



# AIRPORTS AUTHORITY OF INDIA CALICUT INTERNATIONAL AIRPORT

## NOTICE INVITING QUOTATION

**For**

SHORT TERM QUOTATION FOR JOB CONTRACT FOR  
UPKEEP OF CITY SIDE AND OPERATIONAL AREA

**AT**

CALICUT INTERNATIONAL AIRPORT

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## QUOTATION SCHEDULE

01.	Name of Work	Short Term Quotation for Job Contract for Upkeep of City side and Operational Areas at Calicut International Airport
02.	Quotation No.	AAI /CL/OPS/UPKEEP/2021
03.	Estimated cost	Rs. 2,27,746/- + GST 18%
04.	Period of Contract	02 Months.  (Extendable for a further period OF 2 MONTHS based on the same terms & conditions and based on satisfactory performance).
05.	Date & time of submission of quotation	09.08.2021 UP TO 15 00 HRS
06.	Date & time of opening of quotation	09.08.2021, 15 30 HRS.
07.	Quotation Accepting Authority	The Airport Director, AAI, Calicut Intl. Airport, Calicut – 673 647

**NOTE:-** Corrigendum if any, will be uploaded only on website.

## SECTION : A

### NOTICE INVITING QUOTATION

#### AIRPORTS AUTHORITY OF INDIA

1. Sealed quotations are invited on behalf of the Chairman, Airports Authority of India, for the work of **Short term Quotation for Job Contract for Upkeep of City side and Operational area at Calicut International airport**. The estimated cost of the work is **Rs. 2,27,746/- + applicable GST (Rupees Two Lakhs Twenty Seven Thousand Seven Hundred and Forty Six only) plus applicable GST with a period of completion of Two months and extendable for a further period of two months on the same terms and conditions based on satisfactory performance.**

Sl.No.	Name of Work	Estimated Cost (Rs.)
1	Short Term Quotation for Upkeep of City side and Operational area of Calicut International Airport.	<b>Rs 2,27,746 + applicable GST for a period of 2 months</b>

2. Not more than one Quotation shall be submitted by a contractor or by a firm of contractors. No two or more concerns in which an individual is interested, as Proprietor and / or partner shall tender for the execution of the same works. If they do so, all such Quotations shall be liable to be rejected.
3. Quotation documents consist of NIT, GCC, SCC & Schedule of quantities. The sealed Master Envelope containing Technical bid(Cover No.1) and Financial bid (Pg no. 22) (Cover No.2) shall be received by The Jt General Manager(OPS) , Airports Authority of India, Calicut International Airport, Karippur **upto 15.00 hrs on 09.08.2021 and shall be opened at 15.30 hrs on the same day. The quotation document should be signed in all pages.**
4. Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their quotations as to the nature of the requirement. A Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

#### **4. Technical Bid (Cover no.1)**

- 4.1 **Experience:** Bidder should have satisfactorily completed at least one work pertaining to Environmental Support Services (Up-keeping of residential buildings or non-residential buildings, Airports, Railway Station etc) during the last 7 years as on the date of publishing in NIT.
- 4.2 The bidder should have valid PAN, GST registration, PF Registration, Contract Labor Registration and ESI registration.
- 4.3 The bidder shall possess the required tools, manpower, etc. required for execution of the schedule of work.
- 4.4 Date of publishing of NIQ in AAI site will be taken as reference for assessing the eligibility criteria.

4.5 The tenderers are advised to inspect and examine the site and satisfy themselves about the nature of work before submitting the tender. A tenderer shall be deemed to have full knowledge of the site, whether they inspect or not and no extra charges consequent upon any misunderstanding or otherwise shall be allowed or paid.

4.6 Bidder shall submit an undertaking stating its firm or its partners or its Directors have not been black listed or any case is pending or any complaint regarding irregularities is pending (and what if the pending complaint is unnecessary or it was decided against the firm post complaining but not blacklisted) in India or abroad, or any Indian State/Central Governments Departments or Public Sector Undertaking of India or a semi-governmental, body owned and/or controlled by govt.

5. **Certificates to be submitted:** The Quotation shall consist of Two Bid system, technical bid and financial bid process. Concessions to the bidders registered with NSIC, shall be applicable as per the directives of Govt. of India.

**Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc, to be given as per the provisions of Public Procurement Policy for MSEs order 2012 with upto date amendments, shall be applicable for tenders of supply/services .**

The documents and certificates that are to be submitted in the two stages are mentioned separately below:

5.1 The vendor shall submit the documents in Sl. No. 5.1.1 to 5.1.7 in Technical Bid (Cover no.1).

5.1.1 **Experience certificate** : Bidder or agencies are required to produce documentary evidence in support of their claim for having the experience of as mentioned under Para 4.1. These certificates should be issued by the end user agencies for whom the works have been carried out and endorsed by the bidder. Certified English translation shall be enclosed if language is other than English. Such performance/experience certificates should clearly indicate the following:

5.1.1.1 Value of order or contract,

5.1.1.2 Scope of order or contract,

5.1.1.3 Order or Contract No., Award date

5.1.1.4 Order or Contract Completion date.

5.1.1.5 That the works have been carried out satisfactorily.

5.1.2 Duly filled "**Unconditional acceptance of NIQ conditions (Annexure - I)**". Non submission of this document shall result in rejection of Quotation submitted by the bidder.

5.1.3 **Valid PF Registration, GST Registration and ESI registration.**

5.1.4 **Duly signed Quotation document** The compliance statement for Section A- NIQ, General Terms & Conditions, complete in all respect, duly signed and stamped by the bidder.

5.1.5 **Undertaking (Annexure II)** : Duly signed copy to be submitted.

5.1.6 **Declaration for NON Black listing** : Bidder firm shall submit an undertaking stating its firm or its partners or its directors have not been black listed or sub-judice in India or abroad, or any Indian State/Central Governments Departments or Public Sector Undertaking of India.

5.1.7 **PAN Card** : Bidders shall provide copy of the Permanent Account Number (PAN).

**Financial Bid (Cover II)**

5.2 "Financial Bid" will contain the following:

5.2.1 Only Price Bid (duly filled, signed and stamped Annexure III) Financial Bid(Cover II) should contain the quoted price in the format given in the Schedule of Quantity at Annexure III

5.2.2. Prices shall be quoted only in Cover No.2 and not in Cover no.1. Tenderers who have quoted prices in Cover 1 will have their offers rejected without any correspondence on this issue. No conditional quote to be made.

5.2.3 Cover I will be opened first on **09.08.2021 at 15.30 hrs**. Price bids (Cover II) of only those firms who have technically qualified will be opened thereafter either on the same day or at a date notified later.

5.1.1 Deviations in Statutory Taxes shall be payable by AAI as per the terms and conditions defined under tender clause (Taxes and Duties). No additional price break up is permitted.

**6. Opening of Tender Documents:**

6.1 AAI shall open Technical Bids as per scheduled Quotation Opening Date and Time.. Interested Bidders may remain present at the venue i.e. AAI's premises during the opening of Technical or Financial bids.

6.2 Technical Bids of bidders shall be scrutinized by AAI to ensure whether the same are in conformity with the eligibility, operational requirement & technical specifications. Bidder should provide complete information to substantiate compliance of the technical specifications listed in the tender. In case of incomplete compliance statement or inadequate information, tenders shall be finalized on the basis of the information available. It shall, therefore, be in the bidders' interest to give complete and comprehensive technical particulars, description and details while submitting the bid.

6.3 AAI may seek clarifications on technical details or any other information deemed necessary. The queries raised should be replied positively within the time specified, failing which the evaluation will be done on the basis of the information available.

6.4 The bidder shall not make any 'suo-moto' changes in the specifications.

6.5 Price Bid, only for the bidders found technically qualified by AAI shall be opened. The Price shall be quoted in Indian Rupees only. Only price bid in the format indicated in the Quotation document shall be considered for the purpose of evaluation.

6.6 It may be clearly understood and noted that in Price Bid of the tender document is for pricing alone. No condition, whatsoever, should be stipulated in this part. Everything that the bidder has to say, regarding tender, other than pricing should be stated only in

Technical Bid of the tender. If any conditions are stipulated in the Price Bid of the tender, the tender is liable to be rejected.

6.7 All changes, alterations, corrections in the bid shall be signed in full, with date, by the person(s) signing the bid. Erasure and/or overwriting on correcting fluid are not permissible.

6.8 Tenders, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non responsive and are liable to be rejected.

6.9 No correspondence shall be entertained from the bidders after opening of Price Bid of the Tender. Date of acceptance and opening of tender can be extended on sole discretion of the Airport Director.

6.10 Quotations once submitted shall be final and no amendment thereto shall be permitted. One bidder shall submit only one tender.

## **7. Comparison and Evaluation of Tenders**

7.1 The Quotations received and accepted will be evaluated by AAI to ascertain the complete scope contained in the document. The objective of the evaluation is to select a bidder that can provide the desired service with maximum efficiency and quality and meeting the Technical requirements defined in **Section "A"**.

7.2 In the evaluation of tenders, the overall quality and economy of the system offered will be kept in view. Such offers which necessitate, additional expenditure required to be made by AAI may have to be loaded to make the offer compatible with the tender document requirement.

7.3 Tenders meeting Technical bid criteria as specified herein shall only be informed and considered for opening and evaluation of Price bid. However, Quotations not meeting Technical bid criteria shall be informed.

7.4 The tenders found technically acceptable shall be opened and compared on the basis of price quoted by the bidders for the entire scope of proposal. The amount indicated in the pricing schedule will only be taken for price comparison. While evaluating the Tenders, the total cost inclusive of All Taxes will be considered. GST has to be shown separately. Bidders may consider all Indian/ Kerala state Tax Laws / work contract Tax/GST as applicable to this Tender while Quoting the price.

## **8. Rejection & Return of Tender:**

8.1 Airports Authority of India (hereinafter abbreviated as AAI) reserves the right to reject any or part of tender without assigning any reason. The un-opened price bids for the bidders which do not technically qualify to participate in price bid opening shall be returned back after finalizing the award of tender, if requested by the bidder. AAI also reserves the right at its sole discretion not to award any order under the tender called. AAI shall not pay any cost incurred in the preparation and submission of any tender or any cost incidental to it.

8.2 Quotations, in which any of the particulars and prescribed information is vague, missing or is incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected. If the bidder gives wrong

information in his tender, AAI reserves the right to reject such tender at any stage or to cancel the Contract, if awarded and take the necessary action as deemed fit. AAI reserves the right to debar such bidders to participate in future tender.

8.3 The information contained in the tender should be comprehensive and to the point. The tenders containing information other than sought, with a motive to confuse or delay the finalization process are likely to be rejected.

8.4 Canvassing in any form in connection with the tenders is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing are liable for rejection.

8.5 Should a bidder have a relation or relations employed in the capacity of an official of AAI, the authority inviting tender shall be informed of the fact along with the offer, failing which AAI, at its sole discretion may reject the tender or cancel the contract and forfeit the Earnest Money Deposit.

8.6 Non submission of any of the aforesaid documents or, submission of any of the aforesaid documents in a manner which is in non-conformance with the relevant clause of the tender document may result in rejection of tender.

## **9. Award of Contract**

9.1 AAI shall issue the work order to successful bidder. Successful bidder shall return one copy of work order within seven working days as a confirmation to acceptance of terms and conditions of purchase order duly signed by him on each page of the order.

9.2 AAI shall be the sole judge in the matter of award of contract and the decision of AAI shall be final and binding.

**10. Execution of Works:** The works shall be carried out under the supervision of the Operations In-charge, Airports Authority of India, Calicut International Airport (as mentioned under ultimate consignee) or the nominated project officer as the case may be, according to the terms and conditions of the contract.

**11. Security deposit:** - The rate of recovery of security deposit shall be 3% of the gross amount of each running bill till the total security of 3% of the contract amount is recovered. In other words, the total amount of security deposit shall be 3% of the contract value.

**12. Declaration:** The General Information and Guidelines given in the Tender Document are hereby accepted unconditionally and shall be complied with.

Signature of Bidder

Name: .....

Telephone: .....

Fax: .....

E-mail : .....

Stamp : .....

**Asst General Manager(OPS)**  
**AAI, Calicut International Airport**

## **Section B**

### **GENERAL TERMS & CONDITIONS**

1. **Payment terms:-**

- a. The contractor shall pay to labour employed by him wages not less than minimum wages and Bonus as per section 10 of Bonus Act, as defined in the provisions of the Contract Labour (Regulation and Abolition) Act, 1970, the contract labour (Regulation and Abolition) Central Rules, 1971, wherever applicable and as per Govt of India Minimum Wages Act, 1948 (11 of 1948), of the Government of India in the Ministry of Labour and Employment and Kerala State Government/ Kerala Minimum Wages Notification.
- b. The salary payment to the Employees by the contractors shall be made before 7<sup>th</sup> of every month through NEFT only. The copy of the Bank statement consisting the transaction may be produced. (The payment of minimum wages as mentioned in above para along with the proportionate eligible Bonus portion will be verified and certified by AAI official.)
- c. The payment to the contractor by AAI shall be made on Monthly basis after the production of bill, subject to satisfactory performance and compliance of all applicable statutory requirements. The following receipts of payments shall be submitted to AAI for verification at the time of submission of bills. Payment will be made only after verifying these documents.  

(The time to time increase in the minimum wages after commencement of Contract will be borne by AAI provided it is claimed by the Contractor with the supporting documents / Ministry order, by considering the minimum wages at the time of Contract commencement as the base value. No increase in the Profit margin to the contractor will be permissible.)
- d. The receipt for payment towards EPF and ESI for the Employees should be submitted. The ESI/PF will be reimbursed based on the submission of documentary evidence only.
- e. Income Tax or any other tax applicable shall be governed by the Government policies and be deducted at source at the rate in force at the time of payment. In case of any such deduction, the necessary certificate in due shall be provided by AAI.

2. **Award of Contract:** AAI at its sole discretion awarding the Contract and AAI may also at its sole discretion to terminate contract.

3. **Renewal of the Contract:** It shall be the responsibility of AAI to renew the contract before the date of expiry of the contract. If not renewed on regular or temporary basis before the expiry of the contract then the contractor shall not be responsible for provision of services during the intermediate period when no maintenance contract is applicable. If the contract is extended temporarily then the pro-rata payment for actual period of extension shall only be made to the contractor on fulfillment of other payment conditions as applicable in the contract.

4. **Termination of Contract:**

- The Contract can be terminated either by AAI or contractor with notice of one month. However, AAI reserves the right to terminate without notice period due non-compliance / mis-conduct if any noticed.
- AAI shall terminate the contract and takeover the system maintenance at any time without notice, in case the services are not found satisfactorily. Under such conditions, all the defects shall be rectified at the risk and cost of contractor.

5. **Price:** Contract rate should be quoted as per the SOQ format in the Financial bid (Cover no:2). No Deviation in the given format is acceptable. The rate quoted per month shall be inclusive of all statutory levies.

6. **Taxes:**

- The State Government has started levying the KVAT/Service Tax/GST/Work contract Tax etc. The contractor is advised to get himself fully appraised to the financial implications while offering his rates. No claim whatsoever will be entertained in this regard at a later stage. Mandatory deductions will be deducted from the monthly payment.
- In addition, bidder shall be responsible for payment of all Indian duties, levies and taxes lawfully assessed against bidder for both corporate and personal Income and also all other taxes etc. relevant and applicable in respect of his property. Successful bidder shall arrange the Tax withholding order well in advance before claiming payment otherwise AAI will deduct the applicable tax at source as per prevailing rules.
- Successful bidder is required to produce Government of India notification towards taxes prevailing at the time of opening Technical Bid versus time of supply of the items while seeking claim towards increase in statutory taxes in India/State of India.
- In case no payment is claimed by the bidder towards increase in statutory taxes, a certificate/undertaking is required to be given by bidder that statutory tax has not decreased during the period between date of opening Technical Bid & date of supply of the items. Any decrease in statutory taxes between the above said period shall be passed to AAI while claiming payments.

7. **Advance:** No advance payment shall be made to the contractor. However, Monthly payment shall be made by AAI against the bill for the actual work done by the contractor after making statutory deductions including security deposit income tax etc. Security deposit shall be released after 3 (three) months from the date of expiry of the contract.

8. **Penalties:** The contractor will be penalized for the poor maintenance as follows:

a. **Absence of Up-Keeping service staff:** Rs.1000/- per day will be charged if the maintenance staff is found absent that particular day.

b. **For unattended upkeep maintenance work:** All complaints have to be attended and rectified without further delay, failing which a penalty at the rate of Rs.1000/- per day will be recovered subject to a maximum of Rs.2,000/- per week.

9. **Rates Quoted:**

- The rates quoted in the Quotation shall remain valid for a period of 90 days from the date of opening of Technical bid.
- The rates once approved shall be final and no escalation; deviation shall be accepted under any circumstances except in the cases of any changes in Minimum Wages Act, PF and ESIC Act in the manner as stipulated in this tender document.

10. **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 a security deposit of 3% (Three Per Cent) of the total price to AAI in the form of a demand draft from a Nationalized Bank under the Reserve Bank of India (RBI) Schedule, in favour of Airports Authority of India, payable at Calicut International Airport.
- The Security Deposit shall be valid for three months beyond the contract or shall remain valid as per provisional extension granted by AAI. If the agency fails to extend the validity of the Security Deposit, the same shall be forfeited with or without notice.
- Security Deposit will be returned to the successful bidder at the end of the period of liability without interest.

11. **Requirements: Total 06 manpower is required per day on 3 shift basis (2 persons per shift)** is required for Up-keeping of City side and Operational area works. The unskilled person deployed for the work shall not be aged lesser than 18 years and more than 55 years. He/she shall have good health. The Contractor shall use sufficient quantities of environment friendly Cleaning & Sanitation solutions with ECO MARK as recommended by Bureau of Indian Standards (BIS) and deploy sufficient number of trained personnel to maintain the required level of up-keeping & maintenance to the satisfaction of In-charge. Rate to be inclusive of all these. Following are the minimum monthly requirements of Consumables to be used. However, Contractor may have to bring the materials / consumables in excess of the one mentioned below on need basis at no extra Cost. Decision of the In-charge is final and binding on the Contractor. Consumables indicated below are required to be deposited in advance in the beginning of every month with the notified officer of AAI, who in turn shall issue the Consumables to the Contractor for daily use.

**LIST OF EQUIPMENTS, MATERIALS, CONSUMABLE ETC. TO BE USED**

Sl. No.	Materials	Total Qty.
1	Hard Broom (Ordinary)	06
2	Dustpan	10
3	Waste Basket (Big - Plastic)	2
4	100% compostable Garbage Bag	1000 No.s

5	Hand Gloves (Disposable) and all Covid precautionary measures like masks, sanitizers	<b>As per requirement</b>
6	Trolley for shifting garbage	<b>1</b>

In the event of less consumption to the extent of -10% than what is mentioned above, necessary recoveries against the item less consumed shall be effected at market price. Similarly, if the consumption exceeds the quantity/materials what is mentioned above, AAI shall not pay anything extra towards excess consumption. Contractor shall not have any claim whatsoever in this regard and the decision of the work In-charge is final and binding on the Contractor.

Area for up-keep has been arrived based on the present area which is now in use. So also, the quantities of consumables, mentioned above. In the event of any reduction in scope of work arising out of non-availability of the area for carrying out any repairs and modifications or due to any other reasons, incase, the area calculated above is reduced, measurement for that areas shall not be included for payment. Necessary reduction in quantities of consumables shall also be notified. Thereafter, Contractor could bring the consumables accordingly. Decision of In-charge with regard to any reduction under the circumstances mentioned above shall be final and binding on the Contractor. No claim whatsoever shall be entertained on this account.

12. **Replacing the contract person:** The contractor is liable to replace the contract person on the directives of AAI in the following conditions:

- a) If the person is not proficient enough to the requirement of the work.
- b) If the person is misbehavior is of doubtful character/integrity or if any criminal case is pending or contemplated.
- c) If the person acting against the interest of AAI.
- d) If the person is not punctual or irregular.
- e) If the output of the person is not to the expectation of AAI.

The decision/assessment of AAI Colony Monitoring Committee on this matter will be final and binding.

13. **Safety Regulation:** In respect of person engaged directly and indirectly on the work, the successful tenderer (hereinafter called contractor) at his own expense will have to arrange the safety provisions to comply with the statutory regulation and CPWD safety codes for the persons deputed for the work. AAI shall not be responsible for any non-compliance.

14. **PF contribution:**

- Contractor should have Valid EPF Registration number. Certificate to this effect has to be produced.
- The contractor shall register himself with labour licensing authority and obtain labour license number in this regard. The payments towards PF shall be paid by the contractor directly to the concerned governing bodies as per existing rules. The receipts of payments shall be submitted to AAI for verification at the time of submission of bills.

15. **ESIC contribution:**

- Contractor should have Valid ESIC Registration number. Certificate to this effect has to be produced.
- The contractor shall obtain ESIC registration or ESIC's workmen compensation policy as applicable as per the prevailing labour legislation for workmen engaged for the work within a month from award of work.

16. **SECURITY AND ENTRY PASSES:**

- b. 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.
- c. The Contractor shall apply in writing in advance for issue of necessary entry passes to workmen engaged by him.
- d. 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.
- e. 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.
- f. Employees should have valid AEPs for performing their duties in Operational area.
- g. The contractor and his employees shall abide by security regulations framed by AAI and BCAS and the Police Authorities.
- h. Any worker of the contractor, whose presence is found undesirable due to security reasons, shall not be allowed to work in airport.
- i. 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.
- j. 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.

- k. 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.
- l. 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.
- m. 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.

**1. Other Requirements:**

- It shall be the sole liability of the contractor (Including the contracting firm/company) to obtain and to abide by all necessary labour licenses/permission from authorities concerned as provided under the various labour legislation including the labour license obtained as per the provisions of the contract Labour Act,1970.
- Contractor has to maintain the record for labour wages in the prescribed Performa.
- The contractor shall be responsible for the following points during period of contract:-
  - a. The contractor will be bound by the labour laws, industrial rules and the contract labour (Regulation and abolition) act 1970 with up to date amendments.
  - b. The minimum rates of the wages of the staffs shall be payable as per the minimum wage Act 1948 and as per the notification of the regional labor commissioner (Central / State) from time to time.
  - c. Maintaining of all the records of workers deployed for the works as per contract labor (regulation) and abolition act 1970.
  - d. The payment to the workmen engaged by the contractor has to be made on or before 7<sup>th</sup> of every month through e-payment.
  - e. 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.

**18. Arbitration and Laws:**

- Indian laws shall govern this contract.
- Except where otherwise provided for in the contract, all questions and disputes relating to the meeting of the specifications, designs, drawings, and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating

to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be settled within thirty (30) days (or such longer period as may be mutually agreed upon) from the date that either party notifies in writing that such dispute or disagreement exists. Provided that any dispute that remains unresolved shall be settled under the Rules of Indian Arbitration and Conciliation Act, 1996. The venue of Arbitration shall be in Calicut, India. The arbitration award shall be final and binding upon the parties and judgment may be rendered thereon, upon the application of either party, by any court having jurisdiction.

**19. Force Majeure:**

a. Force majeure is here in defined as any cause which is beyond the control of the contractor or the purchaser as the case may be which could not be foreseen or with a reasonable amount of diligence could not have foreseen which substantially affect the performance of the contract such as Act of Government including but not limited to war declared or undeclared priorities, quarantines, embargoes, provided either party shall within fifteen days from the occurrence of such cause notify the other in writing of such cause. In this context the decision of AAI is final.

b. The contractor shall not be liable for delays in performing his obligations resulting from any force majeure clause as referred to and or defined above. The date of completion will subject to herein after provided, to extended by a reasonable time

20. AAI reserves the right to extend the contract before the expiry of contract if required.

The terms and conditions given under Section-B - General Information and Guidelines are hereby complied and agreed.

Signature of Bidder

Name : .....

Telephone : .....

Fax : .....

E-mail : .....

Stamp : .....

**SCOPE OF WORK FOR ENVIRONMENTAL SUPPORT SERVICES (UP-KEEPING) OF AAI STAFF COLONY AREA AT CALICUT INTERNATIONAL AIRPORT.**

1. The contract will be on **3 shift basis** and the Manpower required per shift is 2 as detailed in the below schedule. A total of 6 manpower per day is required.

<b>Minimum Number of Manpower per shift</b>			
<b>Category of manpower</b>	<b>No. of shifts</b>	<b>No. of manpower per shift</b>	
Janitors (Un-Skilled)	3	<b>City side</b>	<b>Airside</b>
		1	1

2. Materials/Tools as mentioned in Clause no.11 of General Terms & Conditions to be made available by the contractor for carrying out the works as per the schedule. Any other tools or materials as per requirement should be made available by the contractor.

**SCHEDULE OF MINIMUM WORKS TO BE EXECUTED**

Item – City side paved area and Operational paved area				
Upkeep of operational area /apron area/approach roads etc. of Airport Complex complete with labour, materials as required as per scope of work. (In 3 shifts)				
<b>Sl.no</b>	<b>AREA</b>	<b>JOB</b>	<b>FREQUENCY</b>	<b>Remarks</b>
1	Paved Area/ smooth finished concrete surface Area as detailed in the scope of work	Sweeping	In each shift	Long broom or by other means as required fulfilling contract obligation.
2	Dust bins / garbage bags	Emptying & replacing with new bags	In each shift / As & when required	Manually
3	Collection and Disposal of garbage - Area as detailed in the scope of work	Clearing and Removal	In each shift / As & when required	Manually
4	Bird Droppings Area as detailed in the scope of work	Clearing and Removal	In each shift / As & when required	Manually
5	Roadside Railing	Wet & Dry wiping	In each shift	Manually

6	Kerb stone or divider	Cleaning & Wiping	In each shift	Manually
7	Apron/ Road Area	Sweeping/ Clearing and Removal	In each shift/ Per day or rotation basis as per requirement of airport based on movements	Manually

1. The **Paved area at City side of the Terminal Building and Operational area** specified in the schedule shall always be maintained neat and clean.
2. The Contractor shall procure sufficient quantities of branded cleaning tools/materials in advance and store near the work premises. The in-charge shall have the right to check the quality and quantity held in the stock of contractor.
3. The Contractor shall comply with the security rules and regulations being enforced from time to time at the work place.
4. The AAI shall not provide any equipment, cleaning equipment/consumables etc.
5. Before start of work, the Contractor shall submit the detailed plan of the frequency of above proposed cleaning and manpower per shift so as to ensure that all the above specified cleaning and up-keeping jobs are carried out to the entire satisfaction of in-charge or his authorized representative. The decisions of the in-charge shall be final and binding on the Contractor.
6. The Contractor shall deploy sufficient manpower to ensure the cleanliness of the areas mentioned in the work. The status of manpower deployed in each shift should be intimated to the officer-in-charge of work.
7. The work shall be carried out on all days in a week and no interruption is allowed.

**Asst General Manager(OPS)**  
**AAI, Calicut International Airport**

**ANNEXURE-I**

**UNCONDITIONAL ACCEPTANCE LETTER**

To

The Airport Director,  
Airports Authority of India  
Calicut Int'l Airport  
Calicut-673647

(To be submitted in Cover I)

Sub: Acceptance of Terms and Conditions of Quotation

Name of work: Short term quotation for Job contract for Upkeep of City side and Operational Area at Calicut International Airport

Sir,

1. The tender document for the above mentioned work have been sold to me/us by AAI and I/We hereby certify that I/we have read the entire terms and conditions of the tender document made available to me/us in the office of the Airport Director, AAI, Calicut International Airport, Malappuram which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.
2. I/We hereby unconditionally accept the tender conditions of AAI's tender document in its entirety for the above works.
3. It is certified that after unconditionally accepting the tender document in its entirety, it is not permissible to put any remarks/conditions (except unconditional rebates on quoted rates if any) in the tender. In case any provisions of this tender are found violated after opening the bids, 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.~~
4. I/We have not paid/will not pay any bribe to any official of AAI for awarding this contract at any stage during its execution or at the time of payment of bills and further if any official asks for any bribe/gratification, I/We will report it to the appropriate authority in AAI.

Yours faithfully,

Signature of the bidder with seal

Date:

**ANNEXURE-II**

**UNDERTAKING**

**(TO BE SUBMITTED IN COVER - I)**

**To be submitted on letter head of contractor in Cover - I**

**Name of work:** Short term quotation for Job contract for Upkeep of City side and Operational Area at Calicut International Airport

The tender document for the above work has been sold to me by Airports Authority of India and in addition to entire tender conditions of above work. I/We hereby give undertaking as below:

If my/our offer is accepted and work will be awarded to me/us:

- a. I/we shall be engaging the required numbers of un-skilled maintenance persons only.
- b. I/We shall strictly follow all regulations and the prevailing rules/instructions of the labour regulating authority and other statutory regulating authority pertaining to the all labour issues such as wages, facilities, and other labour welfare.
- c. I/we shall be fully responsible for any complaint/dispute relating to labour issues in labour court/civil court/in front of any other regulatory body and I/ We will settle all such issues/matters ourselves without involving Airports Authority of India. Contractor will indemnify the AAI if any expenditure is incurred by AAI for any default on part of the Contractor.

Yours faithfully,

Signature of the bidder with seal

## **GUIDELINES FOR FILLING THE FINANCIAL BID**

The contractor shall quote the rates very carefully in financial Bid considering current rates of minimum wages. The statutory requirements like ESI/EPF/Bonus will be reimbursed on submission of Documentary proof. Quoted rates by the firm shall include the following cost components.

- a. Total cost including the minimum wages, to be paid for all the laborers employed (should not be less than minimum wages rates applicable).
- b. Materials & Tools
- c. Profit and Over head charges
- d. All other taxes excluding GST

Statutory requirements ESI/PF/Bonus will be reimbursed on submission of Documentary proof.

UP-Keeping of City side and Operational area personnel are in the category of Un-Skilled labour as per the Central Minimum Wages Order dated 23.04.2021 and Malappuram is classified as Area B.

(The time to time increase in the minimum wages after commencement of the contract will be borne by AAI provided it is claimed by the contractor with the supporting documents/ Ministry order, by considering the minimum wages at the time of commencement as the base value. No increase in the Profit margin to the contractor will be permissible.)

The contractor has to produce the copy of challan of the PF, ESI premium paid to the concerned regulating bodies, Bank transaction statement of minimum wage paid for each month to their staff at the time of submission of bills. No payments shall be made to the firm without submission of these documents.

**Asst General Manager(OPS)**

**AAI, Calicut International Airport**

**SECTION-C**

**ANNEXURE-III**

**SCHEDULE OF QUANTITIES (FINANCIAL BID)**

**Name of work: Short term Job contract for Upkeep of City side and Operational area at Calicut International airport**

Sl No	Description of Work	Amount per month  A	Quantity  B	Total Amount for 2 months  (In figures)  C=AxB
1	Monthly Charges of <b><u>Job contract for Upkeep of City side and Operational area at Calicut International airport (Paved area)</u></b> including all cost for Manpower, materials, tools for <b>6 unskilled person per day (2 persons per shift on 3 shift basis)</b> ( Amount should not be less than the minimum wages as per minimum wages act)		2 months	
2	Profit margin			
3	<b>Total amount</b>			
	<b>Applicable GST</b>			
	Grand Total			

**( Total Amount in words..... )**

Signature of the bidder with seal

**Annexure -IV**

**PROFORMA OF LETTER FOR E-PAYMENT**

To,

The Airport Director,  
Airports Authority of India,  
Calicut International Airport,  
Malappuram – 673 647.

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 Party		
2	Office Address		
3	Type of Bidder's Company		
	(a) Sole Proprietor		
	(b) Partnership		
	(c) Private Ltd. Company		
	(d) Public Ltd. Company		
4	Name of Bank in which Party maintains A/c		
5	Bank Branch Code		
6	Bank Account No.		
7	IFSC Code		
8	PAN No.		
9	GST No		
10	MICR Code		
11	NEFT Code		

We also enclose herewith a duly cancelled cheque of our bank account.

Thanking you,

Yours faithfully,  
Signature of authorized signatory  
With seal

Note: Any erroneous information may lead to harmful transaction for which neither AAI or the Bank will be liable/ responsible.

Check list for Technical Bid

1. Copy of the Permanent Account Number (PAN)
2. Performance/Experience Certificate as per para 4.1, Page no. 5 & 6 of Quotation document.
3. Scanned copy of NSIC Registration and the form denoting monetary limit if the firm is availing the benefits of NSIC Registration.
4. Undertaking stating its firm or its partners or its Directors have not been black listed.
5. Undertaking (Annexure II)
6. Unconditional acceptance of Quotation Conditions. (Annexure-I)
7. Duly signed Quotation Document.
8. Copy of GST registration
9. Copy of Valid EPF registration
10. Copy of valid ESIC Registration
11. A compliance statement for section-A – Instruction to the Bidder and Section-B General Terms and conditions complete in all respect duly signed and stamped by the bidder.

**All the documents shall be signed, sealed and submitted in Cover I (Technical bid). Only Financial bid shall be submitted in Cover II (Price bid)**

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