



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
CRSD, NEAR SAFDARJUNG AIRPORT, NEW DELHI

ई-निविदा दस्तावेज़
e-TENDER DOCUMENT

कार्य: केंद्रीय रेडियो भंडार डिपो, भांविंप्रा, नई दिल्ली में नियमित रूप से कार्गो कंसाईमेंट्स की हैंडलिंग, शिफ्टिंग, पैकिंग, अनपैकिंग, सफाई के काम और डिस्पैच, उपस्कर, रिसिप्ट अनुभागों के अन्य संबद्ध कार्यों के लिए एनवायरनमेंटल सपोर्ट सर्विस प्रदान करने के लिये दो वर्ष का जॉब कांट्रैक्ट।

WORK: JOB CONTRACT FOR TWO YEARS TO PROVIDE ENVIRONMENT SUPPORT SERVICE FOR REGULAR HANDLING, PACKING, UNPACKING, SHIFTING, CLEANING WORKS OF CARGO CONSIGNMENTS AND OTHER ALLIED WORKS OF DISPATCH, EQUIPMENT, RECEIPT SECTIONS AT CENTRAL RADIO STORES DEPOT, AAI, NEW DELHI.

TENDER FEE: Rs. 560.00 (Non-refundable) including GST

TENDER NO.: AAI/CRSD/EQUIPMENT/2020-21/02

E-Tender ID: 2020_AAI_

E-Tender portal: <https://etenders.gov.in/eprocure/app>
(Government of India, Central Public Procurement Portal)

महत्वपूर्ण गतिविधियों की सूची/SCHEDULE OF IMPORTANT ACTIVITIES

#	ACTIVITY	DATE	UP TO TIME (IST)
1	निविदा दस्तावेज़ पब्लिश होने का दिनांक Publishing of Tender	17-12-2020	Actual
2	निविदा दस्तावेज़ डाउन लोड / विक्री प्रारम्भ दिनांक Tender Document download/Sale start date	17-12-2020	17-00
3	स्पष्टीकरण हेतु आवेदन भेजना प्रारम्भ दिनांक Seek Clarification start date for bidders	17-12-2020	18-00
4	स्पष्टीकरण हेतु आवेदन भेजना अंतिम दिनांक Seek Clarification end date for bidders	24-12-2020	17-00
5	ऑनलाइन बोली जमा करने का प्रारम्भ दिनांक Start date for on-line submission of bids	17-12-2020	18-00
6	ऑनलाइन बोली जमा करने का अंतिम दिनांक Last date for on-line submission of bids	26-12-2020	18-00
7	तकनीकी बोली खोलने का दिनांक Bid opening date (Technical bids)	28-12-2020	12-00
8	वित्तीय बोली खोलने का दिनांक Bid opening date (Financial bids)	07-01-2021	12-00

Prepared by:

Checked by:

Recommended by:

Approved by:

(Pankaj Shukla)
Manager (CNS)

(I.M .Bindal)
AGM (CNS)

(S.N.Bansal)
DGM (CNS)

(M.S. Alawa)
General Manager (CNS)

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
CRSD, NEAR SAFDARJUNG AIRPORT, NEW DELHI

अनुक्रमणिका / INDEX

#	विवरण / DESCRIPTION	पृष्ठ संख्या Page No.
1.	मुख्य पृष्ठ Cover Page	1
2.	अनुक्रमणिका Index	2
3.	निविदा आमंत्रण सूचना (भाग-ए / Section – A) Notice Inviting e -Tender ()	3 – 6
4.	सामान्य जानकारी एवं दिशानिर्देश (भाग-बी/ Section – B) General Information and Guidelines for e Tendering	7-14
5.	सामान्य नियम एवं शर्तें (भाग-सी/ Section – C) General Terms & Conditions of the Contract	15-20
6.	विशेष नियम एवं शर्तें (भाग-डी/ Section – D) Special conditions of contract	21-28
7.	कार्य का स्वरूप (भाग – ई/ Section –E) Scope of work	29-30
8.	बिना शर्त स्वीकृति पत्र (परिशिष्ट – 1/ Annexure – I) Unconditional Acceptance Letter	31
9.	वचनबंध (काली सूची में शामिल नहीं) (परिशिष्ट – 2/ Annexure – II) Undertaking (not black listed)	32
10.	वचनबंध (श्रम कानून एवं नियमों का अनुपालन) (परिशिष्ट – 3/ Annexure – III) Undertaking (Compliance of labour laws & regulations)	33
11.	वचनबंध (बोलियाँ जमा करना) (परिशिष्ट – 4/ Annexure – IV) Undertaking (Submission of bids)	34
12.	वचनबंध (जी एस टी) (परिशिष्ट – 5/ Annexure – V) Undertaking (GST)	35
13.	सामान्य अनुपालन (परिशिष्ट – 6/ Annexure – VI) General Compliance	36
14.	ई कवर-3 (वित्तीय बोली फ़ारमैट) (परिशिष्ट – 7/ Annexure – VII) eCover-3 (Price Schedule format)	37
15.	ई कवर-1 की जांच सूची (परिशिष्ट – 8/ Annexure –VIII) e-Cover 1 Check List	38
16.	ई कवर-2 की जांच सूची (परिशिष्ट – 9/ Annexure –IX) e-Cover 2 Check List	39
17.	परफ़ोरमन्स बैंक गारंटी का फ़ारमैट (परिशिष्ट – 10/ Annexure –X) Format of Performance Bank Guarantee	40-41
18.	अनुबंध करार का फ़ारमैट (परिशिष्ट – 11/ Annexure – XI) Format of ESS Contract Agreement	42-43

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: **2020_AAI_**



NOTICE INVITING e - TENDER

1. Item rate tenders are invited through e-Tendering portal <http://etenders.gov.in/eprocure/app> by the General Manager (CNS), CRSD, Airports Authority of India, Near Safdarjung Airport, New Delhi on behalf of Chairman, Airports Authority of India from eligible bidders for the works as detailed below.

Name of Work: Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

1.1.

1.2. **Estimated Cost (Total):** Rs 37,39,923/- (Rupees Thirty-Seven lakhs thirty-nine thousand nine hundred twenty-three rupees only) excluding GST.

1.3. **Period of Contract:** 2 (Two) Years.

1.4. **Earnest Money Deposit :** RS. 74,798 /- (Rupees Seventy-four thousand seven hundred ninety-eight rupees only).

1.5. Tender Fee: Rs. 500/- only + GST 12% = Rs. 560 /- (Five Hundred sixty only /-)

2. **Eligibility criteria** – Any Proprietorship Firm/ Partnership Firm / Pvt. Ltd. Company or Company fulfilling the following criteria are eligible to participate in tender.

2.1. **Legal Status** – As a proof, copy of Certificate of Registration under Shop & Establishment Act or Registrar of Firms or Companies Act / Partnership Deed/ Memorandum of Article of Association (MOA), as the case may be, is to be submitted.

2.2. **Experience** - The bidder should have successfully completed similar work to Government Departments/Public Sector Undertaking or reputed Private Sector Companies/firms (within India) during last 07 (seven) years ending on 30th Sept. 2020, satisfying either of the following three criteria:

One work or order of value more than or equal to 80 % of the estimated cost **Rs 2,991,939 /-** (Rupees twenty-nine lakhs ninety-one thousand nine hundred thirty-nine rupees only).

Two work(s) or order(s) each of value more than or equal to (50 % of the estimated cost) **Rs 1,869,962** (Rupees eighteen lakhs sixty-nine thousand nine hundred sixty-two rupees only).

Three work (s) or order(s) each of value more than or equal to (40 % of the estimated cost) **Rs 1,495,969** (Rupees Fourteen Lakhs ninety-five thousand nine hundred sixty-nine rupees only).

2.3 **Annualized Average Financial Turnover -**

Bidder should have **Annualized Average Financial Turnover** of at least (30 % of the estimated cost) Rs. 1,121,977/- (Rupees. Eleven Lakh twenty-one thousand nine hundred seventy-seven rupees only) during last three financial years, ending on 31st March 2020. As a proof of financial

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



turnover, copy of abridged balance sheet along with profit and loss account of bidder for last three financial years ending on 31st March 2020 duly audited by Chartered Accountant should be submitted

2.4 Performance or Experience Certificate –

Bidder must submit performance/experience certificate in respect of work(s)/order(s) claimed against experience as mentioned under para 2.2 above. These certificates should be issued by the end user agencies for which the work(s)/order(s) have been carried out and endorsed by the bidder. Such performance/experience certificates should clearly indicate the following:

- 2.4.1 Value of order or contract.
- 2.4.2 Scope of order or contract.
- 2.4.3 Order or contract no., Award date.
- 2.4.4 That the works/orders have been completed satisfactorily.

2.5 Registration/Licences/ Permits – Bidder should have the following registration/licences /permits with/from appropriate government authorities.

- 2.5.1 Permanent Account Number (PAN) issued by Income Tax Department
- 2.5.2 GST Registration number.
- 2.5.3 Registration under Shop & Establishment Act or Companies Act or Registrar of Firms etc., as applicable.
- 2.5.4 Employees Provident Fund (EPF) Registration with EPFO.
- 2.5.5 Employees State Insurance (ESI) Registration with ESIC.

3 Any party either a firm or an individual or a company falling under any of the following categories are not eligible to participate in tender

- 3.1 Debarred/black listed by CBI or AAI or any Public Sector Undertaking/Departments like Railways, Defence or any other department of Govt. of India or State Govt.
 - 3.2 Bidder either a firm or its partner or its Directors have been black listed or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like World Bank/International Monetary Fund/World Health Organisation etc. or any Indian State/Central Government Departments or Public Sector undertaking.
4. If the entity participating in the tenders is a private or public limited company, Partnership firm or proprietary firm and any of the Directors /Partners 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 Authority, then said entity shall not be allowed to participate in AAI tenders.
 5. Consortium/JV companies shall not be permitted to participate in tender process.
 6. No single firm shall be permitted to submit two separate applications. The proprietor of more than one company or firm will be considered as single party and one legal entity.



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
CRSD, NEAR SAFDARJUNG AIRPORT, NEW DELHI

Cont ... Sec-A (Notice Inviting Tender)

7. AAI reserves the right to reject tenders from working agencies whose performance at ongoing work (s) is below par and usually poor and has been issued letter of restrain/temporary/permanent debar by any department of AAI.
8. AAI reserves the right to verify the credentials submitted by the applicant agency at any stage (before or after the award of the work). If at any stage, any information / documents submitted by the applicant agency are found to be false or have some discrepancy which disqualifies the bidder than AAI shall take following actions.
 - 8.1. Forfeit the entire amount of EMD submitted by the bidder.
 - 8.2. The bidder shall be liable for debarment from Tendering in AAI, Apart from any other appropriate contractual / legal action.
9. The tenders are to be submitted in **Three Cover (Bid) System**. Bidders are requested to refer to “General Information and Guidelines” for details regarding submission and evaluation of **Three Cover (Bid) System**.
10. Tender fees of Rs.500.00 only [Rs. 500/- (Tender Fee) + 60.00 (GST)] is non-refundable and shall be required to be paid online through CPP portal.
11. The tendering process is online at e-portal URL address www.etender.gov.in . Aspiring bidders may go through the tender document by login the CPP portal.
12. Prospective tenderers are advised to get themselves acquainted for e-tendering participation requirements at “instruction for Online Bid Submission”, register themselves at CPP portal, obtain ‘User ID’ & ‘Password’ and go through the ‘self-help files’ available in the home page after login to the CPP portal www.etenders.gov.in. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days’ time. The tenderer may also take guidance from AAI Help Desk Support.
13. **Tender Fee & EMD:** shall be accepted online only and shall be required to be paid online through CPP portal.
14. **Online Collection of EMD and tender Fee:** As per current provision in the portal, TIA will allow the option of online Mode for collection of EMD and tender fee at CPP Portal, so it has to be submitted online only.
15. Last dates & timings of the activities are given below. The bid of the bidder/s, who fails/fail to submit the Tender Fee & EMD before the stipulated time, shall be rejected out-rightly. Any Type of delay will not be entertained.

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
CRSD, NEAR SAFDARJUNG AIRPORT, NEW DELHI

Cont ... Sec-A (Notice Inviting Tender)

16. The instructions in the tender document are binding on the bidder and submission of the tender shall imply unconditional acceptance of all the terms and conditions by the bidder. Bidder shall upload tender on portal www.etender.gov.in well in advance to avoid last minute hassles. AAI shall not entertain any queries on such subject.
17. AAI reserves the right to accept or reject any or all tender(s) without assigning any reasons. AAI reserves the right to call off tender process at any stage without assigning any reasons.
18. Concessions to Small Scale Industries (SSI) Units & Central Public Sector Enterprises (CPSEs) will be applicable as per Govt. of India guidelines.
- 18.1. MSEs shall be registered with the NSIC single point registration scheme for the Tendered items/works. The NSIC Registration Certificate must show appropriate service or work activities of the bidder ***suitable for the scope of this tender*** failing which the certificate shall not be treated as valid & the tender shall be rejected outright.
- 18.2. Exemption of Tender Fee: Bidders registered as MSEs are exempted to pay Tender Fee.
Note: If it is found after opening of the Tender that the certificate is not valid, Tender shall be rejected outright.
- 18.3. Exemption of EMD: Bidders registered as MSEs are exempted to pay EMD. However, copy of valid MSE certificate shall be enclosed in the Technical Bid. If it is found after opening of the Tender that the certificate is not valid, Tender shall be rejected outright.

19. Schedule of Important Activities:

#	ACTIVITY	DATE	UP TO TIME (IST)
1	निविदा दस्तावेज़ पब्लिश होने का दिनांक Publishing of Tender	17-12-2020	Actual
2	निविदा दस्तावेज़ डाउन लोड / विक्री प्रारम्भ दिनांक Tender Document download/Sale start date	17-12-2020	17-00
3	स्पष्टीकरण हेतु आवेदन भेजना प्रारम्भ दिनांक Seek Clarification start date for bidders	17-12-2020	18-00
4	स्पष्टीकरण हेतु आवेदन भेजना अंतिम दिनांक Seek Clarification end date for bidders	24-12-2020	17-00
5	ऑनलाइन बोली जमा करने का प्रारम्भ दिनांक Start date for on-line submission of bids	17-12-2020	18-00
6	ऑनलाइन बोली जमा करने का अंतिम दिनांक Last date for on-line submission of bids	26-12-2020	18-00
7	तकनीकी बोली खोलने का दिनांक Bid opening date (Technical bids)	28-12-2020	12-00
8	वित्तीय बोली खोलने का दिनांक Bid opening date (Financial bids)	07-01-2021	12-00

Bid Manager (CRSD-Equipment)
for General Manager (CNS), CRSD, AAI, New Delhi.

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



GENERAL INFORMATION AND GUIDELINES for E-Tendering

1. Purpose and Scope of Tender Document -

- 1.1. This tender sets out the terms and conditions, General conditions of contract and qualitative requirements to be met for the **Job Contract** as per scope of work given in the tender document.
- 1.2. The item rates of the tender must be valid for a minimum of 180 days from the date of opening of eCover – 1 (Fee folder).
- 1.3. **On-line E-Tendering:** For all AAI tenders hosted on CPPP's e-procurement site, the PQQ/Technical & Financial Bids shall be submitted on-line only.

CPPP under GePNIC, Help Desk Services:

- 1.4. For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.
Note: Bidders are requested to mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority. Tel: 0120-4200462, 0120-4001002. Mobile: 91 8826246593 E-Mail: **support-eproc@nic.in**
- 1.5. For any Policy related matter / Clarifications, please contact Department of Expenditure, Ministry of Finance. E-Mail: **cppp-doe@nic.in**
- 1.6. For any Issues / Clarifications relating to the publishing and submission of AAI tender(s).
 - 1.6.1. In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <http://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal (CPPP)

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
CRSD, NEAR SAFDARJUNG AIRPORT, NEW DELHI

Cont ... Sec-B (General info & guidelines)

For any technical assistance with regard to the functioning of the portal the bidders as well as AAI users may contact according to the escalation matrix as mentioned below:

Sl. No.	Support Persons	Escalation Matrix	E-Mail Address	Contact No.s	Timings*
1.	Help Desk Team	Instant support	e-sapl@aai.aero	011-24632950, Extn-3512	0800-2000Hrs (Mon-Sat)
				011-24626632 08510096363 011-24632950 Extn-3512	1100-1900 Hrs. (Mon-Sat)
2.	Mr. Sanjeev Kumar Mgr (IT)	After 4 hours of issue	etendersupport@aai.aero	011-24632950 Extn-3505	0930-1730 Hrs (Mon-Fri)
3.	Ms. S. Nita Sr. Manager (IT)	After 12 Hrs.	snita@aai.aero	011-24632950 Extn. 3523	0930-1730 Hrs (Mon-Fri)
4.	General Manager (IT)	After 3 days	gmitchq@aai.aero	011-24657900	0930-1730 Hrs (Mon-Fri)

Sl. No.	Support Person	E-Mail Address	Contact No.s	Timings
1.	Mr. Lala Ram, Sr. Manager (Finance)	emdadmin@aai.aero	011-24657900	0930-1730 Hrs (Mon-Fri)

***The Helpdesk Services shall remain closed on all Govt. Gazetted Holidays.**

*The above mentioned help desk number/s are intended only for queries related to the issues on E-Tendering portal and help needed on the operation of the portal. For queries related to the tenders published on the portal, bidders are advised to contact concerned **Bid Manager (CRSD- Equipment)** from AAI.*

1.6.2. Before submitting queries, bidders are requested to follow the instructions given in “Guidelines to Bidders” and get their computer system configured according to the recommended settings as specified in the portal at “System Settings for CPPP”

2. **E- Tendering Participation Requirements:** Prospective bidders are required to carry out the following activities.

2.1. **Registration:** The tendering process is online at e-portal URL address www.etender.gov.in Aspiring bidders may go through the tender document by login the CPP portal. Prospective Tenderer are advised to get themselves acquainted for e-tendering participation requirements at “instruction for Online Bid Submission”, register themselves at CPP portal, obtain ‘User ID’ & ‘Password’ and go through the ‘self-help files’ available in the home page after login to the CPP portal www.etenders.gov.in They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days’ time. The Tenderer may also take guidance from AAI Help Desk Support.

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



- 2.2. **Login ID:** Bidder shall click ‘**Apply for Access Authentication**’ and fill in details. On saving the details, a password for the registered bidder shall be generated by the system and the password shall be sent to the bidder’s e-mail ID which was filled in during registration. On receipt of e-mail, the login ID is ready with the bidder to proceed further.
- 2.3. **General Guidelines for Bidders:** General guidelines for bidders to proceed further in the tender process are available in E-procurement portal under Self Help Files Tab. Bidders shall go through the guidelines before submitting their bids on-line.
- 2.4. **Digital Certificates:** Bidder shall have a legally valid class III digital certificate as per Indian IT Act, 2000 from the licensed Certifying Authorities, operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities of India (CCA). Please see www.cca.gov.in for licensed CA’s in India.
- 2.5. **On-Line E – Tendering:** For all AAI tenders hosted on e-procurement site, all the documents including tender fee and EMD shall be submitted on line through CPP Portal only.
3. **Bidder’s Training Support System:** On – Line Training and Technical assistance for interested bidders shall be available as follows:
Detailed information in this regard have been provided to the bidders at E-procurement portal under the Self Help Tab. Training support system for registered bidders is given inside the portal and is visible to the registered bidders only. Bidders may also take the telephonic assistance from Help Desk.
4. **Tender Document –**
- 4.1. Tender document containing e-NIT, General Information and Guidelines, Terms and Conditions, General Conditions of Contract etc. may be downloaded from e-portal URL address www.etender.gov.in.
- 4.2. For bidders who don’t intend to avail exemption as ESIC registered bidder, **the tender shall be accepted only after receiving valid Tender Fee & EMD online at CPP Portal for the amount** as given in the Para 1 of Section -A above. Exemptions in this respect to NSIC registered bidders shall be as per GOI & AAI guidelines.
- 4.3. The tender document consists of five sections. The bidder should go through all these sections: -
- 4.3.1. **Section A:** Notice Inviting e-Tender
- 4.3.2. **Section B:** General information and guidelines for e-Tendering
- 4.3.3. **Section C:** General terms & conditions of the Tender
- 4.3.4. **Section D:** Special conditions
- 4.3.5. **Section E:** Scope of work



- 4.4. The instructions given in the tender document are binding on the bidder and submission of the tender will imply unconditional acceptance of all the terms and conditions by the bidder.
5. **Changes/Corrections/Withdrawal in On Line E –Tendering:**
- 5.1. The bidder may correct, modify or withdraw his bid after submission but prior to scheduled last date and time of submission of PQQ, Technical and Financial Bids.
- 5.2. Subject to Clause above, no bid shall be modified subsequent to the schedule time of submission of bids.
6. **Submission of Tender Documents** - Tender shall be submitted in **three e-Covers**, viz. Cover-1, 2 & 3 as follows:
7. **eCOVER-1 [Fee Folder]**
- 7.1. **ON-LINE part:** It shall comprise of following documents as given in Annexure-VIII (Digitally signed scan copy in .pdf format uploaded):
- 7.1.1. **FOR MSEs** seeking exemption from depositing Tender fee and EMD:
Such bidders shall upload a self-attested scan copy of valid NSIC-MSME Registration Certificate, giving details of such validity, stores / services etc.
Note: If such details doesn't comply the tender's requirement, tender shall be rejected.
- 7.1.2. **FOR Bidders** who don't intend to avail above exemptions: Such Bidders shall ensure
- 7.1.2.1. Receipt of Payment of Online submitted Tender fee Rs. **560.00 /-** to be paid online only through CPP Portal.
- 7.1.2.2. Receipt of Payment Online Submitted Earnest Money Deposit Rs. 74,798.46/- (**Rupees. Seventy-Four Thousand seven hundred ninety-eight rupees forty-six paisa only**) to be paid online only through CPP Portal.



8. **eCOVER-2: [PQQ & Technical Bid]**

- 8.1. **Qualifying requirements of bidder:** Shall comprise of the documents as given in Annexure-IX (Digitally signed scan copy in .pdf form & uploaded).
- 8.2. Hard copy of documents shall not be entertained.

9. **eCOVER-3: [Financial Bid]**

Guideline for submitting the Financial e-Bid shall be as follows: (Sample BOQ given in Annexure-VII)

- 9.1. Financial bids must be submitted in the format provided and no other format is acceptable.
- 9.2. The price bid is given as a standard BoQ (MS Excel format) format with the tender document. The same is to be downloaded and to be filled in by all the bidders. Bidders are required to download the BoQ file, open it and complete the **colored (unprotected) cells** with their respective financial quotes and other details (such as name of the bidder). **No other cells should be changed.** Once the details have been completed, the bidder **should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.**

10. **Exemption from paying Tender fee & Earnest Money Deposit.**

10.1. Micro and Small Enterprises (MSEs) – registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National small Industries Corporation or Directorate of Handicraft and Handloom or any other body specified by the Ministry of Micro, Small and Medium Enterprises as MSMED Act, 2006, for goods produced and services rendered – shall be issued Tender Documents free of cost and shall be exempted from paying Earnest Money Deposit (EMD).

10.2. **Price Preference:**

Concession to the Bidders Registered with NSIC or MSE shall be applicable as per directives of Govt. of India.

Note:

The benefit as above to MSEs shall be available only for goods / services produced and provided by MSEs for which they are registered.

MSEs seeking exemption and benefits should enclose an attested / self-certified copy of valid Registration Certificate, giving details of such validity, stores / services etc., failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.



11. Opening of Tender Documents –

- 11.1. E-Cover-1 (Fee Folder), E-Cover-2 (PQQ/Technical Bid) and E-Cover-3 (Financial Bid) will be opened online by AAI at the time and date as scheduled for the same. All the statements, documents, certificates etc., uploaded by the bidders shall be verified for bid evaluation.
- 11.2. Technical bids of bidders shall be scrutinized by duly constituted committee to ensure that the same are in conformity with the requirements of tender documents and to short list the bidders qualified for opening of Financial Bid. It shall therefore be in the bidder's interest to give complete and comprehensive details while submitting the bids.
- 11.3. AAI may seek clarifications on Technical details or any other information deemed necessary. The queries raised should be replied positively within the time specified, failing which the Technical evaluation will be done on the basis of the information available.
- 11.4. The clarification, if any, required from the bidders, will be obtained through query provision available in the e-procurement portal.
- 11.5. e-Cover 3 (Financial Bid), only for the bidders found technically qualified by AAI shall be opened online at the date and time as scheduled for the same.
- 11.6. No correspondence shall be entertained from the bidders after opening of Technical bid, except for the clarifications sought by AAI.
- 11.7. Date of acceptance and opening of tender can be extended on sole discretion of the **General Manager (CNS), CRSD, AAI**. Corrigendum in this regard, if any, will be notified through AAI Website (www.aai.aero) & CPP portal (etenders.gov.in) only.

12. Comparison and Evaluation of Bids –

- 12.1. The tender received and accepted will be evaluated by AAI to ascertain the complete requirements contained in the tender document. The objective of the evaluation is to select bidder(s), who can provide the described service, meeting the scope of work.
- 12.2. To assist in the examination, evaluation and comparison of bids, AAI may, at its discretion ask the bidder for the clarification or confirmation of compliance of its bid. The request for clarification or confirmation of compliance and the response shall be through query provision available in e-procurement portal.
- 12.3. Bidders may submit their response to AAI queries through provision of e-procurement Portal only.



Cont ... Sec-B (General info & guidelines)

- 12.4. No post bid clarification or confirmation of compliance at the initiative of the bidder shall be entertained.
- 12.5. Tender meeting technical bid criteria as specified shall only be informed and considered for opening and evaluation of financial bid. However, tender(s) not meeting technical bid criteria shall be informed of the same.
- 12.6. The tender(s) found technically acceptable shall be compared on the basis of price quoted by the bidders for the entire scope of work. The amount indicated in the Financial Bid will only be taken for price comparison.
- 12.7. The result of Technical bid and Financial bid evaluations shall be displayed on e-procurement portal and shall be visible to suitably qualified bidders.
- 12.8. Tender(s) submitted by NSIC registered bidder firm shall only be evaluated for those bidder(s) who have submitted valid NSIC registration certificate(s).

13. Award of Contract –

- 13.1. AAI shall issue the Work Order (W.O) to successful bidder. Successful bidder shall return one copy of P.O duly signed by him on each page, as a confirmation to acceptance of terms and conditions of work order.
- 13.2. Successful bidder has to enter into an agreement with AAI on all conditions mentioned in the tender, its corrigendum, queries and responses against which work order has been issued.
- 13.3. AAI shall be the sole judge in the matter of award of contract and the decision of AAI shall be final and binding.
- 13.4. AAI also reserves the right at its sole discretion not to award any order under the tender called.

14. Execution of work –

The work shall be carried out under the supervision of the **DGM(CRSD-Equipment) or any officer nominated by General Manager (CNS), CRSD** as the case may be, according to the terms and conditions of the contract.

15. Rejection of Tender -

- 15.1. Airports Authority of India (hereinafter abbreviated as AAI) reserves the right to reject any or all tender(s) without assigning any reasons, whatsoever.
- 15.2. Tenders, in which any of the particulars and prescribed information is vague, missing or is incomplete, in any respect and /or prescribed conditions are not fulfilled, or non-depositions of prescribed fees such as Tender Fee and EMD, shall be considered non-responsive and are liable to be rejected.

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



Cont ... Sec-B (General info & guidelines)

- 15.3. If the bidder gives wrong information in his tender, AAI reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Earnest Money Deposit (EMD), wholly and absolutely, AAI reserves the right to debar such bidders to participate in future tenders.
- 15.4. The information contained in the tender should be comprehensive and to the point. The tender containing information other than sought, with a motive to confuse or delay the finalization of tender process are likely to be rejected.
- 15.5. Canvassing in any form in connection with the tender(s) is strictly prohibited and the tenders submitted by the bidder who resort to canvassing are liable for rejection.
- 15.6. Should a bidder have a relation or relations employed in the capacity of an officer in AAI, the authority inviting tenders shall be informed of the fact along with the offer, failing which AAI, at its sole discretion may reject the tender or cancel the contract and forfeit Earnest Money Deposit, wholly and absolutely.
- 15.7. In case NSIC registration certificate is found invalid during evaluation for the bidder claiming exemptions of tender fee and EMD available to NSIC registered firms / companies, the bid of such bidder shall be rejected and tender fee shall not be refunded.

16. ANNULMENT OF AWARD

Failure of the successful bidder to comply with the requirement of Clause 13 of Section D shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which event the Buyer may make the award to any other bidder at his discretion or call for new bids.

17. **TRANSFER OF TENDER DOCUMENT;** Transfer of Tender Documents by one bidder to another is not permissible. Similarly transfer of tenders submitted by one bidder in the name of another vendor is not permissible.

18. CONTRACT MONITORING

18.1. The buyer shall monitor the performance of the contract throughout the Supply process after the award of the contract.

18.2. After the completion of the job, contractor shall satisfactory report duly signed by designated committee from AAI & the contractor.

19. EXTENSION OF CONTRACT PERIOD

Contract period may be extended by AAI for Three (03) months after completion of the **ESS Contract** period, with the same terms & condition as well as rates of the first work order if both the parties mutually agree.



GENERAL TERMS & CONDITIONS OF THE TENDER

1. Purpose & Scope

- 1.1. This document sets out the terms & conditions to be met in connection with the provision of “**Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi**”.

2. Compliance

- 2.1 The **unconditional acceptance** of all the terms & conditions of the Tender has to be submitted in **eCover 2**. The format of the letter is attached at **Annexure-I**.
- 2.2 The submission of the tender will imply acceptance of all the tender conditions by the bidder laid in tender document including all the Annexure(s) & schedules to the tender document.
- 2.3 The compliance to the terms & conditions should be supported by authenticated documentation wherever required.
- 2.4 Each page of the Bid and cuttings / corrections shall be duly signed with stamp by the bidder.
- 2.5 The submission of unconditional acceptance as described above is essential for the tender evaluation. The failure to submit the unconditional acceptance statement in the said format shall **result in his tender being rejected.**

3 Standard Conditions

Standard printed conditions of the bidder to the offer, other than the conditions specified here, will not be acceptable.

- 3.1 For the purpose of the tender, the metric system of units shall be used. In the event of any discrepancy, the rates quoted by the bidder in the "item rate" column will be the correct basis and not the amount worked out by them. Also the rates quoted in words will be the correct basis and not the rate shown in figures.
- 3.2 Bidder's offers shall be with reference to section and clause numbers given in the tender schedules.

4 Earnest Money Deposit

- 4.1 The Earnest Money Deposit (EMD) amount Rs. 74,798/- (Seventy-four thousand seven hundred ninety-eight rupees only) **must be submitted as per para 1.4 of Section-A.**
- 4.2 The EMD of the technically unsuccessful bidders shall be discharged / returned after the completion of the technical evaluation process.

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



4.3 The EMD of the financially unsuccessful bidders shall be discharged/ returned promptly, after evaluation of financial bids.

4.4 The EMD of the successful bidder will be returned after the bidder provides the performance guarantee, as required in Para 5 of this section of the tender document.

4.5 **“The EMD amount shall be forfeited in the following events”**.

4.5.1 If the successful bidder fails to enter into a contract with AAI within 15 calendar days after the receipt of the purchase order / work order.

4.5.2 If the successful bidder fails to submit the performance guarantee as stipulated in clause 5 of section-C with AAI within 30 calendar days after the receipt/Acceptance of the works/purchase order.

4.5.3 In the event of not accepting the conditions of the contract even after agreeing to do so and submitting the letter of unconditional acceptance of terms as per format given in Annexure-I.

4.5.4 In a situation referred in clause 8 of Section A, clause 15.3 & 15.6 of section B.

4.5.5 No interest or any other expenses, whatsoever, will be payable by AAI on the EMD in any manner.

4.6 **Return of EMD –**

4.6.1 EMD shall be returned to bidders who fail to qualify eligibility / technical /financial qualification criteria immediately after evaluation report is accepted.

4.6.2 The EMD of successful bidder will be returned only after the successful bidder submits the security deposit or performance bank guarantee in the prescribed Performa.

5 **Performance bank Guarantee/Security Deposit.**

The successful bidder shall submit Contract performance guarantee (in lieu of Contract Performance security) of the value equivalent to 10% (ten percent) of the total **Job Contract** price subject to a maximum of Rs. 10 Lac to AAI in the form of an irrevocable and unconditional bank guarantee from a scheduled/Nationalized bank as per format attached as **Annexure-X or can be deposited in the form of Demand Draft from scheduled/Nationalized Bank**. The guarantee shall be submitted within 30 days of acceptance of Purchase/Work order by the bidder, and will be valid **till 90 days after the end of the period of Job Contract**.

5.1 In case successful bidder fails to submit the PBG/SD within the stipulated period interest @ 12% p.a. on Performance Guarantee amount would be levied (non-refundable) for delayed period of submission and shall be deducted from EMD.

5.2 In case successful bidder fails to submit performance bank guarantee within 30 days of receipt/acceptance of work order, AAI reserves the right to forfeit EMD and cancel the order.



- 5.3 The performance guarantee amount shall be payable to AAI without any condition what so ever and the guarantee shall be irrevocable.
- 5.4 The performance guarantee shall be deemed to govern the following guarantees from the successful bidder, in addition to other provisions of the guarantee:
- 5.5 **Job contract to provide Environment Support Service (ESS) for handling Cargo Consignments** under the contract shall be satisfactory in all respects, certified by AAI.
- 6 **Refund of Security Deposit** - After termination/expiry of the contract, the security deposit / performance bank guarantee held by AAI will be released to the contractor without interest, subject to realization of dues, if any to be recovered from the contractor.
- 7 The bidder shall arrange character and antecedent verification and pay the fees **if required** for Airport Entry Pass issued by BCAS in respect of manpower to be deployed inside operational areas of Airport for the work.
- 8 **Correspondence**
All correspondence would be directly with the bidder through CPP Portal only and correspondence through agents will not be entertained
- 9 **Liquidated Damage (L.D):**

9.1 **Compensation for Delay**

Time is the essence of the Contract. Contractor's personnel shall attend the works immediately. If the personnel provided by the contractor fails to complete the work within time fixed under the contract due to his absence or non-availability of himself at the hour of need of AAI, except due to reasons not controlled by the contractor or his personnel, contractor shall pay to the AAI without prejudice to any other rights or remedy as may be available to AAI, **an agreed compensation amount calculated @ 1% of the total value** per week or part thereof subject to a maximum of **10%** of total contract value. The fine shall be recovered from the **quarterly bill for Job Contract** submitted by the contractor.

9.2 **Compensation for absence of contractor's personnel:**

Attendance of maintenance staff provided by the contractor under **Job Contract** shall be monitored by AAI. L.D clause for absence of contractor staff personnel shall be as follows:

- 9.2.1 For first 7 days of absence, a **penalty of Rs. 300.00 (Three Hundred only)** per day per head shall be recoverable from the contractor. Within these 7 days' contractors shall arrange alternate staff in place of his absent staff.
- 9.2.2 In case absence of any or all of his staff personnel is more than a week and no alternate arrangement is made by the contractor, a **penalty of 1.5 times of daily wages rate applicable to those absent personnel** per head per day during the absence period shall be recoverable from the contractor.



- 9.3 The amount of compensation for above L.D clauses shall rest with **General Manager (CNS), CRSD** his decision with regard to imposition of the fine shall be final and the same shall be final and binding on the contractor. Time taken by AAI and local statutory authorities for approval of drawings, design, estimate etc, force majeure reasons and any other reasons beyond control of the contractor shall be considered as justified reasons. The amount of compensation may be adjusted or set off against any sum payable to the contractor under this or any other contract with AAI.
- 9.4 Appeal for waiver of compensation for delay with due justification shall be decided as per the provisions of the Delegation of Powers (DOP) of Airports Authority of India. The decision of the competent authority on appeal shall be final and binding on the contractor.

10 Settlement of Disputes

- 10.1 If a dispute of any kind whatsoever arises between the AAI and the Contractor in connection with, or arising out of the Contract or the execution of the works, whether during the execution of the Works or after their completion and whether before or after repudiation or after termination of the contract, including any disagreement by either party with any action, inaction, opinion, instruction, determination, certificate or valuation of the Project Leader or his nominee, the matter in dispute shall, in first place be referred to the **ED(FIU/RCDU)** AAI, who shall act as the conciliator on the matter. The disputes will firstly be settled by the Conciliator, failing which any party may invoke arbitration clause.
- 10.2 Unless the Contract has already been repudiated or terminated or frustrated the Contractor shall in every case, continue to proceed with the works with all due diligence and the Contractor and AAI shall give effect forthwith to every decision of the Project Leader or his nominee unless and until the same shall be revised, as hereinafter provided, by the Conciliator or in an Arbitral Award.

11 Successful bidder's Liability & Compliance of Regulations

- 11.1 Successful bidder shall protect and fully indemnify the AAI from any claims for infringement of patents, copyright, trademark, license violation or the like.
- 11.2 Successful bidder shall also protect and fully indemnify the AAI from any claims from successful bidder's workmen/employees, their heirs, dependents, representatives etc or from any person(s) or bodies/ companies etc. for any act of commission or omission while executing the order.
- 11.3 Successful bidder shall be responsible for compliance with all requirements under the laws and shall protect and indemnify completely the AAI from any claims/penalties arising out of any infringements and indemnify completely the AAI from any claims/penalties arising out of any infringements

12 Arbitration and Law.

- 12.1 Except where otherwise provided for in the contract, all questions and disputes relating to the provisions of this contract shall be settled under the Rules of Indian Arbitration and Conciliation Act, 1996, within thirty (30) days (or such longer period as may be mutually agreed upon from the date that either party notifies in writing that such dispute or disagreement exists. The single



Arbitrator for settlement of any dispute with regard to this contract shall be appointed by the Chairman AAI. The venue of Arbitration shall be New Delhi, India. The arbitration resolution shall be final and binding upon the parties and judgment may be entered thereon, upon the application of either party, by any court having jurisdiction.

12.2 Indian laws shall govern this contract.

13 TERMINATION FOR DEFAULT & RISK PURCHASE

13.1 The AAI may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Contractor, terminate this Contract in whole or in part in any or the following events.

13.1.1 If the Contractor fails to perform any other obligation(s) under Contract.

13.1.2 If the Contractor, in either of the above circumstances, does not remedy his failure within a period of 30 days (or such longer period as AAI may authorize in writing) after receipt of the default notice from AAI.

13.1.3 As a penalty to the Contractor the AAI shall en-cash Contract Performance Bank Guarantee/SD. The AAI in such case shall pay for the assessed value of the executed work that can be used. No payment shall be made for the efforts put in by the Contractor in case the same are of no value to AAI. The balance unfinished work of the project will be got done by fresh tendering on Contractor's risk and that extra expenditure will be recovered.

14 TERMINATION FOR INSOLVENCY

The AAI may at any time terminate the Contract by giving written notice to the supplier, without compensation to the Contractor, if the Contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to AAI

SET OFF: Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by the Buyer to set off the same against any claim of the Buyer for payment of a sum of money arising out of this contract made by the Contractor with Buyer.



SPECIAL CONDITIONS OF THE TENDER

1. Definition of Terms:

For the purpose of the terms and conditions Airports Authority of India will be referred to as AAI and the Firm providing **Job Contract for Environment Support Services for handling Cargo consignments** shall be referred as the Contractor.

2. **Period of contract:**

This contract is initially for a period of **Two years**. The Contract may be renewed at expiry for a further period of three months subsequently if mutually agreed. AAI shall appoint an Executive in-charge for the purpose of implementation & monitoring of the contract.

3. **Terms of releasing payments to contractor:**

- 3.1. No mobilization advance shall be paid for any activity.
- 3.2. Payment process shall be initiated after receiving proper invoice & shall be made through RTGS on quarterly basis (25% of the annual contract amount), after successful completion of each quarter. & after deduction of penalty, if any.
- 3.3. The certificate of satisfactory service during the quarter for which the payment has been requisitioned, from the maintenance in-charge AAI shall be a mandatory requirement for the release of the payment.
- 3.4. AAI shall deduct Income Tax & make other applicable recoveries from running bill payments as per prevailing rules. TDS (Tax Deducted at Source) Certificate, however, shall be issued to contractor.
- 3.5. The contractor has to submit his bill **every quarter** for the completed period of one quarter with all supporting documents such as copy of **Pay Slips, EPFO & ESIC Challan & ECR by name of the employee deployed by the contractor during the period**.
- 3.6. GST applicable shall be reimbursed by AAI on submitting documentary evidence of the GST amount paid to the statutory authority by the contractor.

4. The AAI has defined the maintenance procedures on general cleaning, preventive, predictive & corrective maintenance & their periodicity. The Contractor shall be responsible for the implementation of these maintenance schedules as per pre-defined periodicity & procedures

5. **Contractor's personnel are required to attend this office in proper time. The Contractor must maintain Attendance Register for it.**

6. **MINIMUM QUALIFICATION OF THE STAFF:** Contractor's Staff personnel must possess **Minimum Educational Qualification** as under:

- 6.1. **Semiskilled:** **Minimum 12th passed preferably with working experience in job of Carpentry or experience in similar field.**
- 6.2. **Unskilled:** **Minimum 8th standard passed preferably with working experience**
- 6.3. **Other documents:** The above maintenance staff shall possess:

6.3.1. Member ID under establishment ID of the contractor in respect of Employees Provident Fund Organisation (EPFO).

6.3.2. Insurance number under party code of the contractor in respect of Employees State Insurance Corporation (ESIC) Bank account number

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



7. **DOCUMENTS to be submitted by contractor regarding his personnel:**

Contractor shall furnish following details of the personnel deployed by him/her supported by valid original documents:

- 7.1. Copy of appointment letters of the staff personnel by name.
- 7.2. Passport size Photo.
- 7.3. Name.
- 7.4. Parentage.
- 7.5. Age proof.
- 7.6. Residence address proof.
- 7.7. Specimen signature.
- 7.8. Copy of Academic Certificates,
- 7.9. Member ID of ESIC.
- 7.10. Member ID of EPFO.
- 7.11. Bank account number.

8. **PAYMENT TO STAFF PERSONNEL BY CONTRACTOR:**

- 8.1. Contractor shall pay the staff personnel at least as per minimum daily wages specified by o/o Chief Labour Commissioner (G.O.I) notified in its orders time to time.
- 8.2. **Pay shall constitute** payables and deductions as shown in the format of pay-slip given below.
- 8.3. **Payments shall be deposited by the contractor within 7 days from the starting date of each month in the Bank account number of his staff personnel.**
- 8.4. Contractor shall submit ECRs & Bank Challans showing deposits of EPF & ESIC in respect of the staff personnel by name along **with the quarterly bills.**
- 8.5. In case Contractor doesn't pay or delay staff personnel' monthly salary, skips EPF & ESIC subscriptions, same may be deducted from **the quarterly bill** amount for the **Job Contract** or the Security Deposit submitted by the Contractor.



8.6. **Format of Pay slip to be issued to all staff personnel by contractor:**

Agency:

PAY-SLIP for Month

Name of employee:,

EPF No.

ESIC No.

Payable

Deductions

1. **Basic** :

1. **EPF subscription** :

2. **VDA** :

2. **ESIC subscription:**

3. **Bonus** :

4. **Overtime (on N/H)** :

Total payable (A) :

Total Deduction (B) :

Net Payable: (A-B):

11. Contractor shall employ only such persons as shall have good character and be well behaved and skillful in their business and shall ensure that any of them is not ailing from any communicable disease. AAI shall be at liberty to forbid the employment of any person who it may consider undesirable.
12. Documents regarding payment of wages to the personnel are required to be submitted to AAI Executive-in-charge as and when required.
13. The Contractor shall undertake: -
 - 13.1. to abide by all the rules and regulations of the State / Central Government under **the Minimum Wages Act, Contract Labour (Regulations and Abolition) Act, 1970, Payment of Wages Act 1936, Payment of Bonus Act 1965** and such other Acts / Regulations as may be in force from time to time.
 - 13.2. to pay wages as per the rule framed by Ministry of Labor and Employment, viz. one extra payment for Three National Holidays & One Labor day, EPF, ESIC & Annual Bonus, as applicable in addition to the monthly wages. **The payment of wages to the personnel shall be paid by contractor through bank account.**
 - 13.3. to execute the agreement as prescribed by Authority and abide by the Terms and Conditions of the Agreement.
 - 13.4. to abide by all the rules and regulations and code of conduct for my / our employees that may be laid by the Airports Authority of India from time to time.
 - 13.5. to get Character and Antecedents verification by the Police authorities for manpower that will be provided by me / us. I / We further undertake full responsibility to make good any loss / damage in the event of any mishap caused by my / our manpower.



- 13.6. to provide adequate insurance cover against any loss / damage to persons or property due to the commission or omission of any act by me / us or any person(s) deployed by me / us. I also undertake to state that AAI will not, in any manner, be responsible for any loss / damage that might be caused due to the negligence of my / our manpower.
- 13.7. to be responsible for settling any claim / compensation against all damages and accidents caused due to negligence on the part of his employees and keep AAI indemnified from any compensation / liability.
14. **IMPORTANT:** If at any stage of the **Job Contract** period it is found that the contractor is not paying any or all personnel deployed by him under the **Job contract** as per minimum wages declared by Govt. of India, the deficit amount shall be deducted from the subsequent **quarterly** bill amount and shall be disbursed to the effected personnel.
15. **IMPORTANT:** Statutory liabilities (contribution) on contractor: Contractor must pay to all personnel deployed by him under the **Job contract** as follows:
- 15.1. P.F (contribution of Contractor): As per G.O.I EPFO notification and guideline
 - 15.2. ESIC (contribution of Contractor): As per G.O.I ESIC notification and guideline
 - 15.3. Bonus: As per G.O.I notification and guideline
16. All type of Shifting Handling of Cargo Consignments /Equipment's/Packing/Unpacking/ Cleaning works linked with Dispatch, Receipt, Stores Equipment's shall be aided by the staff of the Contractor.
17. The payment shall be governed by the Govt. policies and any taxation applicable at source shall be deducted from **the quarterly payment**. In case of any such deduction, the necessary certificate in due format shall be provided by AAI.
18. The contract agreement shall be executed **on a non-judicial stamp paper of Rs.100.00 (One Hundred only) and the cost of the same shall be borne by the contractor.**
19. Once the tenderer has given unconditional acceptance to AAI's tender condition in its entirety, they are not permitted to put any remarks / conditions. In case the conditions of the Tender is/are found violated even after opening the eCover 3, the tender shall be summarily rejected. AAI shall without prejudice to any other remedy, be at liberty to forfeit the full said earnest money absolutely.
20. As the site of the work is in the restricted area, the contractor is required to obtain Airport Entry Pass (AEP) for his staff, to be issued by the Bureau of Civil Aviation Security (BCAS), through AAI. Police verification certificates are to be obtained for all the staff to be deployed by him under this contract. Any other formalities as applicable / enforced from time to time shall be complied with at no extra cost. No claim what so ever on this shall be allowed. Incidental expenses incurred towards PIC shall be borne by the contractor.



Cont ... Sec-D (Special conditions)

21. The work shall be carried out in the manner complying in all respects with the requirements of relevant byelaws of the local body under the jurisdiction of which the work is to be executed or as directed by the AAI and nothing extra shall be paid on this account.
22. The Contractor shall take comply with proper and legal orders and directions of the local or public authority or Municipality and abide by their rules and regulations and pay all fees and charges, which may be liable.
23. The Contractor shall execute his work in such a manner that no damage is made to the existing structure.
24. The work is required to be executed at the **CRSD**, which is very important area where both speed and quality of execution are to be maintained by the Contractor.
25. The Contractor shall at their sole cost and expenses furnish and provide for rendering services covered by this agreement to the entire satisfaction of AAI. The work shall be carried out on all **working days**.
26. If at any time the work or conduct of any worker is found unsatisfactory by AAI, such persons shall be removed by the Contractor immediately with suitable substitute.
27. The Contractor shall attend to any work received in connection with **the Job Contract** immediately. Any failure will attract penalty.
28. The work force deployed for this **Job contract** shall be regular employee of the contractor. The contractor shall be responsible for the recruitment, retirement and retrenchment of the employee of their establishment and for settlement of dispute arising out of the terms and conditions of services of the personnel.
29. Any officer nominated by Airports Authority of India or Executive in-charges shall be authorized to give instructions to **the Supervisor of the Contractor** at the premises of **Airports Authority of India** on all matters relating to this work. Similarly, **the authorized Supervisor** of the Contractor shall report on all matters concerning the above work to the **Executive In-Charge or to the officer nominated by Airports Authority of India**.
30. The Contractor has to ensure that the services are not disturbed either due to absenteeism or due to willful act of his staff. Maximum care and precautions shall be taken to avoid any system break down. In case work force deployed by the contractor resort to any kind of industrial action, the contractor shall arrange to deploy alternate work force of sufficient strength and competence to maintain the normal operations.
31. The Contractor & his servants shall be entitled to use all ways, paths and passages as may from time to time be maintained on the said airport / **CRSD Complex** subject to such rules and regulations as may be imposed by the Authorities of the airport / **CRSD Complex**.
32. During execution of Job/work, servants/employees of Contractor take utmost measure/precautions to safeguard themselves and other while executing assigned job under supervision of their supervisor to prevent any mis happening/ injury etc, in event of injury/miss happening including deaths, AAI or any of its employee including project manager will not be held responsible for it .

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
CRSD, NEAR SAFDARJUNG AIRPORT, NEW DELHI

Cont... Sec-D (Special conditions)

33. The Contractor performing the covenants herein contained and, on his part, to be performed, shall and may peaceably possess and enjoy the premises with use of the ways, paths and passages as aforesaid during the said terms, without any lawful interruption from or by the Authority or any person claiming under the Authority.
34. Any notice required to be served on the Contractor under this agreement shall be deemed to have been served if delivered at or sent by registered post to his last known address or to his authorized representative or agent. Similarly, any notice to be given to the authority under this agreement shall be deemed to have been served if delivered at or sent by registered post to the Authority.
35. The period of notice given under this agreement will count from the date of receipt of notice by either side.
36. Subject as herein before otherwise provided all notices to be given on behalf of the Authority and all other actions to be taken on behalf of the Authority may be given or taken on behalf of the Authority by the **General Manager (CNS), CRSD**, or any other officer for the time being authorized by or entrusted with functions, duties and powers of the **General Manager (CNS), CRSD**, in respect of **CRSD** under his charge.
37. The Contractor shall not, unless with the written consent of the Authority, create a sub-contract of any description with regard to this license or any part thereof, nor shall he, witness such written consent as aforesaid or transfer this contract or any part thereof.
38. The Contractor shall comply with the requirements of all standard Health Clauses. The Contractor shall notify to **General Manager (CNS), CRSD**, whenever any person working under him is suffering or suspected to be suffering or convalescing from any infectious disease.
39. The Contractor shall employ only such servants as shall have good character and be well behaved and skillful in their business. He shall furnish the Authority in writing with the names, photographs (3 copies), parentage, age, residence and specimen signature or thumb impression of all servants who he proposes to employ and the authority shall be at liberty to forbid the employment of any person who it may consider undesirable. The servants employed by him shall be under the general discipline of the Authority and shall conform to such directions as may be issued by the Authority in respect of points or routes of entry and exit from the premises and in respect of the use of toilet and wash rooms. He shall also have the character of all persons employed by him verified by the Police to the satisfaction of the Authority before employment.
40. The Contractor will during the continuance of this contract insure against any claims for workman's compensation or otherwise of all persons employed by him in connection with his business to be carried on as aforesaid with such Insurance company as the Authority shall approve of and shall produce for inspection on demand by Authority all policies in respect thereof and the receipts from time to time for current premium. He shall pay employees at least minimum wages etc., as prescribed by Central / State Government from time to time.

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
CRSD, NEAR SAFDARJUNG AIRPORT, NEW DELHI

Cont... Sec-D (Special conditions)

41. In the case of such breach of terms of this contract as minor offences and complaints coming to its notice for which in the opinion of the Authority this agreement may not be terminated, the Authority may at its discretion recover compensation from the Contractor upto the limit of security deposit of the contract. The decision of the Authority in this respect will be final and binding on the Licensee.
42. In the event of any breach of the terms and conditions and duties to be performed by the Contractor, the Authority may without prejudice to other rights and remedies be entitled to forfeit the security or any part thereof and in such an event he shall pay such additional sum immediately as may be called by the Authority to pay so that the Security Deposit shall at all times during the continuance of this contract, be the above said sum. **On the expiration or earlier determination of the term of the contract, the Authority shall return the Security Deposit or part thereof which has not been forfeited as aforesaid to him without interest.**
43. If the Contractor shall at any time fail or neglect to perform and observe any of the terms and conditions and covenants herein contained and on his part to be observed and performed or in the event of his being adjudged insolvent or any order appointing a Receiver is made under the Insolvency Act against him, then and in any such case, the Authority may without prejudice to other rights and remedies by giving fifteen days' notice in writing to him determine this agreement and he shall upon such determination peacefully give up the contract and make over vacant possession of any premises made over to him for carrying on his business/service without any right to compensation whatsoever and thereupon this agreement shall absolutely determine without prejudice to any right of action or remedy of the Authority in respect of any antecedent breach of terms, conditions and covenants by him.
44. The tenderer may acquaint himself with the proposed site of work, its approach roads, working space available before quoting his rates. Tenderer or his authorized representative may visit sites for this purpose.
45. The Contractor shall take all necessary precautions to prevent any nuisance or inconvenience to the owners, tenants and to the public in general and to prevent any damage to such properties. He shall make good, at his cost and to the satisfaction of the **Executive– In- Charge**, any damage to AAI property or public or private property whatsoever caused thereon by the contractor.
46. In the event of any restrictions being imposed by the Security Agency, AAI or any other authority having jurisdiction in the area on the working or movement of labor / material, the Contractor shall follow such restrictions and nothing extra shall be payable to the contractor on this account. The loss of time on this account, if any, shall have to make up by generating additional resources etc.
47. The contractor shall be fully responsible for any damage to the Government property done on his part & shall make good the same at his own cost.

All the above conditions will form the part of the agreement which will be executed by the party on the stamp paper of suitable value.

Bid Manager (CRSD - Equipment)
For General Manager (CNS), CRSD,

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



Scope of work

Job Contract shall have following job responsibility:

#	Description of items	Particulars
1	Regular Cleaning, Packing, Unpacking, Shifting, Handling of Cargo Consignments/ Equipment's/ Spares and other allied works linked with Dispatch, Receipt, Stores Equipment's Sections.	JOB

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



Cont ... Sec-E (Scope of work)

Work Schedule:

The Contractor shall carry out the ESS job as per the work schedule as given below:

#	Type of workmen	Duty Timings	Total workmen per Day	No. of working Days per Month	Schedule
	SEMI-SKILLED:				
1	Supervisor – Carpentry	0930 to 1800 Hrs IST Monday to Friday	1	22 (estimated)	To do the work linked with the scope of the Job contract and supervise / examine the work linked with the scope of the Job contract at all the Sections, allocation of daily works etc. He shall arrange duties & prepare attendance records for all. To assist AAI personnel on duty at Dispatch, Receipt, Equipment (Stores) Section as per work load requirement as per requirement specified by the GM (CNS), CRSD.
	UNSKILLED:				
1	Helper	Do	2	22 (estimated)	To do the work linked with the scope of the Job contract and assist AAI personnel on duty at Dispatch Section as per work schedules above accompanied with supervisor
2	Helper	Do	2	22 (estimated)	To do the work linked with the scope of the Job contract and assist AAI personnel on duty at Equipment's (Stores) Section as per work schedules above accompanied with supervisor
3	Helper	Do	2	22 (estimated)	To do the work linked with the scope of the Job contract and assist AAI personnel on duty at Receipt Section as per work load requirement under the supervisor.

Bid Manager (CRSD-Equipment)
For General Manager (CNS), CRSD,

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: **2020_AAI_**



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
CRSD, NEAR SAFDARJUNG AIRPORT, NEW DELHI

ANNEXURE – I

“To be submitted with e-Cover 2”
(Scanned copy of the filled up & duly signed format below shall be uploaded)

Unconditional Acceptance letter

To,

**General Manager (CNS), CRSD,
Airports Authority of India,
Near Safdarjung Airport, New Delhi.**

Subject: Submission of Tender Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi. (E-Tender Ref No. AAI/CRSD/Equipment/2020-21/ 01)

Sir,

Having examined the conditions of tender and specifications including addenda, I/We, the undersigned offer to Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi in conformity with:

1. NIEt, General Information and Guidelines, Terms and conditions, General Conditions of Contract etc. of e - Tender ref. no AAI/CRSD/Equipment/2020-21/02
 2. I/We agree to abide by the terms and provisions of the said conditions of the tender and provisions contained in the Notice Inviting e -Tender (NIEt).
 3. I/We hereby unconditionally accept (s) all conditions of AAI's tender document in its entirety for the above work. It is certified that I/We have not stipulated any condition (s) in our tender offer, in case any condition(s) are found in our tender violated after opening of tender, I/We agree that the tender be rejected and AAI shall without prejudice to any other right or remedy be at liberty to forfeit the EMD absolutely.
 4. I/We have submitted the (whichever is applicable for the bidder):
 - a. **For non-NSIC registered Bidders:** Earnest money deposit of Rs. 74,798/- (**Rupees seventy four thousand seven hundred ninety eight only/-**) & Tender Fee of Rs. 560.00 for the tender online through CPP Portal.
- OR,**
- b. **For NSIC (MSE) registered Bidders:** Copy of valid NSIC MSME Registration Certificate is attached in eCover-1
5. I/We declare that I/We have not paid and shall 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 or gratification, I shall immediately report it to the appropriate Authority in AAI.
 6. I/We undertake that AAI's tender document shall form part of contract agreement. I/We understand that AAI is not bound to accept the lowest or any bid received for present tender.

Thanking you,

Date -

Yours faithfully,

(Signature of Bidder/authorized signatory)

Name & Address of the Bidder _____

Telephone & Fax Nos. _____ Mobile _____

E-mail Address _____

Stamp:

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



To be submitted with e-Cover 2”

TO WHOM IT MAY CONCERN

(E-Tender Ref No. **AAI/CRSD/Equipment/2020-21/ 02**)
(Scanned copy of the filled up & duly signed format below shall be uploaded)

I/We hereby declare that my/our firm/agency,

or its partners or its directors have not been black listed or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like world bank/International monetary fund/world health organization etc. or any Indian state/Central governments departments or public sector undertaking of India.

We/I further undertake that at any stage of evaluation, if it is found that we /I (the bidder firm) have given wrong or misleading information then our bid can be summarily rejected.

(Signature of Bidder/authorized signatory)

NAME OF THE SIGNATORY:

ADDRESS OF THE FIRM/AGENCY:

Date:



To be submitted with e-Cover 2”

(Scanned copy of the filled up & duly signed format below shall be uploaded)

TO WHOM IT MAY CONCERN

(E-Tender Ref No. **AAI/CRSD/Equipment/2020-21/02**)

I/We hereby undertake that my/our firm/agency,
shall,

1. abide by all the rules and regulations of the State / Central Government under **the Minimum Wages Act**, Contract Labor (Regulations and Abolition) Act, 1970, Payment of Wages Act 1936, Payment of Bonus Act 1965 and such other Acts / Regulations as may be in force from time to time.
2. pay wages to the deployed personnel as per the rule framed by Ministry of Labor and Employment, viz. one extra payment for 3 National Holidays & 1 Labor day, EPF, ESIC & Annual Bonus, as applicable in addition to the monthly wages. The payment of wages to the personnel shall be paid by contractor through bank account.
3. execute the agreement as prescribed by Authority and abide by the terms and conditions of the agreement.
4. abide by all the rules and regulations and code of conduct for my / our employees that may be laid by the Airports Authority of India from time to time.
5. get character and antecedents verification by the Police authorities for manpower that will be provided by me / us. I / We further undertake full responsibility to make good any loss / damage in the event of any mishap caused by my / our manpower.
6. provide adequate insurance cover against any loss / damage to persons or property due to the commission or omission of any act by me / us or any person(s) deployed by me / us. I also undertake to state that AAI will not, in any manner, be responsible for any loss / damage that might be caused due to the negligence of my / our manpower.
7. be responsible for settling any claim / compensation against all damages and accidents caused due to negligence on the part of his employees and keep AAI indemnified from any compensation / liability.

(Signature of authorized signatory)

Date:

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



“To be submitted with e-Cover 2”

(Scanned copy of the filled up & duly signed format below shall be uploaded)

To

**THE GENERAL MANAGER (CNS), CRSD,
AIRPORTS AUTHORITY OF INDIA,
Near Safdarjung Airport, New Delhi - 110003.**

Sub: Submission of Bids (PQQ, Technical & Financial)

(E-Tender No. AAI/CRSD/Equipment/2020-21/02)

Dear Sir

This is with reference to the tender document mentioned above and downloaded by M/s -----
----- . In this regard we are submitting our bids along with all the following documents as required by your NIT.

- i. I/We have submitted the earnest money deposit of Rs. 74,798/- (Rupees seventy-four thousand seven hundred ninety-eight only) & tender fee of Rs. 560/- (Rs. Five Hundred Sixty only) in the form of online payment mode through CPP Portal or, I/We being registered in NSIC, have submitted valid NSIC-MSME Registration Certificate (in eCover-2) as the case may be.
- ii. Scan copy of unconditional acceptance letter (as per Annexure-I) of all the tender conditions is attached.
- iii. Scan copy of all the documents as mentioned as per Annexure VIII, IX & scan copy of duly filled up & signed Annexure I to VI in respective eCovers.
- iv. Financial Bid BOQ uploaded as per E-tender Format.

Note: Ambiguous statements & incomplete supporting documents for vital tender requirements may attract the risk of rejection without further reference

Yours Sincerely

(Signature of Bidder/authorized signatory)

Date:



“To be submitted with e-Cover 2”

(Scanned copy of the filled up & duly signed format below shall be uploaded)

वचनबंध/Undertaking

(E-Tender Ref No. AAI/CRSD/Equipment/2020-21/02)

TO WHOM IT MAY CONCERN

I/We hereby declare that my/our firm,
having Office address has
been registered under Goods & Services Tax (GST) & compliant of GST provisions.

(Signature of Bidder/authorized signatory)

Date:



“To be submitted with e-Cover 2”

(Scanned copy of the filled up & duly signed format below shall be uploaded)

General Compliance

Work: Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

(E-Tender Ref No. AAI/CRSD/Equipment/2020-21/ 02)

#	REQUIREMENT	Statement of Compliance & Agreement (Yes/No)
1	Detailed information on the Bidder's eligibility as per the Tender requirement (as per Sec-A).	
2	General Information & guidelines for e-Tendering (Section – B)	
3	General Terms & Conditions of the Contract (Section – C)	
4	Special Conditions of the contract (Section-D)	
5	Scope of work (Section-E)	
6	Terms & conditions regarding Financial Bid	

Name & Address of the Firm _____

DECLARATION

I (.....) hereby declare that the documents submitted/ enclosed are true and correct. In case any document at any stage found fake / incorrect, my EMD may be forfeited.

(Signature of bidder/authorized signatory)

Date:

Name & Address of the Bidder _____

Telephone & Fax Nos. _____

Mobile _____

E-mail Address _____

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



“SAMPLE PRICE SCHEDULE”

e-Cover 3 (Financial Bid)

E-Tender Ref No. AAI/CRSD/Equipment/2020-21/02

SCHEDULE-A (This is a sample BOQ – actual to be typed in the Excel Sheet format downloaded from the CPP Portal & to be uploaded in the portal after filling up)

Item Description	Quantity	Units	BASIC RATE (excluding GST) In Figures To be entered by the Bidder in Rs.	Item wise TOTAL AMOUNT excluding GST in Rs.
Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi as per Section E. for 1 st year.	1.000	Job		
As above for 2 nd year	1.000	Job		
Net amount quoted:				

NOTE: -

1. The rates quoted are inclusive of all pay wages to the all workers for the scope of work mentioned in section E as per rules and regulations of the state/ Central Government under the Minimum Wages act, Contract Labour (regulations and Abolition) Act, 1970, payment of wages Act 1936, Payment of Bonus Act 1965 and such other Acts/ Regulations as may be in force from time to time viz payment for Three national holidays & one labour day, EPF, ESIC & Annual Bonus, as applicable in addition to the monthly wages inclusive all taxes.

(Signature of bidder/ authorized signatory)

Date:

Name _____

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



“To be submitted with e-Cover 2”
(Scanned copy of the filled up & duly signed format below shall be uploaded)

CHECK LIST FOR eCOVER 1 (Fee folder)
(E-Tender Ref No. **AAI/CRSD/Equipment/2020-21/ 01**)

Work: Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

#	Eligibility Criteria	Documents Uploaded (Yes / No)
1	<u>For non-NSIC registered Bidders</u> <ul style="list-style-type: none">• Payment of Tender Fees RS. 560.00 (Rupees Five Hundred Sixty only)• Payment of EMD Rs. 74,798/- (Rupees Seventy four thousand seven hundred ninety eight only)	
2	<u>For NSIC – MSME registered Bidders:</u> MSEs seeking exemption and benefits should enclose an attested self-certified copy of valid Registration Certificate, giving details of such validity, stores / services etc.	

Note:

1. Tender Fee, for EMD shall be paid online only through CPP Portal.

(Signature of bidder/ authorized signatory)

Date:

Name _____

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



“To be submitted with e-Cover 2”

(Scanned copy of the filled up & duly signed format below shall be uploaded)

CHECK LIST FOR eCOVER-2 (PQQ & Technical Bids)

(To be FILLED IN & scanned while uploading).

#	Eligibility Criteria	Documents Uploaded (Yes or No)
1	Scan copy of Unconditional Acceptance of AAI's Tender Condition (as per Annexure – I).	
2	Letter on COMPANY LETTER HEAD indicating the capacity and authority of individual digitally signing the uploaded bid documents	
3	Legal Status of Bidder as per para (2.1) Sec A: Copy of Certificate of Registration under Shop & Establishment Act or Registrar of Firms or Companies Act / Partnership Deed/ Memorandum of Article of Association (MOA)	
4	Work experience: As per para (2.2) of Sec A Criteria: Should have satisfactorily completed similar works in line with any one of the following criteria during last seven years ending on 30/09/2020 . (i) One work costing not less than Indian Rs 2,991,939 /- (ii) Two separate works each costing not less than Indian Rs 1,869,962 /- (iii) Three separate works each costing not less than Indian Rs. 1,495,969 /-	
4A	Work completion Certificate: As per para (2.4) of Sec A Criteria: End user's satisfactory completion certificate mentioning 1) Value of order or Contract, 2) Scope of order or contract. 3) order or contract no and award date. 4) that the work(s)/order(s) have been completed satisfactorily. (Date of Completion of work prior to 30/06/2013 shall not be considered.)	
5	Annualized average financial turnover for 3 years ending on 31-03-20 (at least Rs.1,121,977 /-) As per para (2.3) of Sec A	
6	EPFO Registration Certificate	
7	ESIC Registration Certificate	
8	GST Registration	
9	PAN Card	
10	Undertaking (for not black listed) as per Annexure – II of tender document	
11	Undertaking (compliance of labour law) as per Annexure – III of tender document	
12	Undertaking (Submission of bids) as per Annexure – IV of tender document	
13	Undertaking (GST compliance) as per Annexure – V of tender document	
14	Undertaking (General compliance) as per Annexure – VI of tender document	
15	Check List (eCover – 1)	
16	Check List (eCover – 2)	
17	Tender document duly Signed and Stamped on all pages	

NOTE: -

Non-submission of any of the above documents may be considered as incomplete PQQ bid & shall be rejected.

(Signature of bidder/authorized signatory)

Date:

Name _____

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



Format for Performance Bank Guarantee

In consideration of the Chairman, Airports Authority of India [hereinafter called “AAI”] having offered to accept the terms and conditions of the proposed agreement between..... and..... [here-in-after called “the said Contractor(s)”] for the works..... [here-in-after called “the said agreement”] vide Order no.Dated..... having agreed to production of irrevocable Bank Guarantee for Rs..... (Rupees only) as a security / guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

We..... (indicate the name of the Bank) [here-in- after referred to as “the bank”] hereby undertake to pay to the Chairman, AAI, an amount not exceeding Rs..... (Rupees only) on demand by AAI.

2. We..... (indicated the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from AAI stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).
3. We, the said bank further undertake to pay to the Chairman, AAI any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal.
4. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment. We(indicate the name of the bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all dues of AAI under or by virtue of the said agreement have been fully paid and its claims satisfied or discharge or till contract-in-charge on behalf of AAI certified that terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.
5. We.....(indicate the name of the bank) further agree with AAI that AAI shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of terms and conditions of said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by AAI against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of AAI or any indulgence by the AAI to



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
CRSD, NEAR SAFDARJUNG AIRPORT, NEW DELHI

the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect so relieving us.
This guarantee shall not be discharged due to the change in the constitution of the bank or the contractor(s).

6. We..... (indicated the name of the bank) lastly undertake not to revoke this guarantee except with the previous consent of AAI in writing.
7. This guarantee shall be valid up to unless extended on demand by AAI. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupeesonly) and unless a claim in writing is lodged with six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the..... (Day) of..... (Month), (Year)

For..... (indicate the name of bank).



Format of contract agreement with successful bidder for Job Contract

AGREEMENT (on Rs.100/- Non-Judicial Stamp Paper) for Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – 110 003 (India)

And

(Name of the Contractor along with address

THIS AGREEMENT, entered into this(Date) day of (Month & Year) by and between (Name of Contractor), having its office at (Contractor's Office Address) (hereinafter called the "Contractor") and the Airports Authority of India having its office at Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi India (hereinafter called the "AAI"), the expressions "Contractor" and "AAI" shall mean their successors, legal representatives or assigns, for the Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

WITNESSETH

WHEREAS, AAI invited offers for the Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

WHEREAS, the Contractor has offered to Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi in accordance with their Price Bid dated (Date) and AAI has accepted its offer.

NOW, therefore, in consideration and mutual covenants contained herein, the Contractor and the AAI (hereinafter referred to as the "parties") agree that the following document shall be part of this agreement:

contd..

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
CRSD, NEAR SAFDARJUNG AIRPORT, NEW DELHI

1. AAI E-Tender Documents (Tender ID) for the Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi supplied by AAI.
2. Tender corrigendum no. 1, 2..., if any.
3. Bid Documents & undertakings submitted by the Contractor dated (Tender open date) in fulfilling the contract requirements that includes the signed compliance.
4. Unconditional acceptance of AAI Tender conditions as given by the Contractor.
5. Queries raised by AAI during technical evaluation and technical clarification submitted by contractor in response thereof.
6. The price bid of the Contractor which was opened on (Date.....) and accepted by AAI.
7. Reference of LOI/Work order issued/acceptance of bidder.
8. Job Contract comes into effect with effect from: **04-12-2020**.

For and on behalf of Contractor

For and on behalf of Chairman, AAI.

Signature
Name
Designation

Signature
Name
Designation

1. Witness: (Signature, Date, Name, Designation on behalf of AAI)
2. Witness: (Signature, Date, Name, Designation on behalf of Contractor)

Job Contract for Two Years to provide Environment Support Service (ESS) for regular Handling, Packing, Unpacking, Shifting, Cleaning works of Cargo Consignments and other allied works of Dispatch, Equipment, Receipt Sections at Central Radio Stores Depot, AAI, Near Safdarjung Airport, New Delhi.

Tender ID: 2020_AAI_