



**AIRPORTS AUTHORITY OF INDIA
SILCHAR AIRPORT, SILCHAR**

Name of work: - “Job contract for Engagement of computer operator cum clerical manpower for ATM/Security section at Silchar Airport, Silchar for the year 2017-18”

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Certified that this Tender Document contains **pages 01 to 23** pages only.

AIRPORT DIRECTOR
AAI, Silchar Airport,
Silchar – 788109

NOTICE INVITING E-TENDER
(2 Covers Open Tender)

Ted. ref: - AAI/SIL/ATM/MANPOWER/2017-18/E-NIT-01

Date: 21/07/17

1. Item rate tenders are invited through the E-tendering portal by Airport director Silchar airport, Airports Authority of India, Silchar Airport, Silchar-788107, on behalf of Chairman, A.A.I from the eligible contractors for the work of “Job contract for Engagement of computer operator cum clerical manpower for ATM/Security section at Silchar Airport, Silchar for the year 2017-18.” at an estimated cost of **Rs.258222.00/-** with period of **completion 06 (six) Months**. The broad scope of the work includes computerization/Data processing/Data Entry Assistance.

Tender documents may be downloaded from CPP portal:

<http://etenders.gov.in/eprocure/app>. And Airports Authority of India web site www.aai.aero (for reference only) as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

Sl.N	Activity	Date & Time (IST)	
1.	Published Date	02.08.2017	(1800 Hrs.)
2.	Bid Document Download / Sale Start Date	02.08.2017	(1800 Hrs.)
3.	Clarification Start Date	02.08.2017	(1800 Hrs.)
4.	Clarification End Date	16.08.2017	(1800 Hrs.)
5.	Bid Document Download / Sale End Date	16.08.2017	(1800 Hrs.)
6.	Bid Submission Start Date	02.08.2017	(1800 Hrs.)
7.	Last date of online submission bid (all the 3 covers) on e-tender portal by the bidders	16.08.2017	(1800 Hrs.)
8.	Bid Opening Date (Cover- I)	22.08.2017	(1130 Hrs.)
9.	Opening of Technical bid (Cover- II)	Shall be intimated later through CPP portal” section	
10.	Opening of Financial bid. (Cover- III)	Shall be intimated later through CPP portal” section	

Tender fee (Non-Refundable) of **Rs. 590/-** will required to be paid in the form of Demand Draft drawn in favour of **Airports Authority of India payable at Silchar from Nationalized** or any scheduled bank (but not from co- operative or Gramin bank). The Hard copy of original instruments in respect of cost of tender document must be delivered to the O/O Airport director ,Silchar airport

– 788109 and should be posted/ given in person to the concerned officials latest as specified in the Tender Document.

EMD of the Value of Rs. 5,164/- (Rupees five Thousand one Hundred & sixty four only) shall be accepted offline only in the form of Demand Draft Drawn in favour of Airports Authority of India payable at Silchar from a nationalized or any scheduled bank (but not from co-operative or Gramin bank).

The envelope containing original Demand Draft against Tender Fee, EMD, duly stamped and signed hard copy of AAI's Unconditional Acceptance letter & affidavit for payment of minimum wages shall reach the office of Tender Inviting Authority (O/O Airport director, Silchar airport-788109) on or before 22.08.2017 upto 11:00Hrs. Name of work and date of opening of cover I shall be superscripted on the envelope.

The bidder who fails to submit the original DD towards Tender Fee & EMD before the stipulated time then their tender shall be rejected out-rightly. Any postal delay will not be entertained.

2. Bid Submission:

Bidders are advised to visit this website regularly to keep themselves updated as any change/modification in the tender will be intimated through this website only. Bids shall be submitted online only at CPP portal: <http://etenders.gov.in/eprocure/app>.

Tenderer/Contractor are advised to follow the instructions "Instructions to Bidder for Online Bid

may be scanned with 100 dpi with black and white option which helps in reducing size of the Submission" provided in the Annexure "A" for online submission of bids.

Following 2 covers shall be submitted through online CPP-portal by the bidder.

Cover I: - Containing scanned copy of DD against EMD & Tender Fee and valid registration certificate of MSE's if applicable and all documents required for qualification.

1. Scanned copy of DD against EMD & Tender Fee shall be submitted in Cover-I on the CPP Portal. In case of fees exemption, the tenderer shall upload valid registration certificate of MSE's which are registered under MSME act.

The tendered shall upload the digitally signed file of scanned documents in support of their meeting each criterion mentioned below.

Qualifying requirements of contractors / firms

- i. Should have valid Registration on the Date of Submission of bid through e- portal in appropriate class of CPWD/ MES/P&T/ Railways/ State PWD/ PSU/ Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai and Kolkata/Agency Specialized in the similar nature of work.
- ii. Agency should have Permanent Account Number (PAN).
- iii. EPF, ESI Registration.
- iv. GST Registration
- v. Scanned Copy of duly signed & stamped Unconditional Acceptance of AAI's Tender Condition & affidavit for payment of minimum wages (Preformat -I & II at Page 16 & 17 of Tender Document).

vi. Should have satisfactorily completed (# Phase / Part completion of the scope of work in a contract shall not be considered, however pre-determined phasing of the work will be accepted) three works, each of Rs. 1.03 lakhs or two works, each of Rs. 1.29 Lakhs or one work of Rs. 2.07 Lakhs of similar nature in single contract during last seven years ending upto on 22.08.2017 in India. **(Manpower contract for office works/ security jobs/ hiring of vehicles (on pro-rata basis if driver is included in the contract)/ trolley retrieval contract (on pro-rata basis for manpower engaged)/ Operation of E&M installations shall be considered as similar nature of work).**

Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. Firms showing work experience certificate from nongovernment / non-PSU organizations should submit copy of tax deduction at sources certificate in support of their claim for having experience of stipulated value of work.

vii. Should have annualized average financial turnover of Rs 0.8 lakhs against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the firm should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

Refund of EMD

Refund of EMD of unsuccessful bidders who fail to qualify the eligibility / technical stage shall be initiated within minimum 7 days of their rejection. For all bidders who qualify and their financial bids are opened the refund of EMD of all unsuccessful bidders shall be processed within minimum 7 days of opening of the financial bid.

Cover-II: - The Financial e-bid through CPP Portal.

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (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 file name. If the BOQ file is found to be Modified by the bidder, the bid will be rejected.

3. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.

4. AAI reserves the right to disallow issue of tender document to working agencies whose performance at ongoing project(s) is below par and usually poor and has been issued letter of restrain / temporary / permanent debar by any department of AAI. AAI reserve the right to verify the credential submitted by the agency at any stage (before or after the award the work). If at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm then AAI shall take the following action:

- a) Forfeit the entire amount of EMD submitted by the firm.
- b) The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual /legal action.

5. Consortium /JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
6. Purchase preference to Central Public Sector undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
- a) If the entity participating in any of the tenders is a private or public limited company. Partnership firm or proprietary firm and any of the Directors / Partners / Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the Authority, then the said entity shall not be allowed to participate in AAI tenders.
7. Benefits to micro & small enterprises (MSEs)
- (i) Exemption from paying tender fee & earnest money deposit
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).
- (ii) Price preference
Further in tender participating MSEs quoting price within the price band of L1 + 15 Percent, shall also be allowed to supply a portion of requirement by bringing down their prices to L1 price, in a situation where L1 price is from someone other than a Micro and small enterprises such micro and small enterprises shall be allowed to supply upto 20 percent of total tendered value. In case of more than one such MSEs, the supply will be shared proportionately (to tendered quantity). Further out of 20%, 4% (20% of 20%) shall be from MSEs owned by SC/ST entrepreneurs. This quota is to be transferred to MSEs in non - availability of MSEs owned by SC/ ST entrepreneurs.
In case of tender item is non- split able or no-dividable, etc. MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of policy for enhancing the Govt. procurement from MSE.
The items in the tender are non – split able.
Note:
a) The benefit as above to MSEs shall be available only for goods / services produced and provided by MSEs for which they are registered.
b) MSEs seeking exemption and benefits shall enclose an attested/ self- certified copy of valid registration certificate, giving details of such validity, stores/ services etc. in Cover -I, failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.
8. Bids Opening Process is as below:-
Cover-I: - Containing documents (uploaded by the contractors/firms) shall be opened on 10.08.2017 at 1130Hrs. The intimation regarding acceptance/rejection of their bids will be intimated to the contractors/firms through CPP portal.
Cover-II: - The financial bids of the contractors/ firms found to be meeting the qualifying requirements shall be intimated later (Depending on Cove Evaluation, any changes in the date shall be intimated through CPP portal).

APD
AAI, Silchar Airport
Silchar-788109

AIRPORTS AUTHORITY OF INDIA
NOTICE INVITING TENDER
GENERAL GUIDELINES FOR THE BIDDERS

1. Item rate e-tenders are invited on behalf of the Airports Authority of India for the work as mentioned. This estimate, however, is given merely as rough guide.
2. The Tenders shall be in the prescribed Form.
3. The works are required to be completed within the period as mentioned.
4. Not more than one Tender shall be submitted by a contractor or by a firm of contractors. No two or more concerns in which an individual is interested, as Proprietor and/or partner shall tender for the execution of the same works. If they do so, all such Tenders shall be liable to be rejected.
5. The Accepting Authority as mentioned shall be the Accepting Officer hereinafter, referred to as such for the purpose of this contract.
6. Tender documents consisting of plans, specifications, schedule(s) of quantities of the various classes of work to be done, the conditions of contract and other necessary documents will be open for inspection in the office of the Manager (Engg-E) AAI, Silchar Airport, between hours of 11.00 am to 4.00 pm every day except Saturday, Sunday and public holidays.
Tender document can be downloaded from the **NIC CPP** e-tendering portal **without paying any tender fee. However, to participate in the tender, the bidder must pay tender fee as mentioned in the NIT in form of demand draft of nationalized or scheduled bank (but not from cooperative or gramin bank) drawn in favor of Airports Authority of India payable at Silchar.**
7. Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub soil (so far as is practicable), the form and nature of the site, the means of the access to the site, the accommodation they may require, working conditions including space for stacking of materials, installation of T&P, rate of various materials to be incorporated in works, conditions affecting accommodation and movement of labors etc. and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspect it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
8. Submission of tender by a tenderer implies that he has read this notice and the all the contract documents and has made himself aware of scope and specification of the works to be carried out and local conditions, local material rates and other factors bearing the execution of works.
9. All rate shall be quoted in the NIC CPP e-tendering portal only
10. In the case of item rate tenders only rate quoted shall be considered. Any tender containing percentage below/ above the rates quoted is liable to be rejected.
11. Tenders shall be uploaded by the bidder up to the date and time as mentioned in tender document.
12. Earnest Money of amount as mentioned in eNIT and same shall be accepted in the form of demand draft/fixed deposit receipt/ bank guarantee of nationalized or scheduled bank (but not from cooperative or gramin bank).
13. Notification of Award of contract will be made in writing to the successful Bidder by the

Accepting Authority or his representative. The contract will normally be awarded to the qualified and responsive Bidder offering lowest evaluated bid in conformity with the requirements of the specifications and contract documents and the Accepting Authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or, any tender or to give any reason for his decision.

- 14.** A bidder shall submit a responsive bid, failing which his Tender will be liable to be rejected.
- 15.** A responsive bidder is one who submits financial bid and accepts all the terms and conditions of the specifications and contract documents.
- 16.** A major modification is one which affects in any way the quality, quantity and period of completion of the work or which limits in any way the responsibilities or liabilities of the bidder or any right of AAI, as required in the specifications and contract documents. Any modification in the terms and conditions of the Tender which are not acceptable to AAI shall also be treated as major modification.
- 17.** The Accepting Authority reserves to himself the right of accepting the whole or any part of the Tender and Tenderer shall be bound to perform the same at his quoted rates.
- 18.** On acceptance of Tender earnest money will be treated as part of the security deposit.
- 19.** Airports Authority of India will return the earnest money where applicable to every unsuccessful Tenderer except as provided in the Tender documents.
- 20.** Canvassing in any form in connection with the tenders is strictly prohibited and the tenders submitted by firms who resort to canvassing are liable for rejection.
- 21.** The bidder shall not be permitted to tender for the work in Airports Authority of India Engineering department, responsible for award and execution of contracts. In which his near relative is posted as Manager Finance & accounts or Sr. office or as an engineer in any capacity. He shall also intimate the names of the person who are working with him in any capacity or are subsequently employed by him and who are near relative to any officer in Airports Authority of India. Any breach of this condition by the contractor would render him liable to be debarred from tendering for next 02 years.
- 22.** The contractor shall give a list of AAI employees related to him.
- 23.** No Engineer of Gazetted rank or other gazetted officer employed in engineering or administrative duties in an engineering department of Airports Authority of India / Govt. of India is allowed to work as contractor for a period of two years of his retirement from Airports Authority of India / Govt. services, without the previous permission of Airports Authority of India / Govt. of India. The contract is liable is liable to be cancelled if either the contractor or any his employees is found at any time to be such a person who has not obtained the permission of Airports Authority of India / Govt. of India as aforesaid before submission of the tender or engagement in the contractor's service.
- 24.** The Tender for works shall remain open for acceptance for a period of ninety (90) days from the date of opening of Tenders. If any bidder withdraws his Tender before the said period or makes any modifications in the terms and conditions of the Tender which are not acceptable to the Department, then Airports Authority of India shall without prejudice to any other right or remedy, be at liberty to forfeit the full said amount earnest money absolutely. On acceptance of the Tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-Charge shall be communicated to the Engineer-in-Charge.
- 25.** If at any stage, any information / documents submitted by the applicant is found to be incorrect/false or have some discrepancy which disqualifies the firm, then AAI shall take the following actions:-
 - a. Forfeit the entire earnest money submitted by the agency.

b. The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual /legal action in any name/ style.

26. The site for the work may be made available in full or parts as decided by Engg-in- charge.

27. Last date and time of submission of e-bids (Cover-I & II) is mentioned in NIT

28. MODE OF SUBMISSION OF TENDERS:

Two covers (I & I) shall be submitted through online at CPP Portal by the bidder as mentioned in E-NIT.

29. Queries, replies and clarifications:

29.1 If the bidder has any query related to the tender document of the work they should use 'Seek Clarification Tab' in e-tendering portal to seek clarifications. No other means of communications in this regards shall be entertained.

29.2 If any clarification is needed by AAI from the bidder about the deficiency in his uploaded documents in cover I & II, they will be asked to provide it through short fall folder in e-tendering portal. The bidder shall upload the requisite clarification / document with in specified time of receipt of such request from AAI, falling which tender will not be considered for the subsequent stage.

29.3 Once the bidder has submitted the digitally signed file of the tender document along with unconditional acceptance as an attachment, he is not permitted to upload any additional file or put any remark(s)/condition(s) in/ along with the tender document (except unconditional rebate on quoted rates i.e. header discount (%) if any in the financial bid section.

30. In case the condition 29 above is found violated, the tender shall be rejected.

31. BIDS OPENING PROCESS:- As mentioned in NIT.

32. The successful tenderer/contractor, on acceptance of his Tender by the Accepting Authority, shall within 10 (Ten) days from the date of issue of acceptance /award letter sign the contract consisting of Notice inviting Tenders, General conditions of contract, special/additional condition, General and particular specifications, Tender conditions as issued at the time of invitation of Tender and acceptance thereof with any correspondence leading there to.

33. The Accepting Authority reserves to himself the right to allow to the public enterprises purchase preference facilities as admissible under the existing policy on the date of opening of tender.

TENDER

I / We have read and examined the notice inviting tender, schedule A, B, C, D, E & F, Specifications applicable, Drawings, & Designs, General Rules and Directions, Conditions of Contract, Clauses of Contract, Special Conditions, Schedule of Rates & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I / We hereby tender for the execution of the work specified for the Airports Authority of India within the time specified in Schedule 'F', viz. schedule of quantities and in accordance in all respects with the Rules and Directions and in Clause 11 of the Conditions of contract and with such material as are provided for, by and in respects in accordance with, such conditions so far as applicable.

We agree to keep the tender open for **Ninety (90) days** from the date of opening of Price bid and not to make any modifications in its terms and conditions.

A sum of **Rs, 5,164/- (Rupees five Thousand one Hundred & sixty four only)** is here by forwarded in the form of fixed deposit receipt / demand draft/~~bank guarantee~~ of a Nationalized or any scheduled bank (but not from co-operative or Garmin bank) as **Earnest money**. Further if I/We fail to commence work as specified, I/We agree that AAI or his successors in Office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, up to maximum of the percentage maintained in Schedule 'F' and those in excess of that limit at the rates to be determined in accordance with the provision contained in clause 12.2 and 12.3 of the tender form. Further, I/We agree that in case of forfeiture of earnest money as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I / We hereby declare that, I / We shall treat the tender documents drawings and other records connected with the work as secret / confidential documents and shall not communicate information / derived there from to any person other than a person to whom I / We am / are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Date: _____

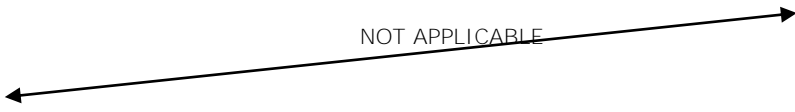
Signature of the Contractor
Postal Address

Schedule of quantities

← Refer Schedule of Quantities →

SCHEDULE 'B'

Schedule of materials to be issued to the contractor.

S. No	Description of Item	Quantity	Rates in figures & words at which the material will be charged to the contractor	Place of issue.
1	2	3	4	5
NOT APPLICABLE 				

SCHEDULE 'C'

Tools and plants to be hired to the contractor

Sl. No	Description	Hire charges per day	Place of issue
1	2	3	4
		NO TOOLS AND PLANTS WILL BE ISSUED DEPARMENTALLY	

SCHEDULE 'D'

Extra schedule for specific requirements / documents for the work, if any—

NOT APPLICABLE



SCHEDULE 'E'

Schedule of component of, other Materials, Labour etc. for price escalation.

NOT APPLICABLE



CLAUSE 10CC

Components of civil (except cement, steel reinforcement bars, steel structural and bitumen)

Electrical construction material expressed as percent of total value of work. Xm NA.... %

Component of labour-expressed as percent of total value of work Y... NA.... %

Component of P.O.L.- expressed as percent of total value work Z... NA.... %

SCHEDULE 'F'

Reference to General Conditions of Contract.

Name of work: "Job contract for Engagement of computer operator cum clerical manpower for ATM/Security section at Silchar Airport, Silchar for the year 2017-18"

Estimate cost of work Rs. 258222.00/-

(i) Earnest money Rs. 5164.00/-

(ii) Performance Guarantee 5% of contract value of work cost above
Rs. 5.0 crore

(iii) Security Deposit 10% of contract value.

(iv) Defects Liability Period: 03 Months

General Rules & Direction:

Officer Inviting Tender	APD, Silchar Airport, Silchar
Maximum percentage for quantity of items of work to be beyond which rates are to be determined in accordance with clauses 12.2 & 12.3	See Below
Definitions	
2(V) Office inviting tender	O/o APD, AAI, Silchar Airport, Silchar-788109
2(V.i) Accepting Authority	As per DOP.
2(X) Percentage on cost of material and labour to cover all overheads and profits	15%
2(XI) Standard Schedule of Rates	Market Rate
2(XII) Department	AAI, Engineering Wing(E)
9(II) Standard A.A.I. Contract Form	D.E. form 8 as modified & corrected upto date.
Clause 1	
(i) Time allowed for submission of performance guarantee from the date of issuedays NOT APPLICABLE

of letter of acceptance	
(ii) Maximum allowable extension beyond the period (provided in i) abovedays

Clause 2	
Authority for fixing compensation under clause 2	AS PER D.O.P of AAI
Clause 2A	
Whether clause 2A shall applicable	NO
Clause 5	
Time allowed for completion of work	06(Six Months).
Number of days from the date of issue of letter acceptance for reckoning date of start.	From the date specified in the letter of acceptance.

Mile stone (s) as per table given below:

Sl. No	Description of Milestones (physical)	Time allowed, in days (from date of start)	Amount to be withheld in case of non achievement of milestone.
		NOT APPLICABLE	

Clause 6, 6A	
Clasue applicable-(6 or 6A)-	Clause 6 applicable
Clasue 7	
Gross work to be done together with net payment / adjustment of advance for material collected, if any since the last such payment for being eligible to interim payment.	NOT APPLICABLE
Clasue 10A	
List of testing equipment to be provided by the contractor at site lab.	
1. 2.	
3. 4.	NOT APPLICABLE

Clause 10 B (II)	
Whether clause 10B(ii) shall be applicable	Yes / No

Materials covered under this clause	Nearest material for which all India Wholesale Price Index is to be followed	Base price of all material covered under clause 10CA
1.....	1.....	1.....
2.....	2.....	2.....
3.....	3.....	3.....
4.....	4.....	4.....
5.....	5.....	5.....

Clause 10 CC

Clause 10CC to be applicable in contracts with stipulated period of completion exceeding the period show in text column	-NA-
Clause 11	
Specification to be followed for execution of work	Agreement technical specification & CPWD specifications with upto date amendment
Clause 12	
Deviation limit beyond which clauses 12.2 & 12.3 Shall apply for building work.	30%
Deviation limit beyond which clauses 12.2 & 12.3 Shall apply for foundation work.	100%
Overall Deviation limit	30%
Clause 16	
Competent Authority for deciding reduced rates....	AS PER D.O.P / GUIDELINES.
Clause 18	
List of mandatory machinery, tools & plants to be deployed by the contractor at site :	

As per SCC and Tech. Specification of contract.

Clause 36 (i)

Sl. No	Minimum Qualification of Technical Representative	Discipline	Designation (Principal Technical/ Technical Representative)	Minimum Experience	Number	Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of clause 36(i)	
						Figures	Words
			Please refer Particular Specification				

Assistant Engineers retired from Government services that are holding Diploma will be treated at par with Graduate Engineers.

Clause 42

- (i) (a) Schedule /statement for determining theoretical quantity of cement & bitumen on the base of Delhi Schedule of Rates.....printed by C.P.W.D.
- (ii) Variations permissible on theoretical quantities.
 - (a) Cement for works to tender not more than Rs. 5 lakhs for works with plus/ minus more than Rs. 5 lakhs

deleted	with estimated cost put	%	plus / minus
	than Rs. 5 lakhs		
	estimated cost put to tender		2%
 - (b) Butumen for all works

2.5% plus only & nil on minus side

 - (c) Seel Reinforcement and structural steel section For each diameter, section and category

2% plus/minus

 - (d) All other materials

NIL

RECOVERY RATES FOR QUANTITIES BEYOND PERMISSIBLE VARIATION

Sl. No	Description of Item	Rates in figures and words a which recovery shall be made from the contractor.	
		Excess beyond Permissible variation	Less use beyond the permissible variation.

1.	Cement		
2.	Steel reinforcement		
3.	Structural Sections		
4.	Bitumen issued free		
5.	Bitumen issued at stipulated fixed price	deleted	

Signature of Contractor

Signature of officer
Issuing tender

**UNDERTAKING REGARDING UNCONDITIONAL ACCEPTANCE OF TERMS AND
CONDITION OF TENDER DOCUMENT TO BE PUT IN ENVELOPE –I**

Date:

AIRPORT DIRECTOR
O/o Airport Director
Silchar Airport -788109

Name of work: Job contract for Engagement of computer operator cum clerical
manpower for ATM/Security section at Silchar Airport, Silchar for the year 2017-18

The tender document for the above work have been sold to me/us by Airports Authority of India and I/We hereby certify that I/We have inspected the site and read the entire terms and conditions of the tender documents which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein. I hereby unconditionally accept(s) the tender conditions of AAI's tender documents in its entirety for the above work.

I/We hereby submit the earnest money of Rs (Rupees) for the tender for above mentioned work in the form of Demand Draft / Fixed Deposit Receipt / ~~Bank Guarantee as per the Proforma enclosed~~ in favour of Airports Authority of India, payable at Guwahati bearing No. Dated issued by (Name of the Scheduled Bank/ Nationalized Bank).

I/We hereby agree to abide by the terms and provisions of the said conditions of the contract and provisions contained in the notice inviting tender. It is certified that I/we have not stipulated any condition(s) in our tender in Envelopes 'II' & III'. In case, any condition(s) are found in the Envelope 'II' i.e. Technical Bid then Envelope 'III' i.e. Price Bid shall not be opened, or if any condition is found in Envelope 'III' i.e. Price Bid the tender may be rejected and Forfeit the entire earnest money submitted by the agency.

It is confirmed that we will deploy the minimum machinery asked in the tender notice on the work and other machinery and equipment for completion of work in time. If additional machinery, over and above the minimum quantity is required at site, same will be deployed, without claiming any extra cost on AAI.

I/We declare that I/We have not paid and will not pay any bribe to any Officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills. If any officer of AAI asks for bribe / gratification, I will immediately report it to the appropriate authority in AAI.

I/We agree that "If at any stage, any information / documents submitted by us are found to be false, we shall be liable for debarment from tendering in AAI, apart from any other appropriate / legal action".

Thanking you.

Yours faithfully,
(Signature of the Contractor/firm)
With Rubber Stamp
Annexure-II

AFFIDAVIT (Labour wages)

I..... (Name), aged years, s/o
(Name), Proprietor/ Managing Partner/ Managing Director of (Name
of the Agency) do hereby solemnly affirm and state as follows:

I am competent to swear this affidavit on behalf of (Name of agency). I
state that, in the event of work is awarded to our agency; the wages to be paid to the workers
engaged shall not be less than the minimum wages determined by appropriate Govt. Authorities
from time to time.

Dated this, the Day of month Year.

DEPONENT

Place:

Date:

Note: This affidavit is to be attested by a First Class Magistrate / Notary Public on non-judicial
stamp paper of Rs. 100/-.

ROFORMA for e-Payment

Date: _____

To
AIRPORT DIRECTOR,
AIRPORTS AUTHORITY OF INDIA,
SILCHAR AIRPORT, SILCHAR

Subject :- Request for E-Payment

Sir,

The following particulars are given below for effecting E-Payment in respect of our Claim/Bill.

- i) Name of the Company :
- ii) Address :
- iii) Bank A/c No. :
- iv) Bank/Branch Name
& Address :
- v) Branch Code :
- vi) IFSC Code of the
Bank :
- vii) Permanent A/c No.
of the Company :

We also enclosed herewith a Cheque duly cancelled of our above Bank A/c.

Thanking you,

Yours faithfully,

()
Authorized Signatory

SPECIAL CONDITIONS OF CONTRACT

Name of work:- “Job contract for Engagement of computer operator cum clerical manpower for ATM/security section at Silchar Airport, Silchar for the year 2017-18”.

1. General Scope of Work: - Providing the skilled labour which is well qualified & good in behavior having minimum three experience in the clerical/competency etc as required.

2. Period of Contract: - The service contract shall be for a period of 06 months from the date of handing over of site. The contract period may also be extended for further period of 6 months on the same terms and conditions of the agreement. AAI reserves the right to terminate the contract fully or partially by giving 30 days’ notice in writing to the contractor. If in the opinion of the contract incharge, it is observed that the contractor is not doing the works satisfactorily as per the terms and conditions of contract, and then the contract can be terminated with immediate effect without giving any reasons thereof.

3. Entry Pass: - The work site lies in restricted area. The contractor shall apply in writing in advance for issue of necessary entry passes of workmen engaged by him .The Airport is an essential service covered under the maintenance of essential service Act and hence disruption of services rendered will be a statutory offence. The submission of applications for Temporary Photo Identification Cards (PICs) in advance along with Certificate of Police Verification etc. as per the prevailing practice and regulations of BCAS will be the responsibility of contractor. Any financial expenditure involved such as fees for PICs, Photos, and fees for Police Verification if any will be borne by the contractor. The PICs has to be re–validated in advance to ensure that the employees are always in possession of their entry passes. No employee will be permitted in the terminal buildings and operational areas without valid PICs. Employees without valid PICs will be considered as equivalent to absence of staff and necessary recovery will be made from the bills of the contractor for this period.

4. Security: - The contractor and his employees shall abide by security regulation framed by AAI, BCAS or Police Authorities. Any worker of the contractor, whose presence is found undesirable in AAI premises, shall not be allowed to work in restricted area of the Airport; The Contractor shall be fully responsible for the working of his staff.

“If Contractor is found to violate any of security regulations, he shall be black listed and Will be subjected to other legal proceedings”.

5. Labour Regulation: - In respect of all workers employed directly and indirectly on the works, the successful tenderer (herein called CONTRACTOR) at his own expenses will have to arrange the safety provision to comply with the statutory regulation and safety codes.

6. Uniform: - The contractor shall provide 1 sets of uniform (pant and shirt) &1 pair of shoes & socks to his staff of approved colour during the contract period, (within one month from the date of award) failing which, AAI will withheld payment /recover an amount of Rs 3,500/- per person from the first running bill of the contractor & no other payment shall be made against them.

7. P.F. Contribution:-

- 8.1) The contractor shall register himself with Labour Licensing Authority and obtain Labour License Number in this regard. The payments towards the E. P.F. shall be paid by the contractor directly to the concerned governing bodies as per existing rules and the proof of the statement shall be submitted to AAI on monthly basis. **ESI & EPF amount (contractor’s contribution) paid to the statutory authorities by the contractor shall be reimbursed on actual basis on submission of documentary evidence.**
- 8.2) Following statutory obligations are required to be ensured for deposit of PF dues in respect of contract labour:

- (i) **Independent contractors with separate PF code Number (Covered Establishment):-** The Contractor's Establishment employing more than 20 persons are under statutory obligations to obtain independent PF code number from PF Authorities for deposit to PF dues (Employees' and employer's contribution) together with EDLI and Administrative charges every month within 15 days of close of the month.
- (ii) **AAI is required to ensure that the PF dues (including EDLI and administrative charges) in respect workers engaged by the contractor for AAI works have been deposited by the contractor every month by a separate challan and the documentary evidence in support of such payments along-with employee wise details of the PF contribution (both Employee's share and the employer's contribution) needs to be submitted to the officer in charge for the work/contract.**

8.3) **Contractors not having PF Code Number (Uncovered Establishment) :** The contractors who are not covered under EPF & MP Act, 1952 but, for AAI "obligation as principal employer, are required to ensure compliance for recovery and deposit of PF dues in respect of contract workers engaged for AAI work. Hence, such contractors are required to obtain PF code against the work order/contract with AAI for necessary compliance as brought out in Para-1 above.

8.4) **Recovery of Dues from the contractor (Sec-8A of PF & MP Act, 1952) :** In case the contractor fails to comply with the above statutory compliance, the dues on account of PF Contribution (both employer's/ employee's contribution), EDLI and Administrative charges payable to EPFC may be ascertained as per provisions of the Act and recovered from the dues payable to the contractors. Every contractor shall, within seven days of the close of every month submit to the AAI (being principle employer) a statement showing recoveries of contribution in respect of employees engaged by the contractor for AAI works and also furnish such information as AAI is required to furnish to PF Commissioner.

9. Qualification of Staff: - The contractor should depute the persons as per the qualification given below for maintenance works.

- a) **For Clerical :** - skilled worker shall be completed graduation along with frequent in typing in computer with preferably three years' experience in two shift basis.
- b) **Minimum manpower to be available at site**
- | | | | |
|------|------------------|---------------------|--------------------------|
| (i) | In General shift | :- 01 nos (skilled) | (All day except off day) |
| (ii) | In shift | :- 01 nos (skilled) | (All day except off day) |

10. **Recovery from absence at site:** - Penalty @Rs.600/- per day will be recovered for not attending the the duty at work place.

11. COMMERCIAL CONDITIONS

11.1 The prices quoted shall be firm inclusive of all taxes except GST/PF&ESI for the contract period.

"GST, as applicable shall be reimbursed / paid to the agency during running bills and / or paid by AAI as per prevailing rule as on date after submission of documentary evidence.

11.2 No advance payment shall be made to the contractor, however, **quarterly payment** shall be made by AAI against the bills for the actual work done by the contractor but the final bill will be paid after the submission of EPF annual closing statement, after deducting security

deposit, income tax and applicable taxes as per general conditions of contract. Security Deposit shall be released after **3 Months** from the date of actual completion of the contract.

11.3 The increase in labour rate shall be reimbursed to the contractor which increase time to time by government after submission on documentary evidence in this regard..

11.4 All the payments to the workers have to be made in presence of representative of AAI/ transferred to the bank account of staffs deployed by the contractor and the contractor has to maintain the record for worker wages in the prescribed Pro- forma. The monthly payment should be made on or before 7th of every month.

12. Labour Wages:

- 12.1 The minimum rates of the wages for the staff shall be payable as per the minimum wage Act 1948 and as per the notification of the Regional Labour Commissioner (Central) time to time.
- 12.2 The following are the effective minimum wages (i/c VDA) per day of labour for Ranchi as per notification issued by Chief Labour Commissioner, Govt. of India vide ref no.-1/13(3)/2017-LS-II dt. 17.03.17 w.e.f. 01.04.2017
- i. Unskilled – Rs. 359.00
 - ii. Semi-Skilled – Rs. 420.00
 - iii. Skilled – Rs. 506.00
 - iv. Highly Skilled – Rs. 593.00
- 12.3 If on account of any legislation, notification, labour award, the fair wages of unskilled labour and of skilled and semiskilled labour are increased at any time or times after the date of submission of the tender and the Contractor has to pay increased fair wages due to such increase, then AAI shall reimburse to the Contractor the increase in the cost of labour not exceeding the increase permitted under the legislation, notification, labour award or duly approved binding agreement as aforesaid, subject as herein after provided.
- 12.4 Provided however, the increase in labour wages shall be payable/reimbursed to the contractor as per actual increase by the government authority time to time.
- 12.5 For the purpose of admitting the claim under this clause the contractor has to produce the required documentary evidence to the satisfaction of Engineer-In-Charge.
- 12.6 The payment to the workmen engaged by the contractor has to be made on or before 7th of every month by any digital mode or crediting the wages in his/her account through ECS after obtaining authorization from the contract workers or in presence of representative of AAI. The wage register will be counter-signed by the representative of AAI with the remarks

“Certifies that the amount shown in Column No. _____ has been paid to the workmen concerned in my presence on _____ at _____ Hrs.”

However the contractor ensures that the wages are paid through cheque or ECS only.

- 12.7 The contractor has to produce the original copy of challan towards E.P.F. & E.S.I. deposits to the Engineer-in-charge or his representative and submit the certified Xerox copies of challan failing which payment shall not be made till the submission of above documents.
- 12.8 Work Compensation policy, Statement of Minimum Wage and Bonus @ 8.33% of minimum wages paid to their employee in presence of Authorized representative of AAI shall be produced at the time of submission of bills.

13. TERMS OF PAYMENT

The Running payments for the work done shall be released quarterly by AAI after deducting I.T., etc. The Security Deposit @ 10% (including E.M.D. amount) shall be deducted from the running bills, which shall be released after successful completion of Defects Liability Period of **three Months**. The following documents as applicable shall be produced and Xerox copy shall be submitted by the contractor during each running bills:-

- Delivery challan / copy of invoice.
- Monthly Challans of E.P.F. and E.S.I. deposits.
- Wages register of each month.

14. Final Bill Payment

The total amount of final bill worked out at the accepted tender rates, if found to be more than the amount worked out at the quoted rate of second lowest, the contractor shall be paid lower of the two.

THE CONTRACTOR SHALL FURNISH THE FOLLOWING DETAILS:-

NAME OF FIRM: -

ADDRESS OF FIRM: -

.....

LAND LINE PHONE NO.:-

MOBILE NO: -

Signature of Contractor

With Rubber Stamp

Signature of issuing officer

SOQ

Schedule of Quantity

Name of Work:- Job contract for Engagement of computer operator cum clerical manpower for ATM/security section at Silchar Airport, Silchar for the year 2017-18

S.n	DESCRIPTION OF ITEMS	UNIT	QTY.	RATE	AMOUNT
1	Engagement of Two nos. of computer operator cum clerical manpower for ATM/security section on monthly basis i/c all holidays (with weekly off) etc as required & as per the direction of ATM incharge.	per Month	6		