E.S.I.C. Registration	YES / NO			
8	E.P.F. Registration	YES / NO			
9	Service Tax Registration	YES / NO			
10	UPVAT Registration	YES / NO			
11	T & P details	Leased/Owned		Enclosed/Not Enclosed	
12	EMD	EMD for an amount of Rs. 5785.00 paid through the DD/FDR as mentioned.		Self attested copy EMD Details (Annex-IV) uploaded/ enclosed. YES/NO	
13	Details of any other information				

Declaration

I (.....) hereby declare that the document submitted/enclosed are true and correct. In case any document at any stage found fake/incorrect, my EMD may be forfeited. I agree to submit original documents for verification before issue of tender document.

Date:
Place:

SIGNATURE WITH STAMP
(Authorized signatory of the Firm / contractor)

AIRPORTS AUTHORITY OF INDIA
FORM OF TENDER

01. Tender for : Job Contract for Data Entry in COMMERCIAL Department at CCSI Airport, Lucknow.
02. Period of rate contract : **1 year**
03. Earnest Money Deposit through E-Tender Portal : **Rs. 5,933/- (INR)**
04. Name, Address & of the tenderer :
(in block letters)
05. Status of the tenderer (Proprietorship/ Partnership/Limited Company) :
06. Name of Proprietor, Partners/ Managing Director as the case may be, to be indicated :
07. I/We have carefully read and understood the terms and conditions of the licence as contained in Tender Documents issued by the Airports Authority of India (AAI) including the following :
- (a) Earnest Money Deposit of **Rs 5,933/-** is liable to be forfeited by AAI, if on award of contract; I/We do not accept the award or do not fulfill any of the conditions stipulated in tender documents, within the prescribed time.
- (b) On account of non-acceptance of award or on account of non completion of tender conditions within the prescribed time, I/We shall be debarred by AAI for further participation in the tenders at its airports or any other place under the control of AAI, for a period of one year.
- (c) In case the documents submitted by my/our firm along with tender are found inadequate/false/incorrect, the tender of my/our firm will be liable to be rejected **by giving reasons**. In addition, AAI reserves its right to forfeit the EMD of my/our firm and debar my/our firm from participation in the further tender of AAI for a period of 3 years.
9. AAI reserves itself the right to reject the conditional offer without assigning any reason thereto.
10. The AAI does not bind itself to accept the highest or any tender and reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to provide the service at the rate quoted.

Signature of the Tenderer :
Name :
Status :
Address :
Tele.No :

AIRPORTS AUTHORITY OF INDIA **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://etenders.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents and keep it as a repository.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (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, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the

server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

UNCONDITIONAL ACCEPTANCE OF AAI'S TENDER CONDITIONS
(UNDERTAKING TO BE PUT IN Envelope - I ALONG WITH E.M.D. & TENDER FEE)

To,

AGM. (COMML),
Airports Authority of India,
C.C.S.I. Airport, Lucknow

Name of Work: "Job Contract for Data Entry in COMMERCIAL Department at Lucknow Airport for one year."

Sir,

The tender document for the above work have 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 documents made available to me/us in the office of **AGM. (COMML), AAI, C.C.S.I. Airport, Lucknow** which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein. I/ we hereby unconditionally accept(s) the tender conditions of AAI's tender documents in its entirety for the above work. I/we hereby submit that the earnest money of **Rs. 5,933/- (Rupees Five Thousand nine Hundred thirty threeonly)** for the tender for above mentioned work is paid through valid demand draft / Fixed deposit receipt (strike out whichever is not applicable) **in favour of Revenue Collection (Lucknow Airport) A/C** vide **demand draft / FDR no.....from.....**
..... **on dt:**

I/We hereby agree to abide by the terms and provisions of the said conditions of the contract and provisions contained in the notice inviting tender. It is certified that I/we have not stipulated any condition(s) in our tender in Envelopes 'II' & III'. In case, any condition(s) are found in the Envelope 'II' i.e. Technical Bid then Envelope 'III' i.e. Financial Bid shall not be opened, or if any condition is found in Envelope 'III' i.e. Financial Bid the tender may be rejected and EMD may be forfeited.

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. If any officer of AAI asks for bribe / gratification, I will immediately report it to the appropriate authority in AAI.

I/We agree that "If at any stage, any information / documents submitted by us are found to be false, we shall be liable for debarment from tendering in AAI, apart from any other appropriate / Legal action".

Thanking you,

Yours faithfully,

(Signature of the Contractor/firm)
With Rubber Stamp

AFFIDAVIT

I _____ (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 follows:

I am competent to swear this affidavit on behalf of
_____ (Name of Agency), and hereby confirm that I am fully
complying with the legal obligations with regard to payment of minimum wages as per
the Minimum Wages ACT-1948 and deduction of provident Fund Authorities 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/-

E-PAYMENT FORMAT

1. Beneficiary Name :
2. Beneficiary Address :
3. PAN No. :
4. Bank A/c No. :
5. City of Bank :
6. Name of Bank :
7. Branch :
8. Address of Bank :
9. Account type :
(Saving/Current/Over Draft)
10. RTGS IFCS code :
(Real Time Gross Settlement)
11. NEFT IFCS Code :
(National Electronic Fund Transfer)

Form in this format shall be filled-up and CERTIFIED by the bank and submit along with the tender document.

SPECIAL CONDITION OF CONTRACT

1. The agency has to provide One data entry operator who have proficiency and are well versed in working on computer software like MS Office, SAP, JAVA etc. The agency should give preference to the data entry operator having experience in aeronautical data entry / Management systems as very degree of accuracy is required and failing to which may lead to heavy penalty. The operator has to carry out all the tasks / works assigned to him/her related with the computer and any other clerical work as well. The data entry operator has to maintain high level of discipline in the office, if any of the Data entry Operator does not maintain discipline or works properly as per the satisfaction of COMML-in-charge, the agency has to replace such data entry operator immediately as per the instruction of COMML-in-charge. The timing of the duties will be 09:30 am to 06:00 pm which can be changed or extended as per the requirement and instruction of COMML in-charge.
2. The quoted rates shall remain firm throughout the contract. The rate shall include all the taxes and duties. Service tax, EPF and ESIC will be reimbursed as per actual on submission of documentary evidence.
3. Recovery towards non-availability / absenteeism of staff shall be as follows :
 - (a) Data Entry Operator - Rs. 653 per day
4. Bills will be prepared monthly after satisfactory completion of the month. The payment shall be made after deducting Security Deposit @ 10%, Income Tax, Labour cess etc. as applicable and other recoveries / penalties (if any) for which the contractor has rendered himself liable under the contract. The duration of the work shall be 12(Twelve) Months.
5. Contractor has to comply with the provisions of contract labour (Regulations and Abolition) Act 1970 and contract labour (Regulations and Abolition) Central Rules 1971 and Minimum Wages Revised as per Act & Rules thereof Ministry of Labour & Employment with up to date amendments. The minimum wages of Computer operator will be as per skilled/ clerical category rate.
6. The tender shall be valid for 90 days from the date of opening of price bid.
7. Sales Tax/purchase tax/VAT/turnover tax/work contract tax (except service tax)/ octroi / royalty / Construction Employee Welfare Cess/ Labour Cess, Excise or any other duty levied by Custom Authorities in respect of import of any materials or any other tax on material, labour, services or contract in respect of this work contract including payment to local/Govt./Statutory authorities shall be payable by the contractor and Airports Authority of India will not entertain any claim whatsoever in this respect. Nothing extra will be paid by AAI in this respect.

8. Agency is advised to go through the "Scope of work" as per attached schedule A and satisfy itself about the nature of work. Agency shall be deemed to have full knowledge of the scope of services to be provided and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
9. Agency having valid ESI & EPF registration with concerned Government Authority shall only be eligible to participate in the tender. Agency is also advised to submit firm registration certificate, ESI & EPF registration certificate, PAN Card & proof of annualized financial turnover of last three financial years along with dully filled tender form.
10. The tender shall be valid for 90 days from the date of opening as mentioned in Para 2 above.
11. **Terms of payment:** Payments shall be made for every 02 months in the following month after deducting any or all recoveries, penalties etc which the agency / contractor might have rendered itself liable and, applicable taxes etc if any. The agency /contractor has to submit it bill every subsequent month for the completed period of two months with all supporting documents. Bank Statement of the agency to confirm that minimum wages have been paid to the employees and proof of ESI and EPF remittance of previous months shall be submitted along with the bill in duplicate as required including applicable service tax.
12. It is clearly understood by and between the parties / agencies that the workmen employed by the contractor on the AAI premises for rendering the services of the above contract shall be workmen of the contractor and the AAI shall not be held directly or indirectly responsible for any of the liabilities of the contractor in respect of the workmen employed by him for the above contractual purposes, nor shall the workmen claim to be direct employees of AAI at any event of time.
13. The workmen employed by the contractor shall have no claim whatsoever on AAI and shall not raise any industrial dispute, either directly or indirectly, with or against the AAI, in respect of any of their services conditions so long as they are employed suitability, will be accepted by AAI.
14. Minimum Educational Qualification & Experience of the workman shall be as per Schedule-A.
15. The work shall be completed in all respects up to 06 months from the 10 th day of placing work order or date of actual start of work, whichever is earlier.
16. The quantities shown in the SOQ may deviate upto 30% on same rates and terms /conditions of tender if required by the AAI. The extension of time shall be granted accordingly.
17. Agency shall take the responsibility for the credentials and integrity of the staff. In case any person engaged for the job is not found suitable by AAI due to any reason then a suitable substitute has to be arranged within two days time.

18. Security deposit @ 10% of gross value of the bill will be deducted from the Monthly bills and the same will be refunded to the Contractor after the 03 months period from the certified date of successful completion of work.
19. The contractor shall ensure presence of qualified technical & office support staff on regular basis except weekly off and Government Holiday. However agency shall provide the services as directed by Engg-in- Charge on weekly off in case of emergency for which compensatory holiday shall be granted with no extra claim. In case of absence of qualified staff on routine working days without prior permission of Engg-in-charge, a penalty of Rs. 700/- per person per day against computer operator, of Rs. 600/- per person per day against office attendant & for Rs. 750/- per person per day against technical assistant shall be levied on the agency.
20. The Contractor shall comply with all the provisions of the Employees Provident Fund & Misc. Provisions Act, 1952, and ESI Act, 1948, amended from time to time and rules framed there under. Some of the provisions are given below:
 - (a) The contractor shall intimate his PF Account code no. allotted by regional PF commissioner and ESI corporation after award of work and shall continue to have valid PF Account code no. and Act, ESI registration no. till date completion of the contract:
 - (b) The contractor shall provide a list of contract workers engaged for contract work along with their PF Account no., ESI Registration no & Bank Account Number within 10 days of placing work order.
 - (c) The contractor, by 20th of every month shall provide a monthly statement showing recoveries of contribution and proof of remittance of provident fund contribution and ESI contributions to ESI Corporation in respect of workers engaged in contract work, without ESI & PF monthly statement running/final bill shall be not paid to the agency.
 - (d) ESI & EPF amount paid to the statutory authorities by the contractor (for employer's part) shall be reimbursed on actual basis on submission of documentary evidence.
- 15 Salary of the employed person shall be paid only by electronic transfer to the employee/ staff Bank Account by the agency on or before 7th day of the month irrespective of the condition whether the running or final bill has been paid to the agency. Any delay in making regular payment to the employed staff shall be liable to penalty of Rs. 300/- per person per day of delayed payment.
- 16 The contractor shall ensure that the wages to be paid to the workers engaged shall not be less than the minimum wages determined by appropriate Govt. Authorities from time to time and it shall be confirmed by bank statement of the agency before payment of running/final bill.
- 17 Rates once accepted by AAI will be binding on the contractor and the contractor will have to execute the order at such accepted rates and no revision rates or relaxation of terms and condition of transaction will be allowed thereafter.

SCHEDULE *B* SCHEDULE OF QUANTITIES

Name of Work:- “Job Contract for Data Entry in COMMERCIAL Section of COMML Department at CCSI Airport, Lucknow for one year”

Sl. No.	Description of items	UNIT	QTY
01	Providing services of 01 nos data entry operator having minimum qualification of Computer Application or having proficiency for working on computer software like MS Office etc., as per satisfaction of COMML-in-charge on all the days except Sundays and Gazetted Holidays.	Month	12