

No: AAI /CL/Ops/TM/NIQ-01/22/

Dt. 04.04.2022

SHORT QUOTATION

Sealed item rate quotations are invited by Jt General Manager [Operations], Airports Authority of India, Calicut International Airport, Calicut Airport (PO), Malappuram, Pin: 673 647 on behalf of Chairman, Airports Authority of India from the Enlisted Contractors of appropriate class of CPWD/ MES/ P&T/ State PWD/PSUs/ OEM and their dealers/specialized agencies/Self Help groups(SHG) /eligible contractors having experience of executing similar nature of works and should have valid ESI and PF registrations, PAN and GST registrations for a **period of 15 days which is further extendable for another 15 days based on satisfactory performance.**

(Similar nature of work means - **Providing manpower for Airports/Airlines/GHA/** facility management services/ **Sales/ Maintenance/** Office Support/Housekeeping/Passenger Baggage Trolley Retrieval Service/ facilitation services at Hotels/Government Organizations/Airports/Malls/Corporate offices/MNCs etc.)

Sl. No	Name of work	Est. Cost Rs.	Date & time of receipt & opening of Quotation
1	Short term Quotation for Job Contract for Trolley Retrieval Services at Calicut International Airport	Rs 1,41,278/- plus GST	07.04.2022; 15 00 hrs

AAI reserves the right to accept/reject any application without assigning any reasons.

Asst General Manager[Ops.]
AAI, Calicut International Airport

SHORT TIME NOTICE INVITING QUOTATION

Name of Work: Short term Quotation for Job Contract for Trolley Retrieval Services at Calicut International Airport.

1. Sealed Quotations are invited for the works in regard to above noted subject on behalf of Chairman, Airports Authority of India. The quotation is to be submitted to the following address:
Jt General Manager [Operations], Airports Authority of India, Calicut International Airport, Malappuram 673 647
 2. You are requested to quote your rate against each item shown in Annexure – ‘A’ attached. The amount for each item shall be worked out and the requisite totals should be given. Special care shall be taken that interpolation is not possible. Each amount shall be written in both figures and in words.
 3. The **entire quotation document shall be signed and sealed** and submitted in a sealed cover along with the following documents.
 - **Proof of experience of work as mentioned in Pg.1 of NIQ.**
 - **Proof of GST registration.**
 - **Proof of ESI/PF registration**
 3. The last date and time of receipt of quotations is **07.04.2022, 15 00 hrs.**
 4. The quotation shall be received by Jt General Manager [Ops.], Airports Authority of India, Calicut International Airport, up to **15 00 hrs of 07.04.2022.**
 5. The work shall be executed as per schedule mentioned in Quotation form.
 6. The contractor should quote the rates very carefully in SCHEDULE OF QUANTITIES considering current rates of minimum wages (as detailed in para below) & all statutory requirements as detailed below. Quoted rates by the firm should include, the following cost components:
 - I. Total manpower cost based on actual wages to be paid as per labour act by the firm per day per worker (should not be less than minimum wages rates applicable from time to time).
 - II. Profit and overhead charges
 - III. Taxes and duties as applicable excluding GST.
 - IV. Any other cost component which may have direct or indirect effect on execution of this contract.
- Note :** ESI/PF will be reimbursed on submission of documentary evidence.
7. The contractor shall pay the wage rate not less than minimum wages insisted by State/Central Govt., whichever is higher.

Current rates of **minimum wages are as follows:**

Un-Skilled :Rs. 546.00

8. The agency will be entitled to get reimbursement of hike in minimum wages as notified by the Government from time to time.

9. The reimbursement for the employer contribution of the PF & ESI shall be made to the agency on receipt of documentary evidence i.e. challan with detailed statement of each manpower in the subsequent bill.
10. Minimum Number of Manpower required for Passenger Baggage Trolley(PBT) Retrieval services at CALICUT INTERNATIONAL Airport will be **15 (fifteen) Passenger Baggage Trolley(PBT) Retrieval staff (unskilled) per day (3 shifts)** on round the clock basis.

Minimum Number of Manpower per shift	
Category of manpower	Terminal
Passenger Baggage Trolley (PBT) Retriever Staff (Un-Skilled)	5

11. Shift timings & working hours will finalized by the contractor after approval of AAI. Contractor shall make arrangement for provision of weekly off to their employees. Nothing extra shall be paid on this account by the AAI.
12. AAI can change deployment pattern / manpower per shift as per requirement.
13. Plan chart for deploying manpower shall be submitted by the contractor to the undersigned before commencement of the work. The expenditure incurred towards stationeries for the above work shall be borne by the contractor.
14. The manpower provided by the agency/company for position should have following Qualification & experience. The credentials of the manpower supplied by the contractor will be duly attested & submitted by agency before start of work.
15. Passenger Baggage Trolley(PBT) retrieval staff (UnSkilled)
Should be physically fit.
Preferably below : 50 years
16. Work-in-charge can shift any manpower from his duty/shift as per the operational requirement.
17. The successful bidder before award of the contract has to submit the experience certificate, ESI/PF registration certificates and GST certificate failing which the quotation will be deemed to be cancelled.

18. Passenger Baggage Trolley(PBT)s Retrieval staff (Un-Skilled):-

- I. Retrieval of Passenger Baggage Trolley(PBT)s from Departure to designated city side area in front of Departure. Passenger Baggage Trolley(PBT)s should be regularly retrieved from near check-in counter areas.
- II. Retrieval of Passenger Baggage Trolley(PBT)s from city side area to the Arrival as per approved deployment plan.
- III. Retrieval/Shifting of Passenger Baggage Trolley(PBT)s from Departure to arrival and vice versa as per requirement.
- IV. Retrieval/ Shifting of Passenger Baggage Trolley(PBT)s from one terminal to another as per requirement.
- V. Collecting scattered Passenger Baggage Trolley(PBT)s from all the areas in and around the Terminal Building, Kerb side , Car Park, ITB, DTB, NIAB city side area etc. and re-distributed in accordance with the Passenger Baggage Trolley(PBT) deployment plan.
- VI. Shall clean the Passenger Baggage Trolley(PBT)s and ensure that they are in presentable manner, free from dust accumulation, stickers and grease.
- VII. Providing Passenger Baggage Trolley(PBT) to persons requiring special assistance like VIPs , Senior citizen, Pregnant ladies, Ladies with infant, PRM passenger etc. on priority as per directions of DTM.
- VIII. Collection of tips/money from the passengers/public is not allowed. Any violation to this will attract Penalty which will be as per the discretion of AAI. The decision taken by AAI in this regard will be final.

Note: - The Scope of work mentioned above are just for reference purpose only. The work is not limited to those mentioned above. Scope of work may change during the currency of contract. JGM(OPS) or his/her authorized representative may direct any task for smooth & orderly Passenger Baggage Trolley(PBT)s Retrieval for passenger facilitation.

19. SECURITY AND ENTRY PASSES:

- a. Work is to be carried out in restricted area of the airport, necessary entry & security passes shall be obtained by the contractor for himself & his authorized representative, workers, supervisors, vehicle etc from the concerned authority. The AAI shall make no extra payment in this regard.
- b. The Contractor shall apply in writing in advance for issue of necessary entry passes to workmen engaged by him.
- c. The submission of applications for Temporary Airport Entry Permit (TAEPs) in advance along with Certificate of Police Verification etc. as per the prevailing practice and regulations of BCAS /AAI will be the responsibility of contractor. Any financial expenditure involved such as fees for AEPs, Photos, and fees for Police Verification if anything will be borne by the contractor.
- d. The AEPs has to be re-validated/re-issue as per norms. No employee will be permitted in the terminal buildings /operational areas without valid AEPs/Entry Passes.
- e. Employees should have valid AEPs for performing their duties in terminal building.

**AIRPORTS AUTHORITY OF INDIA
CALICUT INTERNATIONAL AIRPORT
DEPARTMENT OF OPERATIONS**

- f. The agency shall obtain the security clearance from BCAS as per the guidelines and the security program shall be submitted by the agency to the appropriate authority. The contractor and his employees shall abide by security regulations framed by AAI and BCAS and the Police Authorities.
- g. Any worker of the contractor, whose presence is found undesirable due to security reasons, shall not be allowed to work in airport.
- h. As the site of the work is in restricted area, the contractor is required to obtain Entry permits for his staff. Police verification certificate and other formalities in this regard shall be done by the contractor at his own cost.
- i. The entire work lies in pax area & restricted area; All men and equipment shall be permitted to enter the aerodrome restricted area only on possession of the Security passes issued by BCAS/AAI. The contractor shall apply in writing in advance of the commencement of work for issue of security passes and shall submit a list of personnel concerned with their addresses and shall satisfy the Officer-in-charge who shall, at his discretions, have the right to command the issue of passes to control the admission of contractor, his agents, his staff and workman.
- j. The contractor shall ensure that his men will work in areas/zones allotted, to them. Passes shall be deposited with the Officer-in-Charge on demand and in any case immediately after completion of work.
- k. The contractor his staff/workman shall observe all the rules promulgated from time to time by the concerned authorities such as prohibition of smoking & lighting, search of persons on entry and exit, keeping to specified routes etc.
- l. Any person found violating the security rules laid down by the authorities will be expelled from the area without assigning any reason whatsoever and contractor shall have no claim no this account, nothing extra shall be payable by AAI on account of working restricted to non-operational hours and in restricted working conditions.
- m. AAI shall be the sole judge in the matter of award of contract and the decision of AAI shall be final and binding.

20. Execution of Works: The works shall be carried out under the supervision of the Operations In-charge, Airports Authority of India, Calicut International

**AIRPORTS AUTHORITY OF INDIA
CALICUT INTERNATIONAL AIRPORT
DEPARTMENT OF OPERATIONS**

Airport or the nominated project officer as the case may be, according to the terms and conditions of the contract.

21. **Security deposit:** - The rate of recovery of security deposit shall be 10% of the gross amount of each running bill till the total security of 10% of the contract amount is recovered. In other words, the total amount of security deposit shall be 10% of the contract value.

Encl: 1. Annexure-'A' (Schedule of Quantities)

Asst General Manager[Ops.]
AAI, Calicut International Airpor

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CALICUT INTERNATIONAL AIRPORT
DEPARTMENT OF OPERATIONS**

SCHEDULE OF QUANTITIES

Name of work: "JOB WORK FOR PASSENGER BAGGAGE TROLLEY (PBT) RETRIEVAL SERVICES AT CALICUT INTERNATIONAL AIRPORT"

Sl No	Description of Work	Quantity B	Total Amount for 15 days
1	Short term quotation for " JOB WORK FOR PASSENGER BAGGAGE TROLLEY (PBT) RETRIEVAL SERVICES AT CALICUT INTERNATIONAL AIRPORT " including all cost for 5 persons per shift (unskilled) and a total of 15 trolley retrievers per day (Amount should not be less than the minimum wages as per minimum wages act) (Should include all cost except statutory requirements. Statutory benefits will be reimbursed on production of documents)	15 days	
	Amount for 15 days		
	Applicable GST		
	Grand Total		

Rupees in words: _____

Sign and seal of the bidder