

TENDER DOCUMENT

कार्य का नाम : पुणे हवाई अड्डे पर पुराने टर्मिनल भवन का पुनर्निर्माण।

पुणे हवाई अड्डे पर कुलयात्री प्रबंधन क्षमता बढ़ाने के लिए आंशिक पुराने टर्मिनल भवन का पुनरुद्धार और विविध कार्य।

उपशीर्ष : पुणे हवाई अड्डे पर कार्यालय सहायक उपलब्ध कराना।

Name of Work: Reconstruction of Old Terminal Building at Pune Airport.

Revamping of part old Terminal Building and Miscellaneous works for enhancing total passenger handling capacity at Pune Airport.

SH:- Providing Office Assistants at Pune Airport.

Containing total 32 pages



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

**AIRPORTS AUTHORITY OF
INDIA
ENGINEERING WING**

NOTICE INVITING e-TENDER
(Bid No. GEM/2025/B/6795204)

1. Item rate e-tenders are invited through the e-tendering GEM portal by Asstt. Gen. Manager (Engg-Civil) (Bid Manager), Civil Engineering Dept., Airports Authority of India, Pune Airport, Pune-32 on behalf of Chairman, A.A.I., from the eligible contractors for the work of **“Reconstruction of Old Terminal Building at Pune Airport- Revamping of part old Terminal Building and Miscellaneous works for enhancing total passenger handling capacity at Pune Airport SH:- Providing Office Assistants at Pune Airport. (Reference No GEM/2025/B/6795204) at an estimated cost of Rs. 21,17,023/- (including GST)with period of completion 12 months.**

The tendering process is online at GEM portal URL address <http://gem.gov.in> or www.aai.aero (for reference only). Prospective Tenderers may download and go through the tender document.

Prospective Tenderers are advised to get themselves register at GEM-portal, obtain ‘Login ID’ & ‘Password’ and go through the instruction available in the Home page after log in to the GEM portal <http://gem.gov.in>.

EARNEST MONEY DEPOSIT (EMD)

EMD of the value of **Rs. 63,510/-** will required to be paid online through payment gateway integrated with GEM Portal.

SETTLEMENT OF / FORFEITURE / REFUND OF EMD

The settlement of / forfeiture / refund of EMD as per the case will be executed through online mode.

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

Note:- The scope of work mainly includes provision of manpower.

Envelope-I:- (Technical Bid and Pre-qualification)

Bid Containing following:-

A. EMD:

- a. Earnest Money Deposit (EMD) amounting to **Rs. 63,510/-** will be required to be paid online through the payment gateway GEM Portal. Copy of Challan to be uploaded.
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B. Technical Bid containing the following:-

- i) Scanned copy of Tender Acceptance Letter on Bidder's Letter Head.
- ii) Scanned Copy of Permanent Account Number (PAN) and GST Registration Number.
- iii) Scanned copy of 'Undertaking' regarding Blacklisting/ Debarment/ Restraintment on Bidder's Letter Head.
- iv) Scanned copy of Form- A - details of similar works completed during last seven years supported with completion certificate issued by client.
- v) Scanned copy of Form- B - Financial Information (Turnover).
- vi) Scanned copy of Form- C – Net Worth.
- vii) Scanned copy of Annexure LBS on Bidder's Letter Head.
- viii) Companies other than propriety firm shall submit scanned copy of Authorization Letter/ Power of Attorney along with copy of Certificate of incorporation of the Company under Companies Act showing CIN/LLIPN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney.
Proprietary firms shall submit scanned copy of Authorization Letter/ Power of Attorney only if the tender is processed by a person other than proprietor.
- ix) PQ Performa duly filled.

C. Qualifying requirements of contractors / tenderers containing the following :-

- i) Tenderer should have successfully completed or substantially completed three works, each of ₹8,46,810/- (including GST) or two works, each of ₹10,58,512/- (including GST) or one work of ₹16,93,619/- (including GST) in single contract of similar nature of work such as "Supply of manpower in Government/Private sectors during last 07 (seven) years ending last day of month previous to the one in which tenders are invited. The details of similar works completed during last 07 (seven) years shall be submitted in the given format Form-A with supporting documents issued by client.

Note:

- ~~1. The Experience Certificates of works completed pre-GST era, Completion amount will be divided by 1.12 (to exclude pre-GST taxes) to make it at par with experience certificates of post-GST era but excluding GST.~~
 2. The Tenders invited for Annual Rate Contracts for O&M/ AMC/ CMC works, agency having experience of completed AMC contract of more than one year shall be counted for the value of work for a completed one year on pro-rata basis. However, the agency who has completed one year of work in running AMC contract of more than one year, may be counted for the value of work for a completed one year on pro-rata basis.
 3. Experience gained by executing work on back-to-back contract/ Sub-contract basis is acceptable in the following conditions:
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- a. Work should be actually executed by the second agency (sub-contractor) with due concurrence of the owner as tripartite agreement/ written approval. It should be backed by valid agreement and experience certificate.
 - b. Payments received by second agency should be reflected in TDS certificates.
4. Experience gained in composite works for the specialized nature of works (List of Specialized Items / Jobs/ Works are mentioned at Para 35.3 of AAI Works Manual) were executed by main contractor either by in-house expertise & experience or by engaging the specialized agencies with the approval of main client as per contract conditions. In such cases, main contractor as well as specialized agency both get the experience certificate for the same work from their respective client(s) i.e. main contractor for composite work along with specialized works from owner and specialized agency for specialized work(s) from the main contractor.

In this situation, the experience certificate of either specialized agency or main agency having in-house expertise & experience, who has actually executed the specialized work(s), shall be considered for Technical /Pre-qualifying criteria in similar specialized nature of work(s).

5. Substantial completion shall be based on 80(eighty) percent of awarded cost or more value wise works completed under the contract.

“The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to date of bid opening (Cover-I/ Technical bid).

Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work.

Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.

- ii) Should have Average Annual Financial Turnover of ₹6,35,107/- on similar nature of work during last three years ending 31st March of the previous financial year. The Financial Information shall be submitted in the given format – Form-B. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
 - iii) The tenderer should have a minimum net worth of ₹3,17,554/-, issued by certified Chartered Accountants. The Certificate should be submitted in the given Format-Form C. Scanned copy of all the documents of Envelope- I mentioned above shall be submitted on the GEM Portal.
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~~*For Start ups bidders and Sub-contractors, for repair works estimated cost of upto Rs.30 lakhs, the requirements regarding General Construction Experience, Particular construction Experience and Available Bid Capacity may not be insisted upon provided the bidders fulfil other criteria regarding Financial/ Personnel/ Equipment capabilities. However, to avoid overstretching of their resources, no such contractors may be allowed to hold more than 2(Two) contracts under relaxed credentials, at any given time.~~

Envelope-II: -The financial e-Bid.

All rates shall be quoted in the standard BOQ format provided with the tender and no other format is acceptable.

2. Refund of EMD

EMD deposited by all the bidders except the confirmed lowest bidder shall be returned within one week from the date of opening of the financial bid. EMD of the successful bidder shall be returned on receipt of Security Deposit equivalent to EMD amount/ performance bank guarantee.

3. Bid Submission:-

The tenderer shall submit their application along with duly filled PQ performa only at GEM Portal: <https://gem.gov.in>. Tenderer/Contractor are advised to follow the instructions provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents as per para 2. Bid documents may be scanned with 100dpi with black and white option which helps in reducing size of the scanned document.

Uploading of application in location other then specified above shall not be considered. Hard copy of application shall not be entertained.

4. Not more than one tender shall be submitted by one tenderer or tenderers having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner (s) / director (s) are common) be allowed to tender for the same contract as a separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
 6. Tenderer who has downloaded the tender from Government e-market (<http://gem.gov.in>), shall not tamper/ modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAI.
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6. Bids opening process is as below:-

Envelope –I (EMD, Technical bid and Pre-qualification)

Envelope-I containing Documents as per para 2 (A), (B) and (C) (uploaded by the tenderers) shall be opened on date & time mentioned on GEM portal.

If the bidder has any query related to the Bid document of the work, they should use 'Seek Clarification' on GEM portal to seek clarifications. No other means of communication in this regard shall be entertained.

If any clarification is needed from the tenderer about the deficiency in his uploaded documents in Envelope–I, he will be asked to provide it through GEM portal or email if required. The tenderer shall upload the requisite clarification/documents within time specified by AAI, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through GEM portal.

Envelope – II (Financial Bid):

Envelope-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time **intimated through GEM portal.**

7. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.
8. AAI reserves the right to disallow the working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/ Temporary or permanent debarment/ blacklisting by any department of AAI or Central/ State Govt. Depts./PSUs/World Bank/ADB etc. AAI reserves the right to verify the credential submitted by the agency at any stage (before or after the award the work). If at any stage, any information/document submitted by the applicant is found to be incorrect/false or have some discrepancy, which disqualifies the tenderer then AAI shall take the following action:
 - a) **Forfeit the entire amount of EMD submitted by the tenderer.**
 - b) **The tenderer shall be liable for debarment for a period upto two years from tendering in AAI, including termination apart from any other appropriate contractual/legal action.**

9. Consortium / Joint Venture companies shall not be permitted.

9. If the entity participating in any of the tenders is a private or public limited company, Partnership firm or proprietary firm and any of the Directors/ Partners/ Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the Authority, then the said entity shall not be allowed to participate in AAI tenders.
10. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
11. 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 provision of Procurement Policy for MSEs order 2012 with up to date amendments shall be applicable for tenders of Supply / Services and shall not be extended to Construction work.
12. Tenderers have to submit Unique Document Identification Number (UDIN) generated documents like Financial information (Turnover with loss/ profit), Net worth Certificate etc. as per NIT conditions duly certified by CA and having UDIN. **The documents submitted by bidders without UDIN shall not be entertained.**
13. Department of Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India, issued Public Procurement (Preference to Make in India), Order 2017 vide OM No. P-45021/2/2017-PP(BE-II) dated 16.09.2020 is applicable.
14. Requirement of registration by the Bidder from a country sharing land border with India based on order No. F No. 6/18/2019-PPD dated 23/07/2020 of Government of India, Ministry of Finance, Department of Expenditure (Public procurement Division) with up to date amendments, regarding restriction under Rule 144(xi) of the General Financial Rules (GFR) 2017 shall be applicable. Bidder shall submit scanned copy of 'Undertaking' on Company's letter head in this regard. **(Annexure- LBS).**

Bid Manager

Asstt. Gen. Manager (Engg-Civil)
Pune Airport, Pune, Maharashtra-411032

FORM "A"

DETAILS OF SIMILAR WORKS SUCCESSFULLY COMPLETED OR SUBSTANTIALLY COMPLETED DURING THE LAST SEVEN YEARS ENDING ON 30.09.2025

S.No.	Details of Work	W-1	W-2	W-3
i.	Name of work/ project and Location			
ii.	Name and Address of client			
iii.	Awarded Cost of work (in Rs. Lakhs)			
iv.	Date of commencement as per contract			
v.	Stipulated date of completion			
vi.	Actual date of completion			
vii.	Completion Cost/ Actual work done			
viii.	Whether the work was done on back to back basis Yes/No			

**SIGNATURE (S) OF BIDDER (S)
(WITH STAMP)**

Note: The contractor should give list of only of eligible category works of requisite amount with supporting documents issued from client.

FORM-B
FINANCIAL INFORMATION

Name of the firm / contractor.....

1. Financial Analysis - Details to be furnished of turnover works with profit / loss as per figure in balance sheet account for the last three years duly certified by the Chartered Accountant as submitted by the applicant to the Income - Tax Department

Fig in lakhs Rs.

S.No.	Particulars	Financial Year (Last three years)		
		FY 2022-23	FY 2023-24	FY 2024-25
1	Turn-Over			
2	Profit / (loss) after Taxes (standalone)			

2. Financial arrangements for carrying out the proposed work.

Unique Document Identification Number (UDIN).....

SIGNATURE OF CHARTERED
ACCOUNTANT WITH SEAL

SIGNATURE (S) OF BIDDER (S)

Note: The bidder should give information strictly in above format.

Form 'C'
FORM FOR CERTIFICATE OF NET WORTH FROM CHARTED ACCOUNTANT

This is to certify that as per audited balance sheet and profit & loss account during the financial year....., the Net Worth of M/S. (Name & registered address of Individual/Firm/Company), as on(the date of certificate) is Rsafter considering all liabilities. It is further certified that Net Worth of the company has not eroded by more than 30 % in last three years ending on 31st March(the relevant year*)

Unique Document Identification Number(UDIN).....

Signature of Chartered Accountant

.....

Name of Chartered Accountant

.....

Membership of ICAI

Date and Seal

SIGNATURE (S) OF BIDDER (S)

*The relevant year shall be the financial year ending 31st March preceding the calendar year of bid submission or 31st March of the financial year preceding the previous financial year, if the balance sheet of the previous financial year has not been audited.

TENDER ACCEPTANCE LETTER
(To be given on Contractor's Letter Head)

Date : _____

To,

(Bid Manager)

Address

Sub: **Acceptance of Terms & Conditions of Tender.**

(Gem Bid No: _____)

Name of Work: Reconstruction of Old Terminal Building at Pune Airport.

Revamping of part old Terminal Building and Miscellaneous works for enhancing total passenger handling capacity at Pune Airport.

SH:- Providing Office Assistants at Pune Airport.

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from GeM Portal web site(s) namely: <https://etenders.gov.in/e procure/app> as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have inspected the site and read the entire terms and conditions of the tender documents, corrigendum(s) and reply to query if any made available to me/ us which shall form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. I / We hereby unconditionally accept the tender conditions of AAI's tender documents in its totality / entirety for above mentioned work.

4. I/We declare that I/We have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe/gratification, I will immediately report it to the Appropriate Authority in AAI'.
5. I/ We hereby submitted that I/ We paid/ submitted the required earnest money as per NIT conditions.
6. I / We certify that all information/ documents furnished by our Firm is true & correct and in the event at any stage, the information/ documents is found to be incorrect/ untrue or found violated, then we shall be liable for debarment from tendering in AAI without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-I

UNDERTAKING REGARDING DEBARMENT/BLACKLISTING/RESTRAINTMENT

(To be given on Contractor's Letter Head)

Name of Work: _____

(Gem Bid No: _____)

I/We (name and post of authorized signatory) on behalf of
..... (Name of firm) do here by solemnly affirm and declare as follows:

- (i) Our firm is not restrained/ debarred/ blacklisted by Airports Authority of India (AAI)/ Ministry of Civil Aviation(MoCA)/ Dept. of Expenditure(DoE), Ministry of Finance and the debarment/ blacklisting/ restraintment is not in force as on last date of opening of tender (Envelope-I, normally called as technical bid).
- (ii) None of Proprietor /Partners /Board Members /Directors of M/s..... (Name of firm) has remained Proprietor /Partner /Board Member /Director in any firm which stands debarred /blacklisted/restrained by AAI/ MoCA/ DoE and the debarment/ blacklisting/ restraintment is not in force as on last date of opening of tender (Envelope-I, normally called as technical bid).
- (iii) Our firm understands that if our firm either debarred before the date of opening of tender (first bid, normally called as technical bid, in case of two packet/two stage bidding) or debarred before the date of contract by AAI/ MoCA/ DoE (Debarment applicable for all Ministries/ Departments), our bid is liable to be rejected at that stage.
- (iv) Our firm understands that at any stage, if above statements are found to be false, our firm shall be liable for debarment from bidding in AAI, apart from any other appropriate contractual legal action including debarment/ blacklisting/ restraintment, termination of the contract etc. as deemed fit.

[Signature and name of the authorized signatory of the firm]

Date:

Place:

Note: Above undertaking is to be given on company's letter head.

ANNEXURE- LBS

Performa for declaration by Bidder for compliance of order on Restriction under Rule 144(xi) of the General Financial Rules (GFRs)-2017

(Scanned copy to be submitted by Bidder in Cover-I on letter head of Company/Firm)

Name of Work: _____

GeM Bid No: _____

I, the undersigned, _____ (full names), do hereby declare, in my capacity as _____ of M/s **(Name of company/Firm)** that:

1. I am competent to swear this undertaking on behalf of M/s **(Name of company/Firm)**
2. I have read the Order(s) on the subject of Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the Order(s).
3. I certify that M/s **(Name of company/Firm)**) is not from such a country / is from such a country, has been registered with the Competent Authority (strike out whichever is not applicable). I hereby certify that this BIDDER fulfills all requirements in this regard and is eligible to be considered [Where applicable, evidence of valid registration with the Competent Authority is attached].
4. I understand that the submission of incorrect data and / or if certificate/ declaration given by M/s **(Name of company/Firm)** is found to be false, this would be a ground for immediate termination and further legal action in accordance with law as per Clause 12 of the Public Procurement Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017.

Signature and name of the authorized signatory of the firm

with Rubber Stamp

Date:

Place:

CHECK LIST / PQ Performa

(TO BE UPLOADED BY THE BIDDER ALONG WITH TENDER APPLICATION)

Name of work: Name of Work: Reconstruction of Old Terminal Building at Pune Airport.

Revamping of part old Terminal Building and Miscellaneous works for enhancing total passenger handling capacity at Pune Airport.

SH:- Providing Office Assistants at Pune Airport.

S. No	Particulars	ATTACHMENTS / ENCLOSURES CHECK LIST (to be uploaded / enclosed)	
1.	Name & registered office Address of the Applicant.		
2.	Name, address, telephone, Fax No., email address of the authorized contact person of the agency for further communication.	Name :	
		Address :	
		Ph. No.:	
		Mobile No.:	
		Fax No.:	
	E-mail ID :		
3.	ENVELOPE –I :		
A.	Tender Processing Fee, EMD:		
i)	Tender Processing Fee	Nil	Scanned copies uploaded YES/NO
ii)	EMD scanned copy	EMD for an amount of Rs. 63,510/- to be paid through payment gateway at GeM Portal	Scanned copies uploaded YES/NO
B.	Technical Bid containing the following:		
i)	Tender Acceptance Letter	Scanned copy of Tender Acceptance Letter on Bidder's Letter Head.	YES/NO
ii)	PAN & GST	Scanned copy of Permanent Account Number (PAN) and GST Registration	YES/NO

		Number.	
iii)	Undertaking regarding Blacklisting/ Debarment on Company's Letter Head.	As per Annexure-I	Scanned Copy uploaded. YES/NO
iv)	Details of similar works	Scanned copy of Form- A - details of similar works completed during last seven with completion certificate issued by client.	YES/NO
v)	Declaration – Annexure LBS	Scanned copy of Annexure LBS on Bidder's Letter Head.	YES/NO
vi)	Authorization Letter/Power of Attorney	Bidders other than propriety firm shall submit, scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney. Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.	YES/NO
vii)	PQ Performa duly filled.		YES/NO
C.	Qualifying requirements of contractors:		
	Certificate from clients of having satisfactorily executed work details (Three works, each of ₹8,46,810/- (including GST) or two works, each of ₹10,58,512/- (including GST) or one work of ₹16,93,619/- (including GST) during last seven years ending last day of month previous to the one in which tenders are invited., as per NIT.		YES/NO
(i)	WorkNo.1	Copy enclosed (Yes/No)	
	Name of Client :-		
	Name of Work :-		
	Completion Value :-		
	Date of Start :-		
	Date of completion as per agreement :-		

	Actual Date of completion of work :-	
(ii)	WorkNo.2	Copy enclosed (Yes/No)
	Name of Client :-	
	Name of Work :-	
	Completion Value :-	
	Date of Start :-	
	Date of completion as per agreement :-	
	Actual Date of completion of work :-	
(iii)	WorkNo.3	Copy enclosed (Yes/No)
	Name of Client:-	
	Name of Work:-	
	Completion Value:-	
	Date of Start:-	
	Date of completion as per agreement:-	
	Actual Date of completion of work:-	
vii)	Average Annual Financial Turnover of ₹ 6,35,107/- on construction works during last three years ending 31st March of the previous financial year. The Financial Information shall be submitted in the given format – Form-B.	Copy enclosed (Yes/No)
viii)	Minimum net worth of ₹ 3,17,554/- , issued by certified Chartered Accountants. The Certificate	Copy enclosed (Yes/No)

	should be submitted in the given format- Form-C.	
4.	ENVELOPE –II (PRICE BID FOLDER):	
a)	Price/Financial e- Bid	To be quoted online through GeM portal

DECLARATION

I, (_____) hereby declare that the documents uploaded/submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, my EMD may be forfeited & action as deemed fit by AAI can be taken against me.

Place:

Date:

Signature with stamp
Authorized Signatory of the Agency

SPECIAL CONDITIONS OF CONTRACT

1. GENERAL :-

- 1.1 Special conditions of Contract shall be read in conjunction with General Conditions of Contract, Technical Specifications, Drawings and any other documents forming part of this contract wherever the context so requires.
- 1.2 Notwithstanding the sub-division of the documents into these separate sections and volume every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the CONTRACT so far as it may be practicable to do so.
- 1.3 Where any portion of the General Condition of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract, unless a different intention appears, the provisions of the Special Conditions of Contract shall be deemed to over-ride the provisions of the General Conditions of Contract and shall to the extent of such repugnancy, or variations, prevail.

2. COMPLETION SCHEDULE :-

The works shall be executed strictly as per time schedule mentioned in NIT. Contractor shall have to plan his construction program and activities so as to complete the work in the stipulated period. The period of completion given includes the time required for mobilization as well as testing, rectification, if any retesting and completion in all respects to the entire satisfaction of Engineer-in-charge.

3. BILL OF QUANTITIES : -

The Bill of Quantities shall be read in conjunction with General Conditions of Contract, Special Conditions of Contract, Technical Specifications, Drawings and any other Document forming a part of this tender. The quantities shown against the various items are only approximate and subject to variations as made in General Conditions of the Contract.

4. SUFFICIENCY OF TENDER: -

- a. Particulars and data furnished in the various sections of the tender documents need not be taken as complete by themselves. They are intended to serve as rough guidance only for the contractors to quote for

the item rate tender. The tenderer shall, therefore, in their own interest examine the drawings, conditions of contract and specifications of work furnished in the tender documents. They shall also inspect the site and satisfy themselves on their own as to the hydrological, climatic and physical conditions prevailing at site, the nature, extent and practicability of works, all existing and required roads and other means of communications and access to site, royalties and ferry charges, if any labour and probable site for labour camps, stores and godown etc.

- b. They shall also obtain for themselves all necessary information as to risks, contingencies and other circumstances which may affect or influence their tender. No extra charges consequent on any insufficient appreciation or otherwise shall be allowed. The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in the schedule of works/items, quantities or in bills of quantities which rates and price shall except as otherwise provided cover all his obligations under the contract and all matters and things necessary for the proper completion of the work.
- c. Should there be any discrepancy in or any doubt or obscurity as to the meaning of any of the tender documents, clarification should be sought by e-mail sufficiently in advance of the last date fixed for the receipt of the tender from the concerned Senior Manager, Engg. The department will have a right to make any amendments in the tender documents and any such changes will be intimated to the tender at least three days before the date fixed for receipt of tender.

5. PAYMENT : -

- 10.1 The payment due to the contractor shall be made within 30 days of the submission of the bill by the contractor and the measurements shall be verified by the Engineer-in-Charge or his representative within 10 days of submission of the bill.
- 10.2 The bill shall not be entertained if the gross amount of the work done including secured advance payable is less than **Rs. 1.00 Lakhs** except Final Bill. The payment shall be made from the AAI office at Pune.
- 10.3 Running payment shall be made to Contractor **once in a month or as per decision of Engineer-in-charge** after deducting security deposit, compensation for delay, other statutory deductions etc., which the contractor may become liable.

SECURITY DEPOSIT

- 10.4 The bidder, whose tender is accepted, will be required to furnish by way of Security Deposit for the fulfillment of his contract, an amount equal to 10% of the contract amount of the work.
- 10.5 The Security deposit as will be collected by deductions from the running bills of the contractor at the rates mentioned above and the earnest money deposited at the time of tenders, will be treated as a part of the Security Deposit.
- 10.6 Security deposit will also be accepted in form of Fixed Deposit Receipts / Guarantee Bonds of any Scheduled Bank but not co-operative or Gramin Bank in accordance with the prescribed form, provided confirmatory advice is enclosed.
- 10.7 The person/persons whose tender(s) may be accepted (hereinafter called the contractor) shall permit AAI at the time of making any payment to him for work done under the contract to deduct a sum at the rate of 10% of the gross amount of each running and final bill till the sum deducted along with the sum already deposited as earnest money, will amount to security deposit of 10% of the tendered value of the work. Earnest money shall be adjusted first in the security deposit and further recovery of security deposit shall commence only when the update amount of security deposit starts exceeding the earnest money.

6. INCOME TAX, LABOUR CESS & GST:

Income Tax deductions shall be made from all payments made to the Contractor as per the rules and regulations in force in accordance with the Income Tax Act prevailing from time to time.

Labour cess as per rules and regulation in force shall be deducted from the bills of contractors and deposited with designated authority.

The quoted rate / percentage is inclusive of GST. Agency should ensure that GST so paid by AAI is remitted to the appropriated Govt. Authorities on time and details of remittance should be submitted to Engineer-in Charge on demand.

7. MANAGEMENT OF CONTRACT LABOUR - DISBURSEMENT OF WAGES THROUGH BANK

The contractor shall open bank accounts in respect of each contract worker, working at the Airport and deposit and disburse their wages through Bank either by cheque or crediting in the worker's account through ECS after

obtaining authorization from the contract workers. Proof of same may be submitted to Engineer-in-charge or his representative every month.

8. CONTRACT AGREEMENT: -

The Contract agreement shall be executed on a non-judicial Stamp paper of the value of Rs. 100/- or as per prevailing practice by court of law and the cost of the Stamp paper shall be borne by the Contractor.

Contractor's tender including the letters of clarifications between the contractor and the AAI prior to the award of contract shall form a part of the contract agreement to the extent they have been accepted by AAI.

9. SCOPE OF WORK:

14.1 The work under this contract will cover the following type of job.

Providing Office Assistant at Pune Airport, Pune.

14.2 The operation of the respective contract will be for a period of **12 months** w.e.f. the date of work order, extendable by a further period of max. 05 months by mutual consent. However, performance of contract would be reviewed after every quarter and in case performance is not up to mark as found by Engineer –In-charge, the action may be taken as per clause No. 3 of General Condition of Contract.

10. REGULATIONS : -

All men and vehicles will observe the regulations in force in the operational area and will do nothing to pose a danger to the aircraft and their operations. All vehicles will fly the mandatory red flag during day light hours and red lights during night while working in operational areas.

11. CONTRACTOR'S REPRESENTATIVES, AGENTS AND WORKMEN/ WORK WOMEN

a. The contractor shall employ only Indian Nationals and verify their antecedents and loyalty before employing them on the work. He shall ensure that no person of doubtful antecedents and nationality is in any way associated with the work.

b. The contractor shall, on request from the Engineer-in-Charge promptly cease to employ in connection with the contract and replace any person whose continued employment in connection there with is in the opinion of the Engineer-in-charge undesirable. He shall not be re-employed in connection with the contract without the written permission of the Engineer-in-charge.

12. ADMISSION TO SITE:-

- i) If the work is in operational area then the execution of the work shall be restricted to non-operational hours. The contractor is expected to finish the work before each break by adequate planning with suitable construction joints etc. All men and vehicles shall be permitted to enter the aerodrome operational area only on possession of the Security passes issued by AIRPORT-IN-CHARGE. 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 Engineer-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. The contractor shall ensure that his men will work in areas / zones allotted, to them. Passes shall be deposited with Engineer-in-charge on demand and in any case immediately after completion of work. 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. 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 on this account. No time extension shall be granted and nothing extra shall be payable by AAI on account of working restricted to non-operational hours and in restricted working conditions.

This work is to be carried out inside AF STN area at Pune Airport after obtaining necessary security passes/NOC, formalities from IAF and AAI, Pune and within the restricted time period. Nothing extra shall be paid on this account.

The Contractor shall obtain necessary entry permits for all their employees. No work should be delayed for want of entry permit/passes, failing which Rs. 100/- will be levied as penalty per day.

The contractor shall make payment for all requisite Airport entry passes for execution of the works as mentioned in Web NIT (page WNIT-1), in Terminal Building and in Operational area. The reimbursement of expenditure in the mentioned passes shall be made on the basis of production of original receipt.

13. REDUCED RATE PAYMENT: -

All works have to be carried out strictly as per standard contract specification and the drawings applicable to the contract. Any work found below specification and not as per the drawings is liable to be rejected. However, if any work is below specification but is technically acceptable as per the discretion of the

Engineer-in-charge, the same work will be considered for acceptance and will be paid at a reduced rate at the sole discretion of the Engineer-in-charge, and his decision will be final in this respect and no claim of the contractor shall be entertained in this regard at any stage. The decision of the Engineer-in-charge, regarding rejection or acceptance of substandard work and its reduced rate payable shall be beyond the purview of the Arbitration under Clause 25 of this Contract.

14. SITE PRECAUTIONS: -

- i) Strict precaution must be exercised by the Contractor to avoid interference with aircraft operation on that portion of the aerodrome not closed off to aircraft traffic. Where there is restriction of movement imposed by the Civil Aviation department and AAI, the contractor shall abide by all rules and regulation laid down in this regard by the Department and the authority.
- ii) No person shall drive any vehicle in the operational area of the Airport, as may be notified from time to time, unless he has been specifically authorized by the Airport Director of the Airport after passing any test or examination as may be considered necessary. Provided, however that such a person should possess driving license under Motor Vehicle Act.
- iii) Contractor shall be responsible for the police and antecedent verification of the labour employed by him in the operational area and shall indemnify the department of any security problems arising thereof.

15. Contractor's tender including the letters of clarifications between the contractor and AAI prior to the award of contract shall form a part of the tender documents to extent they have been accepted by AAI.

16. DEFECTS LIABILITY PERIOD:

The defects liability period shall be reckoned one month from the date of completion of work and it shall be liability of the contractor to repair, strengthen or reconstruct at his own expense any portion of the work which has shown damages or any defect arising out of any bad workmanship or defective material being used for the work. In the case of rectification not being commended by the contractor within 7 days from the date of notice from the Engineer-in-charge, the Engineer-in charge reserves the right to get the repair work executed at the risk and cost of the contractor.

The security deposit of the contractor shall not be refunded before the expiry of three months from the date of completion.

17. The rates for different items of works shall be for all heights and depths of the building except where otherwise specified in the items of work or in special conditions appended with the tender.
18. The contractor shall obtain a valid Labour License under the Contract Labour (R & A) Act. 1970 and the Contract Labour (Regulation and Abolition) Central Rules, 1971 well before the commencement of work and retains the validity of license till its completion.
19. If the contractor is found to violate any security regulation, he shall be blacklisted in addition to being subjected to other legal proceedings.
20. All incidental charges of any kind whatsoever including cartage, storage, cutting and wastage etc, shall be borne exclusively by the contractor and nothing extra shall be payable to the contractor on this account.

21. BYE-LAWS

- 21.1 The contractor shall comply with all bye-laws and regulations of local and statutory authorities having jurisdiction over the works and shall be responsible for payment of all fees and other charges and for giving and receiving of all necessary notices and keeping the engineer-in-charge, informed of the said compliance with the bye-laws, payments made, notices issued and received.
- 21.2 The contractor shall indemnify the AAI against all claims in respect of patent rights, design, trademarks of name or other protected rights in respect of any plant, machine, work or materials used for or in connection with the work or temporary works and from and against all claims, demands proceedings, cost, charges and expenses whatsoever in respect of or in relation thereto. The contractor shall defend all actions arising from such claims and shall himself pay all royalties license fees, damages, costs and charges of all and every sort that may be legally incurred in respect thereto.

22. DIFFERENCE BETWEEN FIRST LOWEST BIDDER (L-1) AND SECOND LOWEST BIDDER (L-2).

- a) Final bill will be worked out at the accepted agreement rates (L-1) and also with quoted rates of second lowest (L-2). The amount of final bill to be paid will be restricted to the lower of the two (L-1 and L-2),so that overall position of the lowest tenderer remains unchanged.
- b) This notice of Tender shall form part of the contract document. The successful Tenderer / contractor, on acceptance of his Tender by the Accepting Authority, shall within 10 days from the stipulated date of start of work sign the contract consisting of Notice Inviting Tender, General Conditions of Contract, Special

/ Additional Condition, General and Particular Specification, Tender Conditions as issued at the time of invitation of Tender and acceptance thereof with any correspondence leading there to.

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

- i) The contractor will be bound by the labour laws , industrial rules and the contract labour (Regulation and abolition) Act 1970 with upto date amendments.
- ii) The minimum rates of the wages of the staffs shall be payable as per the minimum wage Act 1948 and as per notification of the regional labour Commissioner (Central) time to time.
- iii) Maintaining all the records of the workers deployed for the work as per contract labour (Regulation and Abolition) Act 1970.
- iv) The payment of the workmen engaged by the contractor has to be made on or before 7 of every month in presence of representative of AAI. The wage register will be countersigned by the representative of AAI with the remarks “Certified that the amount shown in column No. _____ has been paid to the workmen concerned in my presence on _____ at _____Hrs”
- v) 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.
- vi) The contractor has to produce the photocopy of challan of the P.F/E.S.I or mediclaim/GSLIS paid to the concerned regulating bodies. Statement of the minimum wage paid for each month to their manpower in presence of authorized representative of AAI at the time of submission of bills. No payments shall be made to the firm without submissions of these documents. Suitable amount as decided by EIC will be withheld from contractors running bills.
- vii) If on account of any legislation /notification labour award the minimum wages rate for labours are increased at time or times often date of submission of tender the contractor has to pay increased minimum wages due to such increase. AAI shall reimburse to the contractor the actual difference amount of wage paid (As per prevailing minimum wage) and justified rates calculated during submissions of tender or submission of documentary evidence without contractors overheads and profits on the final bill. The agency has to pay annual bonus as per prevailing rates to the labours and the same shall be included in salary.

24. Rates: The prices quoted shall be inclusive of all taxes and inclusive of GST, PF, ESI.

The contractor is liable to pay bonus to the manpower deployed for the work as per the provisions of Bonus (Amendment) Act 2015 i/c all the amendments issued by the Govt. of India from time to time.

Bonus amount as per latest Govt. rules or 8.33% of annual salary whichever is higher will be paid to the deployed manpower by the contractor and nothing extra shall be payable on this account. In case of nonpayment of bonus necessary recovery/withheld against bonus from their RA Bill/Final bill shall be made as decided by EIC and appropriate action will be initiated by AAI against the contractor. The decision of EIC in this regard will be final and binding on the Agency.

25. PF & ESIC Contribution:-

- i.** The contractor shall register himself with Labour Licensing Authority and obtain Labour License Number in this regard.
- ii.** The contractor shall have to register with PF&ESIC (where ever applicable) for workmen engaged for the work & challans / deposit receipts of PF & ESI contribution shall be submitted in AAI office for verification/ reimbursement, at the time of submission of bill.
- iii.** First, the contractor will make payments to all the workers payable to them for preceding month by 7th of each month positively in front of representative of AAI, then the bill for work done in previous month will be prepared. The prepared bill will be sent to finance section only after EPF & ESI certificates are submitted to AAI as a proof of depositing payment with respective authorities.
- iv.** Attendance certificate of the Manpower engaged shall be maintained by the contractor and same shall be submitted to the Engineer-in-charge for verification and preparation of bill on demand. It is sole responsibilities of agency to collect the attendance certificate of each persons from various directorates of AAI and payment will be done on the basis of the attendance certificate.
- v.** The quoted rates are inclusive of Provident Fund, ESI and GST. Increase in minimum wages shall be reimbursed to the firm along with the corresponding increase in P.F & E.S.I. No other charges i.e. contractor's profit, overhead expenses etc. shall be payable on this account.
- vi.** **The PF dues (including EDLI and administrative charges) in respect of workers engaged by the contractor for AAI works to be deposited by**

the contractor every month by a challan and the documentary evidence in support of such payments along-with employee wise details of the PF contribution (both Employee's share and the employer's contribution) needs to be submitted to the Engineer-in-charge for the work/ contract.

- vii. ESI (wherever applicable) & EPF amount (contractor's contribution & administrative charges) paid to the statutory authorities by the contractor shall be reimbursed on actual basis on submission of documentary evidence.**
- viii. If ESI not applicable, the agency shall provide Rs.2.0 Lakh Mediclaim policy to each person engaged at the site.**

26. Labour Wages:

- i.** The contractor has to pay the prevailing minimum wages issued by the office of Regional Labour Commissioner/Chief Labour Commissioner (which ever is higher), from time to time. However, the difference in minimum wages based on actual payment made to the labour and wages applicable at the time of submission of tender will be reimbursed including difference in EPF and ESI payment to the contractor on revision of minimum wages and no additional amount such as contractor's overhead & profit will be paid on this account.

In this regard the successful bidder shall submit an affidavit on non-judicial stamp paper of Rs.100 as per Annexure before award of the work.

The following are the effective minimum wages (i/c VDA) per day of labour for Pune w.e.f. 01.10.2025 as per notification issued by Chief Labour Commissioner, Govt. of India vide ref no.-1/27(1)/2024-LS-II dt.-25.09.2025.

- (i) Highly Skilled - Rs. 1065.00
- (ii) Skilled/Clerical - Rs. 981.00
- (iii) Semi Skilled - Rs. 893.00
- (iv) Unskilled - Rs. 805.00

- ii.** For the purpose of admitting the claim for reimbursement of statutory increase in wages paid by him, the contractor has to produce the required documentary evidence to the satisfaction of Engineer-In-Charge.

- iii. The payment to the workmen's engaged by the contractor is to be paid through NEFT/RTGS/Cheque on or before 7th of every month irrespective of Saturday, Sunday and bank holidays. **If any violation with respect to Payment of wages for any two months in a contract period, necessary action for cancellation of contract, debarring of the agency for participating in future contracts in AAI shall be initiated. The agency will not be allowed to participate in any of the tendering process in AAI till finalization of the decision.**

27. Qualification & Wages of Staff:-

The contractor should depute the persons as per the qualification given below.

- i. **Unskilled manpower (Office attendant)** - Shall be minimum VIIIth Class pass and shall have minimum 02 years of experience of working in Government/Private offices and shall be paid as per minimum wages.
- ii. **Semi-Skilled manpower (Office attendant)** - Shall be minimum VIIIth Class pass & shall have minimum 10 years of experience of working in Government/Private offices and shall be paid as per minimum wages.
- iii. **Skilled manpower (Data Entry Operator)** - Shall have Graduation with sound computer skills and shall be paid as per minimum wages.
- iv. **Highly skilled manpower (Computer Operator)** - Shall have Graduation with minimum 04 year experience of working in Government/Private offices with sound computer skills and shall be paid as per minimum wages.

However, EIC reserve the rights to relax above mentioned educational requirement and experience criteria for any specialized skilled person suitable to site requirements only after taking approval in writing from one rank higher than TS authority.

- v. The experience of manpower engaged shall be considered on the date of start of work and will be valid for full term of contract irrespective of engaged manpower at any time during currency of work.
- vi. All kind of expenses like photograph, paper etc. incurred in what so ever case will be borne by the agency and may be included while quoting the rates. Nothing shall be paid extra.
- vii. It is the responsibility of the contractor to ensure the genuinity/ authenticity

of the experience and qualification certificate submitted by the manpower.

- viii. No residential accommodation or official accommodation shall be provided by AAI to any of the contractor's workmen or his representative. This shall have to be arranged by the contractor at his cost, if required.
 - ix. In the event of any dispute of any kind related to work, the decision of the engineer-in-charge shall be final and binding.
- 28.** In case of absence of staff from duty, recovery will be made by the department at the following rates, which shall be binding on the contractor.
- i. Highly Skilled As per minimum daily wages
 - ii. Skilled As per minimum daily wages
 - iii. Semi-Skilled As per minimum daily wages
 - iv. Un-Skilled As per minimum daily wages

The EIC has full rights to instruct the agency to expel/replace the person with the regular habit of taking unauthorized leaves, frequently or continuously absent without proper justification, which may impact the morale of co-workers. Normally one weekly off shall be provided to each worker engaged by the agency. Although in case of requirement, an employee may be called on weekly off with intimation to Engineer-In-Charge.

One extra payment shall be made for each workers deployed on duty on 03 national holidays (i.e 26th January, 15th August & 2nd October) and on Labour Day (1stMay).

No extra payment will be paid if deployed during night hours.

Also, AAI reserves the right to shift the place of working of staff from one location to other or any other location.

The Agency has to engage technically skilled and physically sound manpower for providing smooth and reliable services as per flight operation & site requirement for successful operation and the manpower shall not be less than the minimum manpower specified below. The age limit of staff to be deployed shall not be less than 18years and more than 59years. Provision of weekly off to the workers is mandatory.

29. REPLACING THE WORKMAN

The contractor is liable to replace the workman on the directives of AAI in the following conditions and the decision/ assessment of Engineer-In-Charge on this matter will be final and binding:

- If the workman is not proficient enough to the requirement of the work.
- If the workman is misbehaving.
- If the workman is acting against the interest of AAI.
- If the workman is non punctual or irregular.
- If the output of the workman is not to the expectation of AAI.
- If the workman is physically unsound.

30. RIGHT TO EMPLOYMENT: -

- i) *The job contract is absolutely temporary in nature and incidental to the works in hand.*
- ii) *The contractor shall give undertaking in writing that neither he nor his workmen have in any manner the right or lien over the temporary or permanent employment in AAI.*
- iii) *The contractor has to abide by the minimum wages act as per Govt. notification released time to time.*

31. RETENSION OF EXISTING MANPOWER

The agency is required to retain the existing personnel on the instruction of the Engineer-In-Charge.

**Asstt. Gen. Manager (Engg- Civil)
Airports Authority of India,
Pune, Airport, Pune.**

SCHEDULE- 'A'

Name of Work: Reconstruction of Old Terminal Building at Pune Airport.

Revamping of part old Terminal Building and Miscellaneous works for enhancing total passenger handling capacity at Pune Airport.

SH:- Providing Office Assistants at Pune Airport.

S. No.	Description of Items	Unit	Qty	Rate (in Rs)	Amount (in Rs)
1	Providing Office Assistant for day to day office work (typing & e-mail), estimation, office work etc. of various civil works at Pune Airport having knowledge of M.S. office, Tally/ SAP etc having graduation with min. 1 year of work experience with sound computer skills. (01 nos for 12 months) (Highly Skilled)	Per Month	12		
2	Providing Office Assistant for day to day office work (typing & e-mail), estimation, office work etc. of various civil works at Pune Airport having knowledge of M.S. office etc having graduation with sound computer skills. (01 nos for 12 months) (Skilled)	Per Month	12		
3	Providing Office Attendant for all types of movements of files, maintaining records etc. in the engineering office at Pune Airport and various other misc. office works as per direction and satisfaction of the Engineer-In-Charge. (02 nos for 12 months) (Semi Skilled)	Per Month	24		
4	Providing Office Attendant for all types of movements of files, maintaining records etc. in the engineering office at Pune Airport and various other misc. office works as per direction and satisfaction of the Engineer-In-Charge. (01 nos for 12 months) (UnSkilled)	Per Month	12		