



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

NIQ DOCUMENT

Name of work: Appointment of Third-Party Quality Assurance (TPQA) agency for the project work Development of New Civil Enclave at Bagdogra Airport. Sub-Head: Construction of New Terminal Building, MLCP, Allied Structure and External Development works on Engineering Procurement and Construction (EPC) Model”

It is hereby certified that this Quotation document comprises a total of 25 (Twenty-five) pages, including this page, and serially numbered from Page 1 to Page 25.

Senior Manager (E-C), AAI,
O/o General Manager (Project)
Bagdogra Airport, Darjeeling.

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Name of work: Appointment of Third-Party Quality Assurance (TPQA) agency for the project work "Development of New Civil Enclave at Bagdogra Airport. Sub-Head: Construction of New Terminal Building, MLCP, Allied Structure and External Development works on Engineering Procurement and Construction (EPC) Model".

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Certified that this NIQ document contains total 25 pages serially numbered from **01 to 25** as described above.

Signature



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
कार्यालय महाप्रबंधक अभियांत्रिकी (परियोजना)
OFFICE OF THE GM ENGINEERING (PROJECT)

Notice Inviting Quotations (NIQ)

NIQ Ref. No– 01/AAI/BD/ENGG(C)/NTB/TPQA/2025-26

Sealed Percentage Rate quotations (under single envelope system) are invited by Senior Manager (Engg.-Civil), Airports Authority of India, O/o General Manager (Project), Bagdogra Airport, Bagdogra, Darjeeling-734421, on behalf of Chairman, AAI from the 12 institutes as enlisted below for the work “**Appointment of Third-Party Quality Assurance (TPQA) agency for the project work “Development of New Civil Enclave at Bagdogra Airport. Sub-Head: Construction of New Terminal Building, MLCP, Allied Structure and External Development work on Engineering Procurement and Construction (EPC) Model”**”

1. IIT Kharagpur
2. IIT Kanpur
3. IIT Delhi
4. IIT Patna
5. IIT Dhanbad
6. IIT (BHU) Varanasi
7. IIT Guwahati
8. IIT Bhubaneswar
9. NIT Patna
10. NIT Bhubneshwar
11. NIT Durgapur
12. MNNIT Allahabad

The duly filled sealed offers are to be submitted by speed Post/Registered Post/Courier / In person and should be addressed to SM(E-C)-Project, O/o General Manager (Project), Bagdogra Airport, Bagdogra, Darjeeling-734421. The last date and time of receipt of sealed quotations is **22.04.2026** upto **1500 Hours**. All the quotations shall be opened on **22.04.2026** at **15:30 Hours**. The interested Institutes or their authorized representatives may remain present on the aforesaid schedule date and time of opening of the sealed quotations. In case of offers received after the deadline of submission will not be accepted.

All agencies/Institutes are advised to go through the NIQ documents for better understanding of the scope of TPQA work and accordingly submit their financial offer. An authorized person must sign the offer with the seal of the Institute.

The Financial offer/Fees required to be paid for the jobs may be intimated in the format prescribed under Schedule of work. The rate shall be quoted in term of percentage against the value of the balance work mentioned in the schedule of work. The Schedule of work shall be read in conjunction with the “Conditions of contracts”.

Institutes are advised to inspect the site and its surroundings and satisfy themselves before submitting their quotation as to the nature of the site, the means of access to the site, the accommodation they may require, contingencies and other circumstances which may influence or effect their quotation/Financial offer.

Chakraborty

Terms and Conditions

1. The institute quoting the lowest bid/offer, submitted in the prescribed format and in compliance with the conditions of the NIQ, and received within the stipulated date and time (including any extensions), shall be appointed as the TPQA Institute for the work.
2. The work shall be executed in accordance with the attached terms and condition.
3. Brief details of the construction work for which TPQA services are to be provided are given below.
4. The quoted rates shall be inclusive of all incidental charges, taxes and duties etc., but exclusive of GST. No additional payment shall be made on this account.
5. Statutory deductions shall be made from the bills as per applicable rules.
6. Interested institutes are advised to visit the site and this office to obtain any necessary information or clarification prior to submission of their quotation.
7. No advance payment shall be made.
8. Bills may be raised corresponding to the value of work for which TPQA services have been rendered, aligned with the running bills of the construction work.
9. The TPQA Institute shall make its own arrangements for travel and accommodation for inspections. No TA/DA shall be admissible in this regard.
10. Inspections shall be conducted at a minimum frequency of twice per month by the expert professionals of the Institute only. Additional inspections may be carried out depending on the progress and requirements of the work, as deemed necessary by the TPQA Institute. No extra payment shall be made for such additional inspection.
11. The TPQA Institute shall submit inspection reports in the format prescribed in Annexure - 'I'.

Enclosure:

- I. Schedule of Works
- II. Project Brief
- III. Conditions of Contract
- IV. Annexure-I, II & III

(- sd -)

(Anand Kumar)
Senior Manager(E-C), AAI,
O/o General Manager (Project)
Bagdogra Airport, Darjeeling.

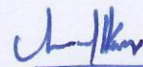
Copy to:

External

1. Director/Principle, IIT Kharagpur, IIT Guwahati, IIT Bhubaneswar, IIT Patna, IIT Dhanbad, IIT(BHU) Varanasi, IIT Bhuvneshwar, IIT Kanpur, IIT Delhi, NIT Durgapur, NIT Patna, NIT Bhuvneshwar, MNIT Allahabad through email and speed post.

Internal

1. ED Engg-ER, AAI, Old R.D. Building, Safdarjung Airport, New Delhi-110003
2. GM Engg. (Civil-P), Bagdogra Airport, Bagdogra, Darjeeling, WB-734421.
3. DGM (Finance), Bagdogra Airport, Bagdogra, Darjeeling, WB-734421.
4. DGM Engg. (Civil/Electrical-P), Bagdogra Airport, Bagdogra, Darjeeling, WB-734421.
5. SM Engg. (Civil-P)-I, II, IV, Bagdogra Airport, Bagdogra, Darjeeling, WB-734421.
6. Manager Engg. (Civil-P), Bagdogra Airport, Bagdogra, Darjeeling, WB-734421.
7. Published in AAI website- aai.aero
8. Notice Board.


02/04/2016
(Anand Kumar)

Senior Manager(E-C), AAI,
O/o General Manager (Project)
Bagdogra Airport, Darjeeling.

SCHEDULE OF WORK

Sl. No	Description	Cost of Construction of the work as per present agreement with the executing Contractor (excluding GST)	As on Date Balance Cost of Construction of the work as per present agreement with the executing Contractor. (excluding GST)	%age of Cost to be quoted by the TPQA Institute against the Balance cost of construction of the work		Amount (excluding GST)
				(C)		
				In Figures	In words	
1	Appointment of Third-Party Quality Assurance (TPQA) agency for the project work "Development of New Civil Enclave at Bagdogra Airport. Sub-Head: Construction of New Terminal Building, MLCP, Allied Structure and External Development works on Engineering Procurement and Construction (EPC) Model" *Note: 1. Actual cost of the balance work shall be established based on the (Progress of the work) amount derived at the time of signing of TPQA agreement. 2. The cost of bought-out items (as defined in NIQ document) shall be considered at 25% of their respective EPCC contract value for the purpose of billing and payment to the TPQA in respective RA/Final bill. 3. The quoted rate shall be inclusive for the tasks to be carried out for already executed works (please refer clause 4(ii) & 5(ii) of conditions of contract.)	Rs.883.80 Crores	*Rs.557 Crores			

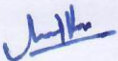
(Authorized Signatory)

Name:

Designation:

Place:

Date:



Project Brief

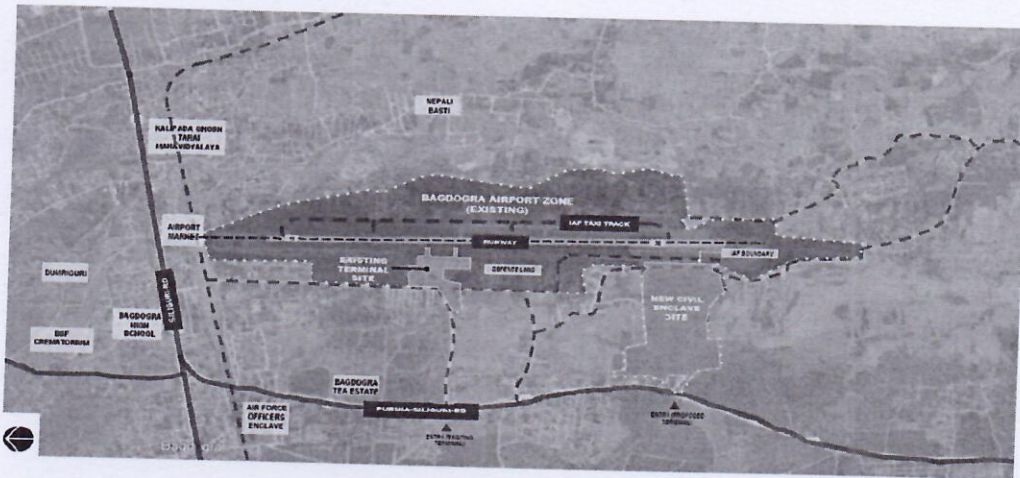
THIRD PARTY QUALITY ASSURANCE

for

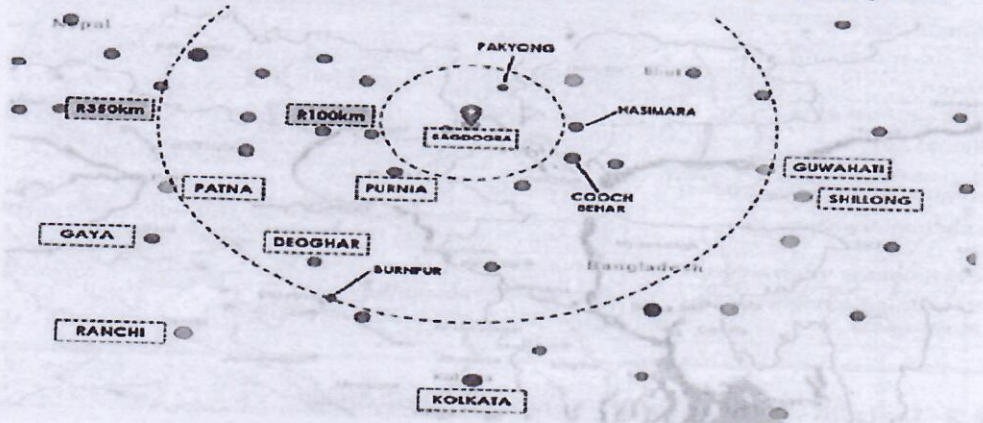
“Development of New Civil Enclave at Bagdogra Airport. Sub-Head: Construction of New Terminal Building, MLCP, Allied Structure and External Development works on Engineering Procurement and Construction (EPC) Model”

Brief of Works : EPC Contract awarded for Engineering, procurement & Construction (EPC) of Terminal Building inclusive of kerb, overhung with connecting bridges, fixed fingers for passenger boarding bridges, Multilevel Car Park and surface parking for cars and buses, Utility Building (including but not limited to Electric Substation with HSD Yard, Internal & external electrification including façade lighting, HVAC System including Plant Room, Plumbing Health & Engineering, Fire Fighting with Fire Alarm System, STP, WTP, Solid Waste Management etc for all external and internal building services, IT Services , Airport Systems, Public Address Systems, Lifts & Escalators, External & Internal Signage, Integrated Building Management System (IBMS), Solar PV System, Boreholes, miscellaneous buildings like security huts/watch towers, External Development including Landscape (Soft scape & Hard scape) integrated with equipments comprehensive storm water drainage system, city side approach roads along with flyover for Terminal Building & Aero City with all underground utility trenches, culverts under approach roads and underground tanks for all services. The New Civil Enclave to be GRIHA V compliant with net zero energy buildings and Carbon Neutral (for operational level emissions).

Location: Bagdogra Airport is situated in Bagdogra town resting at the foothills of Himalayas, in the Darjeeling District of West Bengal. The site of New Terminal building Project work is approx. 02 km away from the Existing Airport.



Connectivity of the Bagdogra Airport with nearby airports



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EPC work Brief Status:

EPC Contractor: M/s Kalpataru Projects International Limited, Gujarat.

Engineering Consultant: M/s C.P. Kukreja, New Delhi

Awarded cost of the project: 883.80 Cr. (Exclusive of GST)

Duration Of Project: 30 Months

Balance Duration of Project: 10 Months

Present Status of Work: Physical – 32.12%

Balance cost of work as on date: 557 Crores (Exclusive of GST)

Brief of Works covered under TPQA: -

S.N.	Major infrastructures/Machineries/equipment included in the Scope of work	Remarks
1)	Civil Works <ul style="list-style-type: none">i. Terminal Building inclusive of kerb, overhung with connecting bridges, fixed fingers for passenger boarding bridges.ii. Multilevel Car Park and surface parking for cars and buses.iii. Elevated Flyoveriv. Utility Buildings: ESS building, HVAC building, Service Tunnel, Water diversion canal, Sewage Treatment Plant, Garbage Yard, HSD Yard & Plant rooms.v. External Development works: Roads & Footpaths (Internal & External including culverts under approach roads), Landscape (Soft scape & Hard scape), Storm water drainage system, Water diversion canal system,vi. Fire and domestic UG tank and pump room.vii. Plumbing & Health Engineering works: Internal & External Sewage system, Internal & External Water line distribution system.viii. Compliance of GRIHA Norms for the structures.ix. Compliance of Health & Safety norms.	Balance Time Period of Construction work is 10 months
2)	MEP Works, Airport System & IT Works <ul style="list-style-type: none">i. Sub-Station Equipment including DG set.ii. Internal & External Electrical Installations i/c Lightings, Façade Lighting, UPS.iii. Elevators & Escalators.iv. Water Supply system (Submersible pump, Hydro Pneumatic Water Supply System, Water Treatment system etc.).v. Fire Hydrant System (Wet Riser/ Down comer) & Sprinkler System, Gas based fire suppression system.vi. Fire Alarm and Detection System.	Balance Time Period of Construction work is 10 months

	<ul style="list-style-type: none"> vii. HVAC System, VRV/VRF, Precision AC system, Split/cassette AC, pressurised mechanical ventilation & smoke extraction system. viii. Integrated building management system (IBMS). ix. Solar Power Generation Systems. x. Sewage Treatment Plant, Water Treatment Plant & Compost Plant. xi. Public Address & Voice Alarm (PAVA) System (Terminal Building & Car Parking). xii. External and Internal Signage. xiii. Tyre killer/ Spike Barrier, Bollards, Boom Barrier along with ANPR & Driver Image capturing (DIC), UVSS (Under Vehicle Surveillance System) xiv. Airport Systems. xv. CCTV System & Surveillance Operation Control Centre (SOCC). xvi. SBD (Self Baggage Drop) System, E gates & PFMS. xvii. FID (Flight Information Display) System. xviii. IT Systems. xix. Network Active – ICT. xx. IPPBX/ EPBAX System. xxi. Battery operated buggies, boom lifts, water fountain, water dispenser, sanitary napkin vending machine, baby diaper changing station, automatic sliding doors etc. <p>Note: The bought-out items such as Transformers, DG sets, chillers, lifts, escalators, solar PV modules, Self-Baggage Drop System, Hydraulic Bollards, Tyre Killer, UVSS, Boom Barriers, Battery-Operated Buggies, Boom Lifts, Water Fountains, etc.</p>	
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Conditions of Contract

1.0 GENERAL

- 1.1 The Consultancy Services ("The Services") include conducting Third Party Audit/Assurance as outlined hereafter. AAI intends that periodic Quality Auditing are to be carried out by a third-party to enable the AAI to assess critically the in-place quality of the project. The audit will be comprehensive and include examination of the quality of work executed and services carried out, compliance of works with the technical specifications and standards prescribed in the contract, compliance of social and environmental safeguards, compliance of safety requirements and furnishing of recommendations for improvements in quality of project and project implementation as a whole. It is a value addition to the project and not just fault finding with the contractor.

The TPQA institute shall include a team of qualified and experienced technical and other experts to be able to satisfactorily fulfil the objectives of the Audit.

2.0 PROJECT FAMILIARIZATION

The TPQA institute should clearly understand the scope and complexities of the project by studying all EPC contract documents including drawing, specifications, material reports and conditions of contract. The TPQA shall visit the project site to acquaint himself with the ground conditions. A report in the nature of a Project Familiarization shall be submitted within **10 days** of commencing the assignment. The report shall be duly signed with seal by the TPQA institute.

3.0 OBJECTIVE

The objectives of the TPQA Services are to:

- (i) Verify if the quality of the Works is consistent with contract conditions as well as technical specifications including compliance to the social and environmental safeguards, occupational health and safety requirements by independent assessment/audit of quality of works at various stages of construction, and
- (ii) Identify and recommend improvements to achieve the quality.

4.0 TPQA SCOPE OF WORK

- (i) The TPQA Institute shall prepare a Minimum Quality Assurance Plan (QAP) in accordance with all provisions of the ongoing EPC Agreement (between AAI & M/s KPIL) and the terms of this TPQA Agreement. This Minimum QAP shall be formulated with due consideration to the provisions of the Construction Agreement and the scope defined under this TPQA Agreement, ensuring that no additional financial burden is imposed on AAI. The TPQA Institute shall submit the Minimum QAP to the GM (Engg.-Project) **within ten (10) days** from the date of signing of the TPQA Agreement. The GM (Engg.-Project) shall review the draft Minimum QAP solely with respect to its cost implications in relation to the ongoing EPC Agreement and this TPQA Agreement, and shall approve it accordingly. The approved document shall thereafter be referred to as the "Approved QAP." Notwithstanding the above, the TPQA Institute may, at its discretion, carry out additional tests and undertake further activities beyond those specified in the Approved QAP, as deemed necessary for the satisfactory performance of its obligations, without any additional cost to AAI. The TPQA Institute shall ensure strict compliance with all provisions of the Approved QAP at the project site.

- (ii) The TPQA Institute shall ensure that all site records such as the inspection register, cement register, test register, and other relevant documents are maintained in the prescribed formats **(including already executed works at site and the cost of the same shall be deemed inclusive in the quoted rate. Nothing extra shall be payable for the same).**
- (iii) The TPQA Institute shall ensure effective control over various execution processes by regulating key factors, including the testing of materials and the development of checklists for critical items of work.
- (iv) The TPQA Institute shall ensure inspection of works (of ongoing EPC Agreement) during execution, with due consideration to the following two aspects:

Materials Aspect:

Quality and testing of materials shall be ensured in accordance with the provisions of the Agreement, contract specifications, and the applicable MoRTH/CPWD/BIS specifications. ***The TPQA Institute shall independently conduct at least ten percent (10%) of the total mandatory tests as confirmatory tests*** in compliance with the requirements of the Contract/CPWD specifications / BIS / IRC / MoRTH standards etc.

Workmanship Aspects: -

To ensure that the works are executed in accordance with the provisions of the Agreement, established engineering practices, and prescribed procedures. The inspection reports shall mandatorily include observations along with recommended corrective measures to enhance the quality of workmanship.

- (v) The TPQA Institute shall monitor the rectification of defects. In the event that any defects are not addressed by the executing contractor, the TPQA Institute shall report the matter to the concerned Engineer-in-Charge for necessary action in accordance with the provisions of the Agreement.
- (vi) The primary responsibility of the TPQA Institute shall be to ensure quality assurance rather than to adopt a fault-finding approach. Accordingly, the TPQA Institute shall, through frequent site visits and supervision, ensure that defects are identified at appropriate stages so that they may be rectified by the executing contractor in a timely manner, thereby ensuring the delivery of quality work.

The TPQA Institute shall, along with identifying defects, also specify the recommended solutions and methods for rectification of the observed deficiencies/issues in accordance with the agreement provisions. However, if the Engineer-in-Charge (EIC) observes that, despite timely identification of defects by the TPQA Institute, the executing contractor fails to rectify them, resulting in substandard work, the EIC may seek recommendations from the TPQA Institute, which shall, in such cases, also recommend appropriate reduction in rates for the substandard work, in accordance with the provisions of the Agreement.

- (vii) Inspections shall be conducted at a minimum frequency of twice per month by the expert professionals of the Institute only. Additional inspections may be carried out depending on the progress and requirements of the work, as deemed necessary by the TPQA Institute. No extra payment shall be made for such additional inspection.

5.0 TASKS TO BE PERFORMED BY THE TPQA

In addition to, and in pursuance of, the scope of work outlined in Paragraph 4 above, the TPQA Institute shall undertake the following tasks, though not limited thereto. The TPQA Institute may

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also suggest improvements to the services described herein, provided that such suggestions do not impose any additional financial burden on the Employer / AAI.

5.1 Task 1: Technical Examination of Works

- (i) The TPQA Institute shall verify the adequacy and suitability of the Contractor's field laboratories, plants, equipment, personnel and ensuring their overall fitness for the intended purpose. This shall include verification of the accuracy and calibration of all testing equipment used for measurements.
- (ii) The TPQA institute shall review the Contractor's working practices e.g. material receipt, storing, consumption procedures, material testing, construction methods, and documentation system to assess whether sound and effective practices are being employed to ensure quality (**including already executed works at site and the cost of the same shall be deemed inclusive in the quoted rate. Nothing extra shall be payable for the same**).
- (iii) The TPQA Institute shall review the extent of quality control exercised by the Contractor during construction (such as tests conducted, their number, frequency, methodology, and timing etc.) as well as related documentation such as QC registers, test reports, supervisory observations, and compliance records, to assess whether these measures conform to the specified technical specifications as per agreement provisions.
- (iv) The TPQA Institute shall review the Contractor's plans and actual practices concerning social and environmental safeguards, safety measures, working conditions, and compliance with employment laws, as stipulated under the contract and in accordance with applicable national and state laws and regulations (**including already executed works at site and the cost of the same shall be deemed inclusive in the quoted rate. Nothing extra shall be payable for the same**).
- (v) The TPQA Institute shall verify that the quality of work conforms to the contract specifications. This verification shall be conducted through independent materials testing, comprising **at least 10% of representative tests from the mandatory testing requirements**. The TPQA shall also ensure the actual implementation of the Quality Assurance Plan (QAP) and perform safety audits during the construction phase. Any tests required to be conducted outside the contractor's laboratory shall be carried out in a NABL-accredited laboratory.
- (vi) Samples for testing at external laboratories shall be jointly sealed by the Representatives of the Contractor, AAI, and the TPQA Institute. A forwarding letter shall be issued to the Contractor by the TPQA, who will transport the samples to the laboratory. The TPQA/QC Institute shall review all test reports received from the external laboratory and provide comments, if any. The TPQA Institute shall bear the cost of all sample preparation, packing, transportation and testing fee / cost. **Finalization of external testing lab will be done by E-I-C, AAI on the recommendation of TPQA.**
- (vii) The TPQA Institute shall prepare Inspection Test Plans (ITPs), which shall be approved by the Department. These ITPs shall specify the frequency and methods for conducting field inspections. The formats to be used for documenting these assessments shall be provided in the Inspection Reports.
- (viii) The TPQA shall carry out Factory Acceptance Test (FAT) and Site Acceptance Test (SAT) wherever required by AAI. The boarding and lodging (for FAT only) shall be paid extra at par with AAI TA/DA regulation as applicable to E4 level.

- (ix) The TPQA Institute shall audit and evaluate the quality control practices and the associated documentation (**including already executed works at site and the cost of the same shall be deemed inclusive in the quoted rate. Nothing extra shall be payable for the same**).
- (x) The TPQA Institute shall undertake inspections on a sample basis, with prior intimation to and approval from the Engineer-in-Charge, to verify actual compliance with previously identified quality enhancement measures and recommendations.
- (xi) The TPQA Institute shall inspect the site, prepare reports, and highlight areas of concern regarding the quality of materials, workmanship, and finishing at all stages of construction.
- (xii) **Post construction completion:**
The TPQA Institute shall undertake the final inspection and declare the constructed infrastructure is fit for use, ensuring it meets the intended standards of quality, workmanship, and finishing for each phase of the work, or as advised by the Engineer-in-Charge (EIC).
- (xiii) The TPQA Institute shall ensure the accuracy of the as-built drawings submitted by the Contractor.

5.2 Task 2:- Training

The TPQA Institute shall provide on-the-job training to the Contractor's QA staff on quality control procedures, safety management, environmental management, and related practices etc.

5.3 Reporting

The above assessments and information shall be compiled and presented to the Engineer-in-Charge, AAI, as a summary report, highlighting the following

- (i) Quality enhancement measures,
- (ii) Clear recommendations in cases where any work is deemed unfit for use. The final audit shall be planned and initiated well in advance, in consultation with the Engineer-in-Charge (EIC), prior to the expected completion date of each phase of work.

The TPQA Institute shall be responsible for the accuracy of the services provided. Any advice or opinion rendered by the Institute shall be supported by appropriate documentary evidence, including relevant standards, laws, or codes etc. However, the role of the TPQA Institute is strictly advisory, and the final decision regarding the execution of work shall rest with the Engineer-in-Charge (EIC), AAI.

6.0 CONFIDENTIALITY

By virtue of their scope of work, the TPQA Institute will have access to several confidential documents, and their recommendations may have financial and legal implications. It is therefore essential that the TPQA Institute and its experts demonstrate the highest standards of probity, integrity, and professional competence, while maintaining strict confidentiality. An undertaking in this regard shall be submitted by the TPQA team, as per the format provided in **Annexure-III**.

7.0 PERIOD OF TPQA SERVICE:

The TPQA Institute shall be engaged from the date of execution of the TPQA Agreement until the actual completion of the construction work. The remaining construction work is expected to be completed within a period of **10 months**; however, this duration may increase or decrease in accordance with the terms & conditions of the construction agreement. No additional payment shall be made to the TPQA Institute for any extension or reduction of this period.

In the event of any anticipated interruption in the construction work exceeding 15 days, the TPQA Institute shall be duly informed and shall be exempted from carrying out periodic inspections during such interruption.

If, for any reason, the construction work is suspended, foreclosed, or terminated prior to its actual completion, the TPQA Institute shall be notified accordingly, and the TPQA Agreement shall be deemed terminated. In such cases, the TPQA Institute shall submit a final report upon termination.

8.0 FEES AND PAYMENT TERMS:

- 8.1.1 The consultancy fee for the Third-Party Quality Assurance (TPQA) services shall be calculated on the gross value of the actual work executed under the Construction Agreement with the Executing Contractor, at the percentage quoted by the TPQA Institute and accepted by the Engineer-in-Charge. Payments shall be made monthly, based on the inspection reports submitted, corresponding to the value of work covered in such inspections.
- 8.1.2 The rates quoted by the TPQA Institute shall be inclusive of all applicable taxes, duties, cess, fees, or any other statutory levies, **but shall be exclusive of GST**. The quoted fee includes expenses on manpower, TA/DA, transport, equipment, consumables & services, laboratory & computer usages, incidental expenses and institutional overheads.
- 8.1.3 **GST, as applicable, shall be paid to the TPQA Institute** for any taxable services rendered to AAI, upon submission of a valid GST invoice, in accordance with the terms and conditions of the Agreement.
- 8.1.4 The Payment schedule will be based on the outputs as shown in the following table:

S. No.	Deliverable	Schedule of submission from the start date	Payment schedule (in % to the total value)	Remarks
1.	Periodic Inspection Reports(monthly)/ Project Familiarization Report	Within 15 Days from the date of completion of every Inspection.	Running payment shall be made on proportionate basis as per the progress of work and limited to 75% (Monthly rate shall be worked out by dividing 75% by total months. In case of early completion of Delay in completion of the project, running payment shall be adjusted accordingly on proportionate basis).	Running payment shall be made on proportionate basis.
2.	As-built drawings	Within 30 days from the date of completion of final Inspection.	5%	Ensure accuracy of as-built drawings submitted by the contractor
3.	Final Audit Report	Within 15 Days from the date of completion of final Inspection.	20 %	Undertake final inspection and declare the construction of the building/ services fit for use with the intended level of Quality, workmanship and finishes.

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<p>Note: Five percent (5%) of the due amount of TPQA Institute shall be deducted from TPQA institute's bill for "each default" (Each default is defined as failure of the TPQA Institute to carry out inspection at least twice in a month and preparation of details), required for work in Performa as per Annexure-I.</p>

8.1.5 The bills of the TPQA Institute shall be paid by AAI, Bagdogra Airport. For the purpose of processing payments, the TPQA Institute shall submit the following documents:

- a) Duly certified copy of valid Permanent Account Number (PAN).
- b) Duly certified copy of valid GST Registration certificate.

9.0 REPORTING REQUIREMENTS

The TPQA Institute shall furnish its reports in both soft copy and three hard copies. In pursuance of its services, the TPQA Institute shall submit the following:

- i. Quality Assurance Plan Review:** The TPQA Institute shall review the quality tests being conducted at the site and recommend necessary modifications to the QA plan, taking into account all relevant provisions of the Construction Agreement. The revised QA plan shall be submitted for approval to the Engineer-in-Charge. The TPQA Institute shall ensure that all provisions of the approved QA plan are observed at the site. Presentations shall be made to the department, and the contents modified as per suggestions of the Engineer-in-Charge / AAI.
- ii. Inspection Report (IR):** The Inspection Report (IR) shall include the approach, methodology, audit/monitoring formats, and all required reporting elements. It shall contain a flow chart showing inputs/outputs by stages and type of work. The IR shall be submitted within **two (2) weeks** from the commencement of services. The TPQA Institute shall present the IR to the Engineer-in-Charge and incorporate any modifications suggested by the E-I-C / AAI.
- iii. Testing Compliance:** The TPQA Institute shall ensure that all tests are conducted as specified in the QA plan.
- iv. Laboratory Testing:** The TPQA Institute shall ensure that tests are carried out either in field laboratories or external laboratories, as per the provisions of the Construction Agreement.
- v. Defective Work:** The TPQA Institute shall detail all defective work in the Inspection Report that is to be taken for re-do/rectification by the executing agency however, final decision shall be taken by E-i-C, AAI (Annexure-II).
- vi. Defective Material:** The TPQA Institute shall document all defective material brought to the site that must be removed immediately, in the Inspection Report (**Annexure-II**).
- vii. Sample Checklist:** A sample checklist for preparation of the Quality Audit Report is provided at Annexure-I.
- viii. Submission of Reports:** TPQA Inspection Reports and draft Final Audit Reports shall be submitted **within two (2) weeks** from the date of inspections.
- ix. Final Audit Report:** The Final Audit Report shall be submitted within **two (2) weeks** from the date of compliance by the Contractor.

- x. **Presentations to AAI CHQ:** The TPQA Institute shall make presentations to AAI CHQ in the presence of the Contractor and field staff during progress meetings, either physically or via video conference, as required. The TA/DA expenses of only the Team Leader shall be reimbursed or paid extra, in accordance with AAI TA/DA regulations applicable to E4 level, for attending meetings physically at AAI CHQ (from Bagdogra to Delhi and back).

10.0 RESPONSIBILITIES OF AAI:

- i. **Quality Assurance Implementation:** AAI shall implement and supplement the quality control procedures developed by the TPQA Institute to ensure that all aspects of the work meet the standards specified in the contract and are of acceptable quality. AAI shall remain fully responsible for maintaining quality throughout the project and shall take all necessary measures to ensure that proper construction practices are adopted to produce end products of acceptable quality.
- ii. **Compliance with TPQA Recommendations:** AAI shall ensure that all actions are taken in accordance with the recommendations of the TPQA Institute.
- iii. **Witnessing Tests:** AAI shall witness the sampling of materials and the testing conducted by the TPQA Institute at the site laboratory.
- iv. **Project Schedule:** AAI shall provide a comprehensive project implementation schedule, including milestones and the overall completion period.
- v. **Provision of Drawings:** AAI shall furnish all relevant construction drawings, including structural, architectural, and shop drawings, for buildings and associated infrastructure work.
- vi. **Facilitation of TPQA Activities:** AAI shall instruct all working agencies and contractors to cooperate fully with the TPQA Institute's quality assurance team and provide necessary assistance, including access to laboratory equipment, labour, and other resources required for conducting tests at the site.

11.0 RESPONSIBILITIES OF TPQA INSTITUTE:

- i. **Study of Project Documents:** The TPQA Institute shall study the general and technical specifications, contract documents, and construction drawings of the project, covering all relevant components.
- ii. **Quality Control Testing:** The TPQA Institute may conduct quality control tests using the facilities available at the site laboratory established by the AAI contractor. At its discretion, the TPQA Institute may also conduct such tests, or other required tests, at its own laboratory or at any other NABL accredited laboratory. AAI shall provide assistance, through its contractor, to facilitate tests at site laboratories. All costs related to tests carried out outside the site laboratory, including laboratory charges and incidental expenses, shall be borne by the TPQA Institute. The consultancy fees quoted by the TPQA Institute shall be deemed to include all such costs & no additional payment shall be made in this regard.
- iii. **Expenses and Allowances:** All expenses and allowances, including Travel Allowance (TA), Dearness Allowance (DA), and other costs for TPQA Institute personnel visiting the site, outside laboratories, or other locations in Bagdogra, shall be deemed included in the consultancy fees. No additional payments shall be made for such expenses during the TPQA service period, except for instances when the TPQA Institute personnel are required to appear at AAI CHQ or other locations as specifically instructed by AAI.

12.0 COMPENSATION FOR DEFICIENCY IN SERVICES

In the event of total default/failure by the TPQA in providing the services, AAI reserves the right to get the services executed by any other party at the risk and cost of the TPQA Institute. The following activities shall attract compensation which shall be deducted from the scheduled bill for consultancy services:

Sr. No.	Activities	Compensation
1.	Report Submission	If there is any delay in the submission of reports by the TPQA Institute, AAI may impose a penalty by deducting up to 0.1% of the Contract Amount per report per week of delay. The maximum penalty shall not exceed 0.25% of the Contract Amount per report.
2.	Absence from duties	If, for any reason, any team member of the TPQA Institute remains absent from duty for a cumulative period exceeding 15 working days in a year, or more than 5 working days at a time, the TPQA Institute shall replace the person by deploying personnel of equal or higher qualification and experience, with prior intimation to AAI. In the event of failure by the TPQA Institute to do so, a per-day penalty, as specified under clause 22, page-19 of conditions of contract , shall be deducted for the duration of the absence.
3.	Conduct Quality Control measures and QA	AAI reserves the right to conduct independent quality monitoring and checks of the works executed by the construction agency and quality-assured by the TPQA Institute. If such checks reveal that the works do not meet the specified requirements, AAI shall withhold payment to the TPQA Institute for the affected portion of work. In addition, AAI may impose a penalty of up to 10% of the Contract Value, and the TPQA Institute shall have no entitlement to any further fees for this scope of work. At its sole discretion, AAI may also discontinue the services of the TPQA Institute.
4.	Performance of the team members	If the services of any team member provided by the TPQA Institute are deemed unsatisfactory or unacceptable by AAI, the TPQA Institute shall be obliged to replace the team member within seven (7) days of receiving such notice. In the event that the TPQA Institute fails to deploy or replace the team member within the stipulated period, AAI may make a temporary arrangement for the required services. The cost of such temporary deployment or replacement shall be borne by the TPQA Institute, with a commensurate deduction of amount as stated in para 22 of Conditions of contract, until an acceptable replacement is provided.
5.	Checking of As-Built drawings	If any discrepancies are found in the as-built drawings upon verification by the TPQA Institute, AAI shall deduct 5% of the Contract Value from the fees payable to the TPQA Institute.

13.0 FORCE MAJEURE:

Neither party (TPQA Institute or AAI) shall be held liable for non-fulfilment of their respective obligations under this Agreement due to the occurrence of one or more force majeure events, including but not limited to Acts of God, war, floods, earthquakes, strikes, lockouts, epidemics, riots, civil commotion, or termination/suspension of the main construction contract etc.

Upon the occurrence or cessation of any such event, the affected party shall notify the other party in writing within **one (1) month** of such occurrence or cessation. The parties shall then mutually

decide on the appropriate course of action to be taken.

14.0 EFFECTIVE DATE, DURATION AND TERMINATION OF THE AGREEMENT:

- i. **Effective Date:** This Agreement shall come into effect from the date of signing by both parties.
- ii. **Expiry:** The Agreement shall be deemed to expire upon the completion of the TPQA service period as specified in Clause 7.0 herein.
- iii. **Termination:** During the tenure of the Agreement, either party may terminate the Agreement for violation of any clause of the Agreement or for other valid reasons, by giving **one (1) month's** written notice to the defaulting party. Failure of either party to terminate the Agreement on account of a breach or default by the other shall not constitute a waiver of that party's right to terminate the Agreement at a later date.

15.0 NOTICES:

All notices and other communications required to be served under this Agreement shall be deemed duly served if delivered to, left with, or sent by registered post or e-mail to the respective party at its known business address.

16.0 AMENDMENTS TO THE PARTY:

No amendment or modification of this Agreement shall be valid unless made in writing and signed by both parties or their authorized representatives, specifically stating that it constitutes an amendment to this Agreement. Any such modifications or changes shall take effect from the date on which they are executed, unless otherwise mutually agreed.

17.0 ASSIGNMENTS OF THE AGREEMENT:

The rights and liabilities arising under this Agreement shall not be assigned by either party without the prior written consent of the other party, and any such assignment shall be subject to the terms and conditions mutually agreed upon.

18.0 DISPUTE RESOLUTION:

If any dispute or any difference of any kind whatsoever shall arise between the parties in connection with or arising out of this agreement or out of the breach termination or invalidity of this agreement thereof, the party shall resolve them by resorting to mutual discussions and/or as per standard practice of resolution of disputes between two government institutes.

19.0 TERMINATION:

- 19.1 AAI may, at any time, if deemed necessary, terminate this Agreement forthwith by giving one (1) month's written notice to the TPQA Institute.

- 19.2 In the event of termination, the TPQA Institute shall carry out any work reasonably required by AAI in connection with such termination.
- 19.3 Termination under this clause shall not relieve either party of its obligations under this Agreement with respect to services already performed.
- 19.4 In the event of termination, AAI shall pay the TPQA Institute for all services rendered under this Agreement up to the date of termination, as may be mutually agreed, based on the proportionate progress of services completed.

20.0 ADDITIONS IN SCOPE OF SERVICE:

AAI shall have the right to request, in writing, additions to the scope of services of the TPQA Institute. Upon receipt of such request, the TPQA Institute shall review the proposed additions, and any such changes shall be subject to mutual agreement between the parties, including the applicable additional fees.

21.0 List of Key Experts:

21.1 The list of experts required for the TPQA team, along with their respective man-month requirements for a tentative contract period of ten (10) months, is provided below. These experts shall be deployed at the project site as per the agreed schedule.

Position/ Expert	Minimum Educational Qualification & Experience	Number	Period of Deployment (months)
Team Leader cum Civil Engineer (Civil/ Structural Engineer)	Degree in Civil Engineering with 12 years' experience of Civil works including quality control Civil works/finishing items and pavement works.	01	10
Geo-tech/ Foundation Engineer	Degree in Civil Engineering with 07 years' experience of Civil works including pavement works	01	03
Electrical/ Mechanical Engineer	Degree in Elect/Mech Engineering with 07 years' experience of Electrical / Mechanical works with quality control of Internal & External Electrical /Mechanical /HVAC/Fire. Note- Preferably Electrical Engineer.	01	03
Environment, Horticulture work, Construction Safety & Health Expert	Graduate of any relevant discipline with 07 years' experience in similar nature of work	01	04
IT & Airport System Engineer	Degree in CS/Electronics/IT Engineering with 07 years' experience of IT / Airport System works.	01	03

21.2 The deployment of above expert manpower by TPQA institute shall be intimated well in advance (i.e 30 days prior to the deployment) to the AAI as per the requirement at site. However, team leader shall be deployed throughout the contract period till completion of construction work.

21.3 In the event of extension of time for construction work or due to site requirements, any

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additional man-months required may be deployed only with the prior approval of the Engineer-in-Charge (E-I-C). The payment for such manpower shall be made at rates based on prevailing market rates, as determined from reputed institutions such as IITs, NITs, or Government Engineering Colleges for similar deputation/deployment. The rate so determined by the E-I-C shall be final and binding on all parties.

- 21.4 Attendance registers for the TPQA team deployed at the site shall be maintained at the office of AAI.
- 21.5 Deployed expert manpower / engineers are entitled for 01 day weekly -off i.e. on Sundays and gazetted holidays declared by the Central Government/State Government.

22.0 The TPQA Institute shall provide the names of the proposed experts along with qualification & experience prior to deployment at site on the demand of E-i-C, AAI. Penalty for unauthorized absence from duty shall be as follows:

Sr. No	Designation	Per person Per day Penalty in Rs.
1.	Team Leader cum Civil Engineer (Civil/Structural Engineer)	Rs 7000/-
2.	Geo-tech / Foundation Engineer	Rs 4000/-
3.	Electrical/ Mechanical Engineer	Rs 4000/-
4.	Environment, Horticulture, Construction Safety & Health Expert	Rs 4000/-
5.	IT & Airport System Engineer	Rs 4000/-

23.0 **BREAKS IN WORK**

Due to the operational requirements of the Airport, development of unwanted conditions/ any reason there may be intermittent breaks in progress of the work. No idle charges shall be payable or claimed on account of such interruptions.

24.0 **NIGHT WORK**

The construction work shall be carried out on a round-the-clock basis and in an expedited manner. The TPQA team may be required to visit the site during night hours for monitoring and conducting quality tests. No additional payment shall be made on account of work performed during night hours. The absence of the TPQA team at the site shall not be a ground for halting or delaying the construction work. The TPQA team shall not direct re-execution of any work solely on the basis of their absence during its execution. However, the TPQA team shall remain responsible for quality assurance of all works, including those carried out during night hours.

25.0 **DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY AAI TO THE TPQA TEAM:**

Apart from quality control and quality assistance records maintained by the Contractor and Engineer-in-Charge, a copy of the contract agreement of the work shall be made available to the TPQA. AAI shall also provide the TPQA Institute with relevant Technical Instructions, Technical Circulars, and other necessary documents, as and when required. AAI shall provide transport facilities to the TPQA team solely for the purpose of site visits within the construction site only.

26.0 **DOCUMENTS TO BE REFERRED:**

The TPQA Institute shall carry out its services with due reference to the following documents:

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- i. The Agreement between AAI and the executing EPC Contractor, MoRTH Specifications, CPWD Specifications, relevant IS Codes, IRC guidelines, and all other documents referred to in the Agreement.
- ii. Quality Assurance and Quality Control procedure formats jointly developed by TPQA institute & AAI.
- iii. Technical Instructions and Technical Circulars issued by AAI, as applicable to all works including pavement works.



TPQA CHECKLIST PROFORMA

Sr. No.	Particulars	Details
1.	Particulars of Work	
	(a) Name of work	
	(b) Description of work	
2.	(a) Engineer-In-Charge	
3.	Agency/Contractor	
4.	Agreement No.	
5.	Stipulated date of start	
6.	Stipulated date of completion	
7.	(a) Estimated cost put to tender	
	(b) Schedule of rates applicable	
8.	Accepted tendered cost	
9.	Percentage progress at time of inspection vis-a-vis expected as per contract and reasons for delay, if any:	
10.	Inspecting officers (Name & Designation)	
11.	Officers and contractor present during inspection (Name & Designation)	
12.	Date of Inspection and Number	
13.	Quality Control aids:	
13.1	Is site equipped with	
	(a) Copy of agreement	
	(b) Applicable CPWD Specification/ along with (up to date correction slips:)	
	(c) Provision of Quality Control in agreement? Whether approved Quality Control records is available on site?	

Sr. No.	Particulars	Details
	(d) List of approved materials to be used:	
	(e) Guard File containing inspection reports CTE/ QCTA/AE/QC)/CE/SE etc.	
	(f) Testing facilities to check conformations to acceptance criteria	
	(g) Relevant Circulars on Quality Control.	
13.2	Is field laboratory existing and well equipped?	
14.	Departmental procedure aspects:	
14.1	Maintenance of Inspection register.	
14.2	Highlights of inspection by Senior officers requiring compliance.	
14.3	Are Test Registers maintained in standard forms?	
14.4	Are test Register reviewed by Senior officers with dates?	
14.5	Site Order Book and Schedule of defects:	
a)	Is Site Order Book Properly maintained?	
b)	Is the Site Order Book reviewed by Engineer-In-Charge. (Mention details)	
c)	(c) Have timely notices been issued to the contractor with the schedule of defects/damages and date of compliance? In case of failure to rectify defects/damages whether action under relevant clause of agreement initiated?	
15.	Process control aspects:	
15.1	Is soil investigation done? (give brief details)	
15.2	Suitability of water for construction	
A	What is the source of water?	
b)	Has water been tested and approved by Engineer-in charge before construction?	
c)	Has water been tested subsequently (i.e after every 3 months) and found fit for use in works?	
15.3	Are 10% (25% for concrete) of all samples for testing taken in presence of Engineer-In-Charge or his/her representative.	

Sr. No.	Particulars	Details
15.4	Are all mandatory tests carried out at stipulated frequency?	
15.5	Are materials approved by Engineer-in-charge? If so, are samples available at site?	
15.6	Specific control on RCC work like centering /Shuttering,	
15.7	Safety adherence, occupational health and environmental compliance	
16.	Site Inspection	
16.1	Site inspection for observations and comments on Quality Control system include but not limited to the following items:	
	<p>CIVIL (a) Earth work (b) Concrete work (c) RCC work (d) Brick work (e) AAC Block work (f) Stone work (g) Granite/Marble work (h) Wood work (i) Steel work & Aluminium work (j) Flooring (k) Roofing (l) Finishing (m) Internal Services-Civil – Plumbing, Drainage, Sanitary Installations, (n) External Services-Civil- Water supply, Storm water drainage, Sewerage, UG Tanks, sewer line STP, landscaping, Road/pavement, Roofing, Truss, Façade/Glazing, Structural Steel etc.</p> <p>E&M (a) Internal Electrical Installations, Fire Fighting system including Pumps and Motors, Fire alarm system, HVAC, Solar heating system, Lift, Escalator, External electrification, Street Lights, Substation equipment's, CCTV, FIDS, IT Systems, PBB etc.</p>	
16.2	Observations on floors slope (especially in Bath, WC, Kitchen, Terrace, Balcony etc.)	
16.3	Observation on QC for dampness/ leakages prevention. If dampness /leakages noticed, then state locations and probable reasons.	
16.4	Details of Samples collected by TPQA	
17	Observations on site material QC aspects. (Keeping in view the requirement of contract specifications, BIS marked / AAI approved products etc.) (Attached separate sheet, if required)	
17.1	Observations	
18	Observations on workmanship QC aspects. (Attached separate sheet for each non-compliance, if required)	

Format of intimating matter of immediate concern by TPQA

Sr. No.	Particulars	Details
1.1	(a) Name of work:	
	(b) Description/scope of work:	
1.2	a) Engineer-in-Charge	
	b) Project Management Consultant	
1.3	Construction Agency	
	(a) Name of site in charge	
	(b) Name of Quality in charge	
1.4	Third Party Quality Assurance	
1.5	Inspecting Person: (Name Designation)	
1.6	Officers and contractor present inspection: (Name & Designation)	
1.7	Date of inspection and number:	
2	Concern Related to Quality of Material	
	Details of Location and material, Description of concern	
3	Concern Related to workmanship	
	Details of Location and item, Description of workmanship concern	

TO WHOM IT MAY CONCERN

This is to certify that in the event of the TPQA work being entrusted to our institute/ organization, our TPQA team will exhibit and ensure highest sense of probity and integrity and maintain strict confidentiality at all time.

It is further certified that neither the TPQA team nor any of its members shall disclose, share, or divulge any documents, information, or assessments related to the contract or TPQA activities to any person, firm, contractor, institute, or organization without prior written approval of AAI.

In the event of any breach of confidentiality by the TPQA team or any of its members, resulting in legal consequences, reputational damage, or any adverse implications for AAI, AAI shall have the right to recover appropriate financial damages from the TPQA Institute, as deemed fit, at its sole discretion.

(Authorized Signatory)

Name:

Designation:

Place:

Date: