



**Airports Authority of India**  
**O/o The Airport Director, LGBI Airport**  
**Guwahati-781015**

E- Tender for  
Job contract for engagement of manpower for Passenger Baggage Trolley Retrieval  
Services at LGBI Airport, Guwahati

E-Bid No. : 2020\_AAI\_45775\_1  
Portal - <https://etenders.gov.in/eprocure/app>

**(SHORT NOTICE INVITING QUOTATION)**

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Ref: 2020\_AAI\_45775\_1

### **NOTICE INVITING QUOTATION**

Sealed quotations are invited on behalf of Airport Director, Airports Authority of India (AAI), LGBI Airport, Guwahati for the following services at LGBI Airport, Guwahati:

**Service:** Job Contract for engagement of manpower for Passenger Baggage Trolley Retrieval services at LGBI Airport, Guwahati. A total of 35 unskilled manpower (inclusive of 5 nos. leave reserve) and 3 supervisors (semi-skilled) for trolley retrieval services will be required from the selected agency (spread across three shifts) at LGBI Airport, Guwahati.

**Prerequisite:**

1. The agencies (/parties) having 01 (one) year experience in SIMILAR JOB (providing manpower) (to be supported by authenticated documents).

**Period:**

1. The period of work shall be for a period of 03 (three) months from the date of deployment of manpower, further extendable by 03 (three) months at the discretion of AAI.

**Others conditions/Guidelines:**

1. The contractor shall discharge obligations as provided under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous Provisions Act, 1952, the Employee State Insurance (ESI) Act, 1948, the Contract Labour (Regulation & Abolition) Act, 1970, the Inter-State Migrant workman (Regulation of employment & conditions of Service) Act, 1979, The Minimum Wages Act, 1948, the Payment of Wages Act, 1936, The Workmen's Compensation Act, 1923, The Payment of Bonus Act, 1965 and its amendments and other relevant Act, Rules and Regulation, instructions etc. issued/enforced from time to time.

2. Critical Dates:

S.No.	Activity	Date	Time in IST
i.	Download of tender document from online portal <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a>	<b>From 13-03-2020 up to 19-03-2020</b>	<b>Up to 1100 hrs.</b>
ii.	Online submission of bids (Technical as well as financial) on portal	<b>Up to 19-03-2020</b>	<b>1100 hrs.</b>
iii.	Opening of technical bids	<b>20-03-2020</b>	<b>1100 hrs.</b>

iv.	Opening of financial bids	Tentative date & time of opening of financial bids online may be 24-03-2020 at 1500 hours.  Date & Time opening of financial bids shall be intimated through the NIC CPP Portal only.
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3. Quotation duly completed in all respects along with photocopies of supporting documents i.e.

- I. Experience (work order or agreement; with work completion or experience certificate for establishing requisite experience)
- II. Performance certificate of the experience claimed (In case, the participating agency has provided manpower in the last three years to any of the AAI Airports then the agency is required to mandatorily submit the performance certificate of that particular airport even if the said period experience is not claimed)
- III. PAN Card,
- IV. GST registration certificate,
- V. Contractor's Registration Certificate (legal concern),
- VI. valid Labour License,
- VII. Registration Certificate & documents of EPF, ESI,
- VIII. Notarized declarations on non-judicial stamp paper of Rs. 100/- as per **Annexure Y and Annexure Z.**
- IX. Unconditional Acceptance as per format of Annexure – X.

All the above mentioned documents must be signed and stamped by the Authorized Signatory and uploaded in legible scanned copy of the documents in .pdf format on the E-Tender Portal. The financial e-bid should be in the prescribed format available at E-tender portal. The bidders are barred from quoting amount less than the applicable monthly minimum wages for the job.

4. A party or an individual falling under the following categories is not eligible:

- i. De-barred/black listed by CBI or AAI or Undertakings/Departments like; Railways, Defence, or any other Department of Govt. of India, State Govt.
- ii. Parties facing cases/action under AAI Act 1994 as amended by Act 43 of 2003 or under PPE Act initiated by AAI.
- iii. Parties either an individual or a business establishment, who has been ordered by a Court of Law to pay the outstanding dues of AAI at any of the airports as a whole and has not paid such dues.
- iv. If the entity participating in any of the tenders is a private or Public Limited Company, Partnership Firm or Sole Proprietor and any of the Directors/ Partners/Sole Proprietor of such company is also a Director of any other company or partner of a concern or a Sole Proprietor having established business with AAI and has outstanding dues payable to the Authority.
- v. If any raid/seizure/search has been carried out and/or pending by a regulatory authority in respect of the license granted by AAI in any of the airport premises either against the party and/or any member of the consortium or against the party/its associates or against any of the directors/managers/employees.

**Details as above are to be furnished as per Annexure Z, duly notarized in a non-judicial stamp paper of Rs. 100/-. If all or any of the conditions are not applicable, a self-**

**declaration for the same is to be submitted with sign and seal of the Authorized Signatory duly notarized in a non-judicial stamp paper of Rs. 100/-.**

5. Each page of the documents is to be signed and stamped by the Authorized representative of the Tenderer.
6. AAI reserves itself the right to reject any or all the bids including conditional Quotation without assigning any reason thereof and to call for any other details or information from any of the bidders.
7. The JOB requires for 35 nos. of unskilled manpower and 3 nos. of supervisors (semi-skilled) for “Passenger Baggage Trolley Retrieval services” at LGBI Airport, Guwahati (spread across three shifts). For each shift, 10 (ten) nos. of unskilled manpower for trolley retrieval services with 01 (one) no. of supervisor will be required. 05 (five) nos. out of 35 unskilled manpower are kept as leave reserve manpower.
8. The successful bidder will have to execute an agreement on non judicial stamp paper of Rs. 100/- (of Assam) within 07 days from the date of award letter and provide the services to AAI within the time specified by AAI.
9. The successful bidder shall have to submit acceptance of the offer within 07 (seven) days from the date of the award letter.
10. Payment of Security Deposit equivalent to one month Licence charge in the form of Demand Draft/ Pay order from a Nationalized/Scheduled Bank (but not cooperative bank) in favour of Airports Authority of India payable at Guwahati within 07 days from the date of award letter. No interest is payable on the security deposit.
11. The Special conditions enclosed along with this shall be part of this NIQ.

**AIRPORT DIRECTOR**  
**LGBI AIRPORT, GUWAHATI**

## **Special Conditions:**

1. The Airport Entry Passes (AEPs) of the contractual manpower will be made as per BCAS guidelines. It will be the responsibility of the contractor for obtaining airport entry passes at his own cost and expense from BCAS office and AAI in no way will be responsible for the same.
2. Prior to commencement of this contract the Contractor shall submit a list of his employees who will be deployed along with their father's name, Bank Account No, PF A/c nos., UAN, addresses, mobile no. etc. and any other relevant details as per requirement of this contract. The PF account no. of the workers deployed by the contractor for this contract shall be submitted to Airport Director within one month from the date of award of the contract.
3. The employee (contractual manpower) shall report for his duty to their Supervisor at LGBI Airport, Guwahati. The roster of each week is to be prepared by the agency Supervisor and the same is to be submitted to the Terminal Manager as well as the Commercial Department. The Supervisors will coordinate with and report to the On-duty Terminal Manager, AAI, LGBI Airport, Guwahati as per the shifts. After end of each shift, the trolley retrievers will hand over their AEPs to their Supervisor who will in turn submit those AEPs to the Terminal Manager for safe-keeping. Before start of each shift, the shift Supervisor will collect the AEPs of the trolley retrievers of that shift from the Terminal Manager. The positioning of trolleys to be done as per the advice and directions of the Terminal Manager. Also, directions from the Airport Director or any officer as delegated by the Airport Director in respect to the retrieval and positioning of the passenger baggage trolleys are also to be followed.
4. Payment in respect of minimum wages, PF and other statutory benefits shall be made by the contractor to the employee during entire period of contract in accordance with the provisions of Employees Provident Fund & Miscellaneous Provisions Act, 1952, the Employee State Insurance (ESI) Act, 1948, the Contract Labour (Regulation & Abolition) Act, 1970, the Inter-State Migrant workman (Regulation of employment & conditions of Service) Act, 1979, The Minimum Wages Act, 1948, the Payment of Wages Act, 1936, The Workmen's Compensation Act, 1923, The Payment of Bonus Act, 1965 and its amendments and other relevant Act, Rules and Regulation, instructions etc. issued/enforced from time to time.
5. Bonus @ 8.33% of three months minimum wages for each worker to be paid as per the relevant applicable Acts and provisions. Payment of bonus on quarterly basis may be followed.
6. The contractor shall be liable to provide manpower during the entire period of contract. In case of absence, leave due to sickness of the deployed employee then the contractor shall be liable to arrange a suitable substitute employee failing which, a proportionate deduction in the monthly bill shall be done by AAI. **The contractor shall ensure regular and effective supervision and control of the personnel deployed by him and give suitable direction for undertaking the contractual obligations.**
7. Monthly bill by the contractor to be submitted by 10<sup>th</sup> of the following month, which will be forwarded to Finance section for payment action. The following documents are to be

sent by the contractor without fail: valid PF remittance challan of the employees deployed under this job contract, copy of ECR, e-challan and copies of salary/wages register, ESI contribution challan, payment proof of salary, EPF and ESI contribution, GST payment proof/ GST payment undertaking. AAI shall withhold any payment due to the contractor, if PF and other applicable statutory contribution are not paid by the contractor and proof to this effect has not been submitted regularly to AAI.

8. Disbursement of wages via RTGS/NEFT directly to the bank account of the workers shall be made by the contractor to the employees.
9. PF and other statutory benefits as applicable as per law shall be payable by the contractor and every month documentary evidence that PF and other statutory benefits have been deducted and deposited with the authorities concerned shall be submitted by the contractor along with the bill.
10. AAI shall call upon the contractor to produce all original challans, documents etc. for verification with regard to payment of minimum wage, PF etc. In case of any violation of statutory provisions with regard to minimum wages, PF etc., AAI may refer the case to the appropriate authorities to take action against the erring contractor and AAI shall not be responsible for any consequence thereof.
11. It shall be the responsibilities of the contractor for payment of minimum wages and other statutory benefits etc. AAI shall not be responsible for any violation on the above if any made by the contractor.
12. The contractor shall submit an affidavit declaring that payment in respect of minimum wage, PF, ESI and other statutory benefit shall be made by the contractor to the employees during the entire period of contract in accordance with the provisions of Contract Labour (Regulation and Abolition) Act 1970, Contract Labour (Regulation and Abolition) Central Rules 1971, Minimum Wages Act 1948 and rules thereof, Central and State Governments and other statutory rules and regulations. Sample copy of the affidavit is provided in the NIQ.
13. The engaged manpower shall be:
  - i) Trained and physically fit for the intended purpose and have fulfilled the BCAS AEP requirements. Medical fitness certificates approved by certified government doctors should be submitted to AAI;
  - ii) Properly dressed with ID cards and reflective vests depicting "Free service" and "No tips please" written on both sides of the vest. Also, ID cards to be displayed at all times on duty.
  - iii) Responsible for retrieval, positioning and cleaning of the passenger baggage trolleys at LGBI Airport, Guwahati (more detailed scope given in Annexure- A)
14. The costs incurred on the reflective vests will be reimbursed subject to production of substantiated proof.
15. For the purpose of operation and positioning of trolleys, Airport Authority of India shall issue entry passes to the personnel of the licensee, as per BCAS norms. AAI shall have the right to withdraw such passes issued to such personnel whose behavior is found or reported to be bad. In case, any employee of the licensee is found engaged in doing any other work which is not relevant to the scope of this license, his/her entry permit shall be confiscated and cancelled. The licensee shall discontinue with his/her services forthwith and arrange for suitable replacement immediately.

16. In case proper and suitable candidates for providing requisitioned services are not found among the persons recommended by the Firm/Contractor, it will be construed that the Firm/Contractor is unable to provide the requisitioned services and the contract shall be cancelled.
17. ESI & EPF amount paid to the statutory authorities by the contractor shall be reimbursed on actual basis on submission of documentary evidence.
18. Bonus amount paid to the employees under this job contract by the contractor shall be reimbursed on actual basis on submission of documentary evidence as per rule.
19. The Contractor shall be solely responsible for the payment of wages and other dues to the personnel deployed by him latest by 7<sup>th</sup> of the subsequent month without fail. The Contractor shall be directly responsible and indemnify the Authority against all charges, dues, claims etc. arising out of the disputes relating to the dues and employment of personnel deployed by him.
20. The Contractor shall ensure regular and effective supervision and control of the personnel deployed by him and gives suitable direction for undertaking the contractual obligations.
21. In case of non-compliance of EPF & ESI as per Act by the contractor then the same shall be recovered from the contractor bill by AAI for payment to the deployed operator. The percentage of EPF & ESI recovery will be as per applicable in laws from time to time.
22. Action may initiated under Section 406/409 of the IPC in case of violations.
23. There will be no direct employee-employer relation between AAI and the manpower of the contractor engaged under this agreement.

**AIRPORT DIRECTOR  
LGBI AIRPORT, GUWAHATI**



**FORM OF QUOTATION**

1. Quotation for : Job Contract for engagement of manpower for Passenger Baggage Trolley Retrieval services at LGBI Airport, Guwahati.
2. Period of Service : 03 (three) months, further extendable by 03 (three) months at the discretion of AAI
3. Name & Address of the Bidder (IN BLOCK LETTER) : .....  
With contact no. & e-mail id : .....
4. Status of the Bidder (Proprietorship /Partnership/ Company) : .....

I/We hereby quote the Fixed Amount as monthly Charges payable to me by the AAI in consideration of the Services.

	ITEM DESCRIPTION	Quantity	AMOUNT (In figure) Per month	AMOUNT (In words) Per month
1	Job Contract for engagement of manpower for Passenger Baggage Trolley Retrieval services at LGBI Airport, Guwahati.	(01 Job)  (35 unskilled and 03 semi-skilled manpower)	<b>To be filled in the E-Tender Portal only-</b>  (For Thirty five unskilled and three semi-skilled manpower)	<b>-To be filled in the E-Tender Portal only-</b>  (For Thirty five unskilled and three semi-skilled manpower)
Total Amount (Rs.)				

I/we shall provide additional manpower as and when AAI asks for during the continuance of the contract, if awarded, at the same quoted rate as in the E-Tender Portal.

Note 1: The Amount Quoted should be exclusive of all Taxes.

Note 2: The Amount Quoted should be inclusive of the Wages and the profit/administrative charges only. (EPF, ESI etc. are payable as per applicable laws, on re-imburement basis)

Note 3: The period of the Contract is 03 (three) months, further extendable by 03 (three) months at the discretion of AAI.

**(Signature of the Bidder)**

Date:.....

Name:

Office Address:

Seal:

**ACCEPTANCE LETTER**

(To be submitted in the Technical Bid)

To  
The Airport Director  
Airports Authority of India  
LGBI Airport, Guwahati-15

Sub: Acceptance of AAI's Quotation conditions.

Sir,

1. The quotation documents for the **Job contract for engagement of manpower for Passenger Baggage Trolley Retrieval Services at LGBI Airport, Guwahati** read and understood by me/us and I/we hereby certify that I/we have read the entire terms and conditions of the Quotation documents made available to me/us, which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.
2. I/We hereby unconditionally accept the quotation conditions of AAI's quotation documents in its entirety for the above facility.
3. The contents of Clause no. 6 of Notice Inviting Quotation of the Quotation Documents have been noted wherein it is clarified that AAI reserves itself the right to reject any or all the bids including conditional Quotation without assigning any reason thereto.
4. I/We declare that I/We have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution of at the time of payment of bills, and further if any officer of AAI asks for bribe or gratification, I will immediately report it to the appropriate authority in AAI'.

Yours faithfully,

Date:-

(Signature of the bidder)

Name & Office Address  
With rubber stamp

**(To be submitted on non-Judicial stamp paper of Rs.100/- duly attested by Notary Public along with Technical bid**

**AFFIDAVIT**

I/we, S/Sri \_\_\_\_\_ resident of \_\_\_\_\_ do hereby solemnly affirm and declare as under:

1. That I/our firm \_\_\_\_\_ during the period of contract shall discharge obligations as provide under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous provisions Act, 1952, the Employee State Insurance (ESI) Act, 1948, the Contract Labour (Regulation & Abolition) Act, 1970, the Inter-State Migrant workman (Regulation of employment & conditions of service) Act, 1979, the Minimum Wages Act, 1948, the payment of wages Act,1936, the Workmen's compensation Act, 1923, The Payment of Bonus Act, 1965 and its amendments and other relevant Act, rules and regulation, instructions etc. issued/enforced from time to time.
2. I/we/our firm shall pay all rates, assessments, outgoings and other taxes including GST as leviable as per law from time to time.
3. That in the event of any action against AAI for any disobservance of these Acts by me/us, I/we undertake to compensate AAI and AAI will not be liable for any legal action against it for any violation of labour enactments by me/us.

Deponent

Verified at \_\_\_\_\_ (place) on this day \_\_\_\_\_ of \_\_\_\_\_ 2020.

That the contents of my above Affidavit are true and correct to the best of my knowledge and belief and anything materials has not been concealed thereof.

Deponent

**(To be submitted on non-Judicial stamp paper of Rs.100/- duly attested by Notary Public along with Technical bid**

**AFFIDAVIT**

I/we, S/Sri \_\_\_\_\_ resident of \_\_\_\_\_ do hereby solemnly affirm and declare as under, that I/We and my/ our firm does not come under in any of the following conditions:

- i. De-barred/black listed by CBI or AAI or Undertakings/Departments like; Railways, Defence, or any other Department of Govt. of India, State Govt.
- ii. Parties facing cases/action under AAI Act 1994 as amended by Act 43 of 2003 or under PPE Act initiated by AAI.
- iii. Parties either an individual or a business establishment, who has been ordered by a Court of Law to pay the outstanding dues of AAI at any of the airports as a whole and has not paid such dues.
- iv. If the entity participating in the tender is a private or Public Limited Company, Partnership Firm or Sole Proprietor and any of the Directors/ Partners/Sole Proprietor of such company is also a Director of any other company or partner of a concern or a Sole Proprietor having established business with AAI and has outstanding dues payable to the Authority.
- v. If any raid/seizure/search has been carried out and/or pending by a regulatory authority in respect of the license granted by AAI in any of the airport premises either against the party and/or any member of the consortium or against the party/its associates or against any of the directors/managers/employees.

Deponent

Verified at \_\_\_\_\_ (place) on this day \_\_\_\_\_ of \_\_\_\_\_ 2020.

That the contents of my above Affidavit are true and correct to the best of my knowledge and belief and anything materials has not been concealed thereof.

Deponent

**AGREEMENT OF LICENSE**

**Subject: - Job contract for engagement of manpower for Passenger Baggage Trolley Retrieval Services at LGBI Airport, Guwahati**

THIS AGREEMENT made this.....Day of .....year two thousand ..... between the Airports Authority of India a body corporate constituted by the central Government under the Airports Authority of India Act (Act 55 of 1994) and having its corporate office at Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-03 represented by the Airport Director, LGBI Airport, Guwahati hereinafter called the Authority” (Which term shall, unless excluded by or is repugnant to the context, be deemed to mean the Director, Officers or any of them specified by the Chairman in this behalf, and shall also include its successors and assigns) of the ONE PART AND \_\_\_\_\_ represented by \_\_\_\_\_ of the OTHER PART, hereinafter called the “Licensee” (Which term shall unless excluded by or its repugnant to the context, be deemed to include its heirs, representative, successors and assigns of the license.)

WHEREAS the Authority is desirous to procure services for the purpose of Job contract for engagement of manpower for Passenger Baggage Trolley Retrieval Services at LGBI Airport, Guwahati.

AND WHEREAS the license is desirous to render the service to the Authority on the terms & condition mentioned hereunder.

AND WHEREAS the Authority is agreeable to grant the license.

NOW THEREFORE, this indenture witness as follows;

1. That the license for the said service shall be valid for a period of 03 (three) months from \_\_\_\_\_to \_\_\_\_\_, further extendable by another 03 (three) months at the discretion of AAI.
2. The license hereby agrees to render to the Authority the said service specified herein above and described in the Annexure-'A' appended hereto.
3. That in consideration of the Licensee performing/ rendering the above services, the Authority shall pay to the Licensee the sum of Rs\_\_\_\_\_/-(Rupees \_\_\_\_\_only) PER MONTH before the 20<sup>th</sup> of the every succeeding month, on submission of bill thereof, by the licensee. The payment of Bonus will be made on reimbursement basis as per 8.33% of the three months minimum wages payable to engaged manpower under this agreement.
4. The Licensee shall deposit a sum of Rs \_\_\_\_\_/-(Rupees \_\_\_\_\_) only (equivalent to one month license charges) with the Authority, toward Security Deposit (refundable) in the form of Demand Draft from a Nationalized/ Scheduled Banks in favour of Airports Authority of India payable at Guwahati. The Security Deposit (non-interest bearing) so retained by the Authority will be refunded on expiry or earlier determination, as the case may be, of the License. In the event of the Licensee committing any breach of the terms and conditions of the License agreement, the Authority may without prejudice to other rights and remedies are entitled to forfeit the Security Deposit or any part thereof. In such an event he shall pay in the same manner as stated above such additional sum immediately as he may be called upon by the Authority, so that the Security Deposit shall at all times during the subsistence of these presents, be the same amount. On expiry or

earlier determination of the license, the Authority shall return the Security Deposit or part thereof which has not been forfeited as aforesaid, to the licensee, without interest.

**5. Obligations relating to Transfer:**

The Authority agrees that during the license term, in the event that the Authority transfers the rights to operate and maintain the Airport to a third party(s), the Authority shall ensure that

- i) Authority shall cause to transfer/ novate this agreement, in favour of such third party, on the principal that such transfer/ novation would release Authority of all liabilities and obligations arising from and after the date of transfer/novation of such rights. The parties, along with relevant third party(s) shall execute necessary documentation or put in place necessary agreements for the aforesaid transfer/ novation, and
- ii) The rights and obligations under or pursuant to all contracts and other agreements entered into in accordance with the provisions of this agreement between Authority and contractor shall be vested in such third party.

6. The Authority shall allow the Licensee, his agents, representatives or employees to enter into the said premises for the purpose of rendering the said services for the Authority. The Licensee hereby agrees and undertakes to make good of any loss or damage caused to the premises and property of the AAI, by his agents, representatives or employees while rendering the said services.
7. The license hereby agrees to engage in his employment, the necessary work force and supervisory staff required for the purpose of executing the jobs entrusted to him by this license. The work force so engaged by the licensee shall be in exclusive employment, supervision and control of the licensee, who shall have the sole authority to direct the mode and manner of performing the services entrusted to him, by this license.
8. The licensee shall be solely responsible for payment of minimum wages, as fixed by the appropriate Government under the Minimum Wages Act, from time to time to the work - force engaged by him for performance of the service under license. The licensee hereby specifically binds himself for compliance of provisions of various labor statutes, inter-alia, those contained in the Minimum Wages Act, 1948, including the mode and manner of payment of wages to his work force. In addition, the licensee also undertakes to maintain various notice board, registers, statements etc. accordingly to the provision and formats contained in the Control Labour (Regulation & Abolition) Act, 1970, and the Rules framed thereunder; to submit regular returns to the Authority and the Appropriate Govt, and makes himself responsible for compliance of any or all of the statutory labor regulation including the Industrial Disputes Act. 1947, as applicable from time to time.
9. That the licensee shall pay all rates, assessments, out goings and other taxes as leviable on the licensee according to the law, in force. The Authority in compliance to any statutory provision of law, may ensure any payment by the licensee to his work force or to any other authority, whomsoever, and may recover the amount due as such from the licensee.

10. That the Licensee shall be equipped with all necessary permits, licenses and such other permissions as may be required under the law in force at any time with regard to the operation of the subject license.
11. The Licensee shall regularly maintain all registers, returns notice boards etc. as per the proviso Contained under various labour statutes, viz, the Control Labor (R &A) Act, 1970 and Rules made thereunder, the Minimum Wages Act, 1948, and other Act (s). Such registers etc shall be duly presented by the licensee to the Authority for proper endorsement/ certification by the later, and for inspection by Authority in such manner as may be prescribed. The Licensee shall provide to the Authority if so required by the later, statements of audited Accounted in such manner and within such period as the Authority may prescribe.
12. The Authority will not be responsible for any injury sustained by licensee's workers during the performance of their duties and also for any damages or compensation due to any dispute between him and his workers. It shall be the responsibility of the contractor to comply with all liabilities arising out of any provision of Labour Acts/ Enactment hitherto in force or enacted from time to time during the execution of this contract. Any expenditure incurred by the Authority to face any situation arising out of his workers will be made good from his bill /security deposit. Furthermore, the licensee be responsible for the payment of compensation, insurance, etc, if any, in respect of his workforce.
13. In case, it is notice by the Authority that the work carried out by the licensee is not upto the required standard, written notice of three days will be given to him indicating the bad state of work and asking him to improve upon the standard within such period. In the event of, the Authority finding that there is no improvement and the work is not being carried out as per instruction, the license will be terminated by serving Twenty Four hours notice.
14. The contractor undertakes to carry out the jobs as per specification of the Authority and to the entire satisfaction of the later. In case of any complaint either as regards the nature of service or the personnel executing the same, the authority shall intimate to the contractor who shall attend to the complaints, promptly.
15. The Authority shall give all reasonable facilities to the contractor, his representatives and employees to carry out their obligations to the Authority.
16. All equipment/ material etc required for the instant license shall be arranged by the contractor at his own cost.
17. The licensee, its workforce, agents representatives and employees will abide by the Rules & Regulations of the' Authority 'while performing their jobs in the said premises.
18. The licensee shall employ only such servants who shall have good character, and be well behaved and skillful in their work. He shall furnish to the Authority, in writing, the names, parentage, age, address and specimen signature or thumb impression of all workforce, whom he proposes to employ for the purpose of this agreement, before they are so

employed and the Authority shall be at liberty to prevent employment of any person whom it may consider undesirable. The servants employed by the licensee shall be under general discipline of the Authority and shall conform to such directives as may be issued by the Authority in respects of points or routes of entry to and exit from the premises and in respect of the use of toilet and wash rooms. The licensee shall also have the character and antecedents of all persons employed by him verified by the Police to the satisfaction of the Authority, before employment.

19. The benefits and obligations arising out of this contract shall be strictly personal to the contractor and shall not on any account be assignable or transferable except with express and previous consent in writing from the Airports Authority of India.
20. The licensee, his agents and work force would be wholly responsible for any loss or damage, incurred by the AAI or others that may be attributable, directly or indirectly, to the lapses or negligence of the licensee his agents or work force, within the scope of license and the licensee shall indemnify the AAI or other (as the case may be), for any loss or damage incurred due to reason(s) stated above. In the event of detection of any such loss or damage, that may be attributable to the scope of this license, the licensee, his agent or work man shall immediately report in writing, about it to the Airport Director, AAI, LGBI Airport, Guwahati and would also adopt any or all remedial measures at their command.
21. The Licensee shall not terminate the license before the expiry of the period of the license except by giving 30 days notice in writing; otherwise the Licensee shall be liable for all damages, loss and consequences thereof and shall be liable to pay to the Authority (without any demur or question) such amount of money as the Authority may decide, as due, from the Licensee.
  - a) Further the AAI reserves its right to terminate the license agreement by giving 30 days notice in writing, with or without assigning any reason for such termination.
  - b) AAI may terminate the contract at any time without notice, in case the services are not found satisfactory.
22. In the event of any default, failure negligence or breach, in the opinion of the Authority on the part of the Licensee in complying with all or any or the conditions of the license agreement, the Authority will be entitled and be at liberty to determine the license forthwith without payment of any compensation or damages and also forfeit in full or in part the amount deposited by the licensee for due performance of the Agreement.
23. The Authority and the Licensee further agree that they are bound by the Special Conditions of License as contained Annexure 'B', annexure hereto.

SIGNED BY \_\_\_\_\_ AIRPORT DIRECTOR, AIRPORTS  
AUTHORITY OF INDIA, LGBI AIRPORT, GUWAHATI FOR AND ON BEHALF OF  
THE AIRPORTS AUTHORITY OF INDIA IN THE PRESENCE OF;

WITNESS;

1.

2.

SIGNED BY \_\_\_\_\_ FOR AND ON BEHALF OF

\_\_\_\_\_ IN THE PRESENCE OF;

WITNESS;

1.

2.

**SCOPE OF WORK**

**Un-skilled and Supervisor (semi-skilled) manpower:**

1. Retrieval and collection of Passenger Baggage trolleys from and across the Terminal building, kerb side, car park etc.
2. Positioning of the passenger baggage trolleys in the specified areas of Arrival, Departure, Inside and outside the Terminal building as per the advice and directions of the Terminal Managers and the Airport Director, AAI, LGBI Airport, Guwahati
3. Proper cleaning of the passenger baggage trolleys on daily basis so as to ensure the trolleys are in presentable manner, free from dust accumulation, stickers and grease.
4. The engaged manpower shall be trained and physically fit for the intended purpose and have fulfilled the BCAS AEP requirements. Medical fitness certificates approved by certified doctors should be submitted to AAI
5. The engaged manpower shall be properly dressed with ID cards and reflective vests depicting “Free service” and “No tips please” written on both sides of the vest. Also, ID cards to be displayed at all times on duty.

**Special Conditions:**

1. The Airport Entry Passes (AEPs) of the contractual manpower will be made as per BCAS guidelines. It will be the responsibility of the contractor for obtaining airport entry passes at his own cost and expense from BCAS office and AAI in no way will be responsible for the same.
2. Prior to commencement of this contract the Contractor shall submit a list of his employees who will be deployed along with their father's name, Bank Account No, PF A/c nos., UAN, addresses, mobile no. etc. and any other relevant details as per requirement of this contract. The PF account no. of the workers deployed by the contractor for this contract shall be submitted to Airport Director within one month from the date of award of the contract.
3. The employee (contractual manpower) shall report for his duty to their Supervisor at LGBI Airport, Guwahati. The roster of each week is to be prepared by the agency Supervisor and the same is to be submitted to the Terminal Manager as well as the Commercial Department. The Supervisors will coordinate with and report to the On-duty Terminal Manager, AAI, LGBI Airport, Guwahati as per the shifts. After end of each shift, the trolley retrievers will hand over their AEPs to their Supervisor who will in turn submit those AEPs to the Terminal Manager for safe-keeping. Before start of each shift, the shift Supervisor will collect the AEPs of the trolley retrievers of that shift from the Terminal Manager. The positioning of trolleys to be done as per the advice and directions of the Terminal Manager. Also, directions from the Airport Director or any officer as delegated by the Airport Director in respect to the retrieval and positioning of the passenger baggage trolleys are also to be followed.
4. Payment in respect of minimum wages, PF and other statutory benefits shall be made by the contractor to the employee during entire period of contract in accordance with the provisions of Employees Provident Fund & Miscellaneous Provisions Act, 1952, the Employee State Insurance (ESI) Act, 1948, the Contract Labour (Regulation & Abolition) Act, 1970, the Inter-State Migrant workman (Regulation of employment & conditions of Service) Act, 1979, The Minimum Wages Act, 1948, the Payment of Wages Act, 1936, The Workmen's Compensation Act, 1923, The Payment of Bonus Act, 1965 and its amendments and other relevant Act, Rules and Regulation, instructions etc. issued/enforced from time to time.
5. Bonus @ 8.33% of three months minimum wages for each worker to be paid as per the relevant applicable Acts and provisions. Payment of bonus on quarterly basis may be followed.
6. The contractor shall be liable to provide manpower during the entire period of contract. In case of absence, leave due to sickness of the deployed employee then the contractor shall be liable to arrange a suitable substitute employee failing which, a proportionate deduction in the monthly bill shall be done by AAI. **The contractor shall ensure regular and effective supervision and control of the personnel deployed by him and give suitable direction for undertaking the contractual obligations.**

7. Monthly bill by the contractor to be submitted by 10<sup>th</sup> of the following month, which will be forwarded to Finance section for payment action. The following documents are to be sent by the contractor without fail: valid PF remittance challan of the employees deployed under this job contract, copy of ECR, e-challan and copies of salary/wages register, ESI contribution challan, payment proof of salary, EPF and ESI contribution, GST payment proof/ GST payment undertaking. AAI shall withhold any payment due to the contractor, if PF and other applicable statutory contribution are not paid by the contractor and proof to this effect has not been submitted regularly to AAI.
8. Disbursement of wages via RTGS/NEFT directly to the bank account of the workers shall be made by the contractor to the employees.
9. PF and other statutory benefits as applicable as per law shall be payable by the contractor and every month documentary evidence that PF and other statutory benefits have been deducted and deposited with the authorities concerned shall be submitted by the contractor along with the bill.
10. AAI shall call upon the contractor to produce all original challans, documents etc. for verification with regard to payment of minimum wage, PF etc. In case of any violation of statutory provisions with regard to minimum wages, PF etc., AAI may refer the case to the appropriate authorities to take action against the erring contractor and AAI shall not be responsible for any consequence thereof.
11. It shall be the responsibilities of the contractor for payment of minimum wages and other statutory benefits etc. AAI shall not be responsible for any violation on the above if any made by the contractor.
12. The contractor shall submit an affidavit declaring that payment in respect of minimum wage, PF, ESI and other statutory benefit shall be made by the contractor to the employees during the entire period of contract in accordance with the provisions of Contract Labour (Regulation and Abolition) Act 1970, Contract Labour (Regulation and Abolition) Central Rules 1971, Minimum Wages Act 1948 and rules thereof, Central and State Governments and other statutory rules and regulations. Sample copy of the affidavit is provided in the NIQ.
13. The engaged manpower shall be:
  - iv) Trained and physically fit for the intended purpose and have fulfilled the BCAS AEP requirements. Medical fitness certificates approved by certified government doctors should be submitted to AAI;
  - v) Properly dressed with ID cards and reflective vests depicting "Free service" and "No tips please" written on both sides of the vest. Also, ID cards to be displayed at all times on duty.
  - vi) Responsible for retrieval, positioning and cleaning of the passenger baggage trolleys at LGBI Airport, Guwahati (more detailed scope given in Annexure- A)
14. The costs incurred on the reflective vests will be reimbursed subject to production of substantiated proof.
15. For the purpose of operation and positioning of trolleys, Airport Authority of India shall issue entry passes to the personnel of the licensee, as per BCAS norms. AAI shall have the right to withdraw such passes issued to such personnel whose behavior is found or reported to be bad. In case, any employee of the licensee is found engaged in doing any other work which is not relevant to the

scope of this license, his/her entry permit shall be confiscated and cancelled. The licensee shall dispense with his/her services forthwith and arrange for suitable replacement immediately.

16. In case proper and suitable candidates for providing requisitioned services are not found among the persons recommended by the Firm/Contractor, it will be construed that the Firm/Contractor is unable to provide the requisitioned services and the contract shall be cancelled.
17. ESI & EPF amount paid to the statutory authorities by the contractor shall be reimbursed on actual basis on submission of documentary evidence.
18. Bonus amount paid to the employees under this job contract by the contractor shall be reimbursed on actual basis on submission of documentary evidence as per rule.
19. The Contractor shall be solely responsible for the payment of wages and other dues to the personnel deployed by him latest by 7<sup>th</sup> of the subsequent month without fail. The Contractor shall be directly responsible and indemnify the Authority against all charges, dues, claims etc. arising out of the disputes relating to the dues and employment of personnel deployed by him.
20. The Contractor shall ensure regular and effective supervision and control of the personnel deployed by him and gives suitable direction for undertaking the contractual obligations.
21. In case of non-compliance of EPF & ESI as per Act by the contractor then the same shall be recovered from the contractor bill by AAI for payment to the deployed operator. The percentage of EPF & ESI recovery will be as per applicable in laws from time to time.
22. Action may initiated under Section 406/409 of the IPC in case of violations.
23. There will be no direct employee-employer relation between AAI and the manpower of the contractor engaged under this agreement.

Signature of Licensee

## Checklist

S. No.	Particular	Submitted (Yes/ No /Not applicable)	Page no
1.	Experience (work order or agreement; with work completion or experience certificate for establishing requisite experience)		
2.	Performance certificate of experience		
3.	PAN Card		
4.	GST registration certificate		
5.	Contractor's Registration Certificate (legal concern)		
6.	Valid Labour License		
7.	Registration Certificate & documents of EPF, ESI		
8.	Notarized declarations on non-judicial stamp paper of Rs. 100/- as per Annexure Y and Annexure Z		
9.	Unconditional Acceptance – Annexure X		



### CPPP under GePNIC, Help Desk Services

1. 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 kindly 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](mailto:support-eproc@nic.in)

2. For any Policy related matter / Clarifications Please contact Dept of Expenditure, Ministry of Finance.

E-Mail: [cppp-doe@nic.in](mailto:cppp-doe@nic.in)

3. For any Issues / Clarifications relating to the publishing and submission of AAI tender(s)

a. 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).

b. 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".

4. In case of any issues faced, the escalation matrix is as mentioned below:

SL. No.	Support Persons	Escalation Matrix	E-Mail Address	Contact Numbers	Timings*
1.	Help Desk Team	Instant Support	<a href="mailto:eprochelp@aai.aero">eprochelp@aai.aero</a>	011-24632950, Ext-3512 (Six Lines)	0800-2000 Hrs. (MON - SAT)
2.	Sanjeev Kumar	After 4 Hours of Issue	<a href="mailto:sanjeevkumar@aai.aero">sanjeevkumar@aai.aero</a>	011-24632950, Ext-3505	0930-1800 Hrs. (MON-FRI)
3.	S. Nita AGM(IT)	After 12 Hours	<a href="mailto:snita@aai.aero">snita@aai.aero</a>	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
4.	Jt. General Manager(IT)	After 24 Hours	<a href="mailto:ykkaushik@aai.aero">ykkaushik@aai.aero</a>	011-24651507	0930-1800 Hrs. (MON-FRI)
5.	General Manager(IT)	After 03 Days	<a href="mailto:gmitchq@aai.aero">gmitchq@aai.aero</a>	011-24657900	0930-1800 Hrs. (MON-FRI)

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

5. The above mentioned help desk numbers are intended only for queries related to the issues on e-procurement 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 of AAI**