

FORMAT OF TENDER DOCUMENT:
(TWO BID SYSTEM I.E. PQ CUM TECHNICAL & FINANCIAL) WHEREIN THE PRICE BIDS ARE FOR THE FIRMS QUOTING IN INDIAN RUPEES, AGREEMENT WITH INTEGRITY PACT.



भारतीय विमानपत्तन प्राधिकरण
महाराणा प्रताप हवाई अड्डा, उदयपुर

**AIRPORTS AUTHORITY OF INDIA
MAHARANA PRATAP AIRPORT, UDAIPUR**

TENDER DOCUMENT

e-TENDER DOCUMENT (2 BOT – 2 ENVELOPE OPEN TENDER)
(NIT No.: AAI/UDR/TECH./e-Tender/2018/01)

e-Tender id : 2018_AAI_12996_1

Name of work: "Tender for Providing Manpower - 01no. for job work of Workshop Helper & 06nos. for job work of Driving various types of Vehicles of Airports Authority of India at M. P. Airport, Udaipur-313023 (for the year 2018-19)."

The Airport Director, Maharana Pratap Airport,
Udaipur(Raj.) – 313023

AIRPORTS AUTHORITY OF INDIA

TENDER SUMMARY

1	NIT NO.	:	AAI/UDR/TECH./e-Tender/2018/01
2	TOTAL PAGES OF TENDER	:	43(Fourty Three)
3	NAME OF THE WORK	:	"Tender for Providing Manpower – 01no. for job work of Workshop Helper and 06nos. for job work of Driving various types of Vehicles of Airports Authority of India at M. P. Airport, Udaipur-313023 (for the year 2018-19)".
4	TOTAL ESTIMATED WORK COST (for one year contract)	n :	Rs.3545520.00 (excluding GST).
5	EARNEST MONEY	:	Rs. 88638.00
6	COST OF TENDER	:	Rs. 1,180.00 (including GST).
7	TIME ALLOWED		
(i)	LAST DATE FOR SALE OF TENDER DOCUMENT	:	02.08.2018 up to 15:00 Hrs.
(ii)	LAST DATE FOR RESPONSE TO BIDDER'S QUERIES BY AAI	:	26.07.2018 up to 11:00 Hrs.
(iii)	LAST DATE & TIME FOR SUBMISSION OF PRE-QUALIFICATIONS, TECHNICAL AND FINANCIAL BIDS THRU CPP E-TENDER PORTAL	:	02.08.2018 up to 17:30 Hrs.
(iv)	LAST DATE & TIME OF SUBMITTING ORIGINAL HARD COPY OF DDs OF TENDER FEE, EMD & UNCONDITIONAL ACCEPTANCE LETTER TO THE BID MANAGER.	:	08.08.2018 up to 11 :00 Hrs.
(v)	OPENING OF ENVELOPE-I	:	08.08.2018 at 16:00 Hrs.
(vi)	OPENING OF FINANCIAL BIDS		will be intimated to the shortlisted Technically qualified bidders through CPP portal.

NIT No. AAI/UDR/TECH./e-Tender/2018/01

“Tender for Providing Manpower – 01 no. for job work of Workshop Helper & 06nos. for job work of Driving various types of Vehicles of Airports Authority of India at M. P. Airport, Udaipur-313023 (for the year 2018-19).”

TABLE OF CONTENTS

S.NO.	DESCRIPTION	PAGE NO.
1.	Notice Inviting e-Tender	4 to 9
2.	Check List & Declaration (Annexure-A)	10 to 12
3.	Instructions for Online Bid Submission (Annexure-B)	13 to 15
4.	Section – A : General Information and Guidelines (GIG)	16 to 23
5.	Section – B: General Conditions of Contract (GCC)	24 to 25
6.	Section – C: Special Conditions of Contract (SCC)	26 to 37
7.	Letter of Unconditional Acceptance (ANNEXURE-I)	38 to 39
8.	Undertaking Regarding GST	40 to 40
9.	Schedule of Quantity 'Financial Bid' (ANNEXURE-II)	41 to 41
10.	Performa for Bank Guarantee -SD (Annexure - III)	42 to 43
11.	Declaration of Blacklisting Annexure IV	44

AIRPORTS AUTHORITY OF INDIA

MP AIRPORT UDAIPUR -313023

Notice Inviting E-Tender (e-NIT)

Tender ID- 2018_AAI_12996_1

1. Item rates e-tenders are invited through the e-tendering portal by The Airport Director- AAI, M.P. Airport, Udaipur-313023 on behalf of The Chairman, AAI from eligible contractors for the work of **“Tender for Providing Manpower – 01no. for job work of Workshop Helper and 06nos. for job work of Driving various types of Vehicles of Airports Authority of India at M. P. Airport, Udaipur-313023 (for the year 2018-19)”** at an estimated cost of **Rs. 3545520.00** with period of completion **12 (Twelve) Months**.

The tendering process is online at e-portal URL address www.etenders.gov.in Aspiring bidders may go through the tender document by login the CPP Portal.

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

Tender fee of **Rs. 1180.00** will required to be paid offline in the form of Demand Draft drawn in favour of **Airports Authority of India** payable at **Udaipur** from Nationalised or any scheduled bank (but not from co-operative or Gramin bank). The original Demand Draft against Tender fee should be posted given in person to the concerned officials latest as specified in the Tender Document. The details of Demand Draft/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

EMD of the Value of Rs. 88638.00/- (Rupees One Lac Fifteen Thousand Fifty two only) shall be accepted offline only in the form of Demand Draft Drawn in favour of Airports Authority of India payable at Udaipur from a nationalized or any scheduled bank (but not from co-operative or Gramin bank).

The original Demand Draft against Tender Fee, EMD & duly stamped and signed hard copy of AAI’s Unconditional Acceptance letter shall reach the office of Bid Manager (**Manager (Tech.) - AAI, M.P. Airport, Udaipur 313023**) on or before **08.08.2018 up to 11:00Hrs**.

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. Following 2 envelopes shall be submitted through online at CPP portal by the bidder.

Envelope I: - Containing scanned copy of DDs against EMD & Tender Fee, Scanned copy of Unconditional Acceptance of AAI 's Tender Conditions and qualifying requirements of Contractor/ Firms.

Scanned Copy of duly signed & stamped Unconditional Acceptance of AAI's Tender Condition (Annexure-I at Page 38 and 39 of Tender Document). The scanned Copy of power of Attorney/authorization (If Applicable) letter for tender document/bidding on CPP portal, Scanned copy of DD against EMD & Tender Fee shall be submitted in Envelope-I on the CPP Portal.

Envelope I shall also Contain the following:

The tenderer shall submit their application by downloading the 'PQ Performa' from the e-tendering portal, fill-up the required information and upload the digitally signed file of scanned documents and firm's bio data in support of their meeting each criterion mentioned below. Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

Qualifying requirements of Contractors/ Firms

- i. Copy of Permanent Account Number (PAN) of the tenderer/firm.
- ii. Letter indicating the capacity and authority of individual signing the Tender.
- iii. Documentary proof of having successfully completed three works, each of **Rs 14.18 Lakhs** or two works, each of **Rs 17.73 Lakhs** or one work of **Rs 28.36 Lakhs** of similar nature in the field of "**providing manpower to Govt. or private institutions**" during last seven years ending on last date (extended date) of submission of e-Bid in India. **Firms showing work experience certificate from non-government/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.**
- iv. Satisfactory Performance Certificate from any one of user agency.
- v. Should have annualized average financial turnover of **Rs. 10.67 lakhs** against work executed during last three years ending 31st march of the previous financial year. As a proof, Photo copy of duly audited by Chartered Accountant Annual Reports / Balance Sheets / Profit & Loss Accounts of the firm should be submitted along with the application.
- vi. Photocopy of registration of firm for GST issued by appropriate government authority.
- vii. Photocopy of registration certificate of PF and ESI issued by appropriate government authority.

viii. **Declaration by the Contractor/ Tenderer:**

The following Declaration will be submitted by the Contractor/ Tenderer along with his Pre Qualification cum Technical Bid and on his letter head:

“I/We hereby declare that none of the members or my/our relatives is relative of any employee of AAI and I/We also further declare that no Director/Employee of Airports Authority of India is/are a Director/Partner of my/Our firm/Company/Partnership/Proprietor.”

- ix. The checklist as per Performa at ‘Annexure-A’ (dully filled & signed) shall be submitted by tenderers. **Envelope-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 filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

3. If EMD and unconditional acceptance letter of any bidders are not meeting the AAI’s tender conditions then their e-bid response will be summarily rejected.
4. Above 2 envelopes shall be submitted through online at CPP portal by the bidder as per the following schedule: -

CRITICAL DATES SHEET

Tender Published Date	19.07.2018 (1600 Hrs.)
Bid Document Download/Sale Start Date	19.07.2018 (1600 Hrs.)
Clarification Start Date	19.07.2018 (1600 Hrs.)
Clarification End Date	26.07.2018 (1100 Hrs.)
Bid Document Download/ Sale End Date	02.08.2018 (1500 Hrs.)
Bid submission Start Date	19.07.2018 (1600 Hrs.)
Bid Submission End Date	02.08.2018 (1730 Hrs.)
Bid Opening Date (Envelope-I)	08.08.2018 (1600 Hrs.)
Last date and time of submission of original Demand Draft against EMD and Tender Fee, Signed hard copy of AAI Unconditional Acceptance Letter.	08.08.2018 (1100 Hrs.)

5. **Bid Submission:**

Bids shall be submitted online only at CPPP website: www.etenders.gov.in

Tenderer/Contractor are advised to follow the instructions “Instructions to Bidder for Online Bid Submission” provided in the **Annexure “B”** for online submission of bids.

Further it may be noted that tenders which are duly submitted on e-tender portal (CPPP) shall only be final and tenders just saved without submission will not be available to the evaluation purpose. Bidders are requested to go through FAQ and help files available in the portal (CPPP). In case of any difficulty, bidders may contact the help desk numbers and emails ID provided in the CPP Portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

6. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/ director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
7. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http://etenders.gov.in/eprocure/app>, shall not tamper/ modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAI.
8. **Benefits to micro & small enterprises (MSEs)**

(i) **Exemption from paying tender fee & earnest money deposit**

Micro and small enterprises (MSEs) – registered with district industries centers 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 up to 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.

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 Envelope -I, failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.**

9. **Bids Opening Process is as below: -**

Envelope-I: - Containing documents (uploaded by the contractors/firms) shall be opened on **08.08.2018 at 1600 Hrs.** The intimation regarding acceptance/ rejection of their bids will be intimated to the contractors/firms through CPP portal. If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope -I, he will be asked to provide it through CPP Portal. The bidder shall upload the requisite clarification/ documents within time specified by AAI, failing which tender will be liable for rejection.

Envelope-II: - The financial bids opening date of the contractors/ firms found to be meeting the qualifying requirements **shall be intimated through CPP portal).**

- 10. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call of tender process at any stage without assigning any reason.
- 11. AAI reserves the right to disallow issue of tender documents to working agencies whose performances at ongoing project(s) is below par and usually poor and has been issued letter or restrain/ temporary/ permanent debar by any department of AAI. **AAI reserves the right to verify the credentials submitted by the agency at any stage (before or after the award of work). If 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.**
- 12. Consortium / JV Companies shall not be permitted. No single firm shall be permitted to submit two separate applications.

13. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
14. 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.

SD/-

Manager (Tech.)

AAI, M.P. Airport, Udaipur -313023

(For and on Behalf of Airport Director, AAI, Udaipur)

Encl.: Annexure-A (Check List)

Annexure-B (INSTRUCTIONS FOR ONLINE BID SUBMISSION)

ANNEXURE-A**CHECKLIST & DECLARATION TO BE SUBMITTED BY APPLICANTS ALONGWITH TENDER**

Name of work: “Tender for Providing Manpower- 01no. for job work of workshop helper & 06nos. for job work of driving various types of Vehicles of Airports Authority of India at M. P. Airport, Udaipur-313023 (for the year 2018-19) “.

1	2	3	4
Ref. No.	Qualifying Criterion	Particulars	Enclosure check list
1.	Name and address of the firm		
2.	Authorized Signatory (Name, Designation, Contact no. & e-mail id)		
ENVELOPE-I (PQQ cum TECHNICAL FOLDER) shall contain:			
3.	Certificate from clients of having satisfactorily completed similar works.	Details of the three/Two/One works as applicable	Copy of the certificates uploaded: Yes/ No
a) Three works, each of amount Rs. 14.18 Lacs		1. Client : Work Order No. & Date: Cost: Date of Completion:	
OR b) Two works, each of amount Rs. 17.73 Lacs		2. Client : Work Order No. & Date: Cost: Date of Completion:	

	<p>OR</p> <p>c) One work of amount Rs.28.36 Lacs in single contract of similar nature of work during last 7 years ending on last date (extended date) of submission of bids in India.</p>	<p>3. Client :</p> <p>Work Order No. & Date:</p> <p>Cost:</p> <p>Date of Completion:</p>		
4.	TURNOVER:	Year INR (in Lacs)		Proof of turnover uploaded (Abridged balance sheet and profit & loss A/C duly certified by C.A.):Yes / No
	Annualized average financial turnover equivalent to 30% (i.e.Rs.10.67 Lac) of Estimate amount during last three years ending 31 st March of the previous financial year.	Year	Amount Profit /Loss	
		15-16		
		16-17		
		17-18		
		Avg.		
5.	Permanent Account No. (PAN)	Self attested documentary proof		Copy uploaded: YES/NO
6.	EPF Registration No.	Self attested documentary proof		Copy uploaded: YES/NO
7.	ESIC Registration No.	Self attested documentary proof		Copy uploaded: YES/NO
8.	GST Registration No.	Self attested documentary proof		Copy uploaded: YES/NO
9.	Details of Tender fee	Tender fee an amount of Rs.1180/- in the form of Demand Draft as per e-NIT		Self attested copy of DD uploaded & original shall be reach to Bid Manager before due date. YES/NO
10.	Unconditional Acceptance Letter			Copy uploaded: YES/NO
11.	Labour License Registration (if applicable)	Self attested documentary proof		Copy uploaded: YES/NO
12.	EMD shall be deposited on line	EMD for an amount of Rs. 88638/- in the form of Demand Draft as per e-NIT		Self attested copy of DD uploaded & original shall be reach to Bid

			Manager before due date. YES/NO
13.	Declaration by contractor on company's letter head regarding any relative(s) in AAI and Annexure IV for blacklisting.		Copy uploaded: YES/NO
14.	Check List	As per e-NIT Clause 2 (ix)	Duly filled, Signed & Scanned copy uploaded YES/NO
15.	Whether experience from private clients?	Non-Government/ Non PSU organizations as per e-NIT Clause 2 (iii)	Scanned TDS certificates of stipulated value of works from clients uploaded: YES/NO
ENVELOPE-II (PRICE BID FOLDER) shall contain:			
16.	Price/Financial e- Bid	To be quoted online through CPP portal www.etenders.gov.in	
17.	Details of any other information regarding EMD, Tender Fee etc.		

DECLARATION

I hereby declare that the documents submitted/enclosed are true and correct. In case any document at any stage is found to be fake/ incorrect, my EMD may be forfeited & my firm may be debarred from tendering in AAI.

Date:

Signature with stamp

Authorized signatory of the Agency

AIRPORTS AUTHORITY OF INDIA**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

www.etenders.gov.in

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: www.etenders.gov.in by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents and keep it as a repository.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BID

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official as specified in the tender document. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids 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 filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk numbers are 0120-4200462,0120-4001002

SECTION - A: GENERAL INFORMATION AND GUIDELINES (GIG)

1. Purpose and Scope of Tender Document:

On behalf of The Chairman, Airports Authority of India, the Airport Director, Maharana Pratap Airport, Udaipur (Raj.)-313023, India (Tele: +912942655908) invites item rate e-tenders in two Bids system, i.e. Pre-qualification cum Technical & Financial, for **“Tender for Providing Manpower – 01 no. for job work of Workshop Helper & 06nos. for job work of Driving various types of Vehicles of Airports Authority of India at M. P. Airport, Udaipur-313023 (for the year 2018-19).”** under following Tariff per month:

Sl. No	Description	Qty.	Nature of Duty
1.	Providing 06 nos. of drivers for driving of various vehicles of AAI by skilled manpower (08 Hrs. daily including Sundays and public Holidays i.e. 01no. reliever over and above 06 drivers to be provided).	06	08 Hrs. of driving duty of AAI vehicles by 06 drivers on all days of a month (including Sundays and Public Holidays).
2.	Providing 01 no. of helper for motor transport workshop of AAI by unskilled manpower (08 Hrs. daily excluding Sundays and public Holidays).	01	08 Hrs. of helper duty in M.T. workshop of AAI by 01 helper on all working days of a month (i.e. excluding Sundays and Public Holidays).

2. The Firms fulfilling the following Pre-Qualifying conditions criteria are eligible to participate in the tender:

2.1 Experience:

Experience of having successfully executed work of providing manpower to a Govt. OR Pvt. firms during last 7 (Seven) years ending on last date (extended date) of bid submission in India, should either of following:

	Work	Value (Rs)
2.1.1	Three similar completed works, each costing not less than	Rs. 14.18 Lac
2.1.2	Two similar completed works, each costing not less than	Rs. 17.73 Lac
2.1.3	One similar completed work costing not less than	Rs. 28.36 Lac

2.2 Capability:

Firm must have the average annual turnover of Rs. 10.67 Lac during the last 3 (Three) financial years ending on 31st March of last financial year. Copy of duly Certified (by a chartered accountant) balance sheet with profit and loss account

statement should be enclosed with Technical Bid by the tenderers.

Registrations:

2.3 Firm must have given below registrations with appropriate government authorities related to work of Providing Manpower:

2.3.1 **GST Registrations**

2.3.2 **Permanent Account Number (PAN)**

2.3.3 **Should have Valid ESIC and EPFI Registration No.**

The contractor by 20th of every month shall provide monthly statement showing recoveries of contribution and proof of remittance of provident fund contribution to RPFC and ESIC Corporation in respect of the workers engaged by him.

The contractor shall provide copies of PF and ESI ECR of Monthly Contribution in respect of workers engaged by him.

Further, the AAI reserves the right to withhold the 3% amount from the running bills of the contractor, if PF/ESI contribution are not paid by him and proof to the effect is not submitted regularly on due dates.

The AAI also reserves the right to cancel/terminate the contract, withdraw the order of Award of work/Any further execution of work including forfeiting the Security Deposit/EMD OR both and to blacklist/debar the contractor for a period as deemed fit against any fraudulent conduct of contractor OR his employees, submission of false/doctored documents and information for obtaining the contract OR during the currency of the contract.

2.4 The drivers must have Commercially Registered Valid HMV driving Licenses with 03 years Experience i.e. the date of issue of HMV license shall be 03 years old. Preferably, they shall be 10th Class Pass.

3. This tender document includes requirements in respect of description of work, details of end locations, delivery schedules, payment schedules etc.

4. The bidder shall assume complete responsibility for providing 01 no. workshop helper & 06 nos. drivers for the **Job Works**, on hire to Airports Authority of India, M. P. Airport, Udaipur - 313023 for the year 2018-19".

5. The cost of tender document shall be Rs.1180.00 (including GST) and will be non-refundable. The cost of tender document shall be paid to AAI, through DD as mentioned in NIT. Bidders shall be allowed to register, login to CPP's e-Procurement portal and down load tender document, free of cost. However bidders shall be allowed to submit all their two bids i.e. Pre-qualification cum Technical bid & Financial bids on-line.

6. Following department of AAI will be carrying out the tender processing through

e-tendering.

Department	Tender details	Earnest Money Deposit (EMD)
Technical	"Tender for providing Manpower-01no. for job work of Workshop Helper & 06nos. for job work of Driving various types of Vehicles of Airports Authority of India at M. P. Airport, Udaipur-313023 (for the year 2018-19)".	Rs. 88638.00

7. Tender document:

7.1 The tender document consists of three sections. The bidder shall go through all these sections;

Section A: General Information and Guidelines (GIG)

Section B: General Conditions of Contract (GCC) and

Section C: Special Conditions of Contract (SCC)

Bidders shall comply with each clause of all the three sections.

7.2 Bidders willing to participate may download the digitally signed tender document on-line from CPP e-Procurement portal at **<http://etenders.gov.in>** and submit digitally counter signed tender document on-line at the same portal.

7.3 The instructions in the tender document are binding on the bidder and submission of the tender shall imply unconditional acceptance of all the terms and conditions by the bidder.

EMD shall be accepted only in the form of DD in favor of Airports Authority of India, payable at Udaipur as per NIT. The tenders of the bidders who fail to submit the original DD of EMD before the stipulated time shall be rejected out rightly.

8. **Transfer of Tender document:** Tender documents are not transferable.
9. **Amendment to Tender document:**

At any time, prior to scheduled date of submission of bids, AAI, if it deems appropriate to revise any part of this tender or to issue additional data to clarify and interpretation of provisions of this tender, it may issue addendum / corrigendum to this tender. Any such addendum / corrigendum shall be deemed to be incorporated by this reference into this tender and binding on the bidders. Addendum / corrigendum will be notified only through CPP e-Procurement portal at <http://etender.gov.in>
10. **Clarifications of Bid Documents:**

Bidder, requiring any clarification of the tender Document, may submit their queries, if any, through provision of CPP e-Procurement Portal at <http://etender.gov.in>

 - 10.1 Request for clarifications received from bidders shall be responded by AAI till the schedule indicated in NIT above or as extended thereto by AAI.
 - 10.2 Replies to Clarifications by AAI will be uploaded through CPP e-Procurement Portal. The bidders are advised to visit CPP e-Procurement portal at <http://etender.gov.in> regularly.
 - 10.3 Clarifications and other documents, if and when issued by AAI, shall be in relation to the tender and hence shall be treated as their extension
 - 10.4 AAI makes no representation or guarantee as to the completeness or accuracy of any response, nor does AAI undertake to answer all the queries that have been posted by the Bidders.
 - 10.5 In order to provide reasonable time to bidders to take the amendments made by AAI into account for preparing their bids, AAI may, at its discretion, extend the deadline for the submission of bids suitably.
11. **Period of Validity of Bids:**

The Bids shall remain valid for **180 days** from the scheduled date of submission of bids. AAI shall summarily reject a bid as non-responsive if found valid for a shorter period. Only in exceptional circumstances, AAI may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing.
12. **Post Tender Qualification for Technical Evaluation:**

Apart from the eligibility conditions as specified in the tender, the following shall also be considered for the evaluation:

 - 12.1 If any document submitted in 'Pre Qualification cum Technical Bid' is found to

be false or fabricated, the EMD shall be forfeited, besides black listing of the bidder as per AAI norms.

12.2 Airports Authority of India reserves the right to reject any or all tenders, without assigning any reasons thereof, and to call for any other details or information from any of the bidder.

13. **Tender Cost:**

Tender cost shall be Rs.1180.00 (incl. GST) and non-refundable. This shall be payable in the form of DD as per instructions specified in NIT of this tender document.

14. **Composition of Bids and General Guidelines for bid process:**

14.1 Bidders shall submit their bids as per scheduled date & time through CPP e-Procurement portal at **<http://etender.gov.in>** only.

14.2 Bidders shall submit the tender before the deadline specified in NIT of this tender document. CPP e-Procurement system shall not allow bidders to submit their tender, after the scheduled date & time.

14.3 The Pre qualification cum Technical bids and the Financial bids will be opened online by AAI at the time and date as scheduled for the same. All the Statements, documents, certificates etc., uploaded by the bidders shall be downloaded and verified for Pre qualification cum Technical evaluation.

14.4 The clarifications, particulars, if any, required from the bidders, will be obtained through CPP e-Procurement portal.

14.5 The result of Pre Qualification cum Technical bid evaluations may be displayed on CPP e-Procurement portal and may be visible to all the bidders who have participated in this Tender.

15 **On-line E-Tendering General Guidelines:**

15.1 System shall not permit upload of bids after the scheduled time of submission.

15.2 The bidder may correct, modify or withdraw his bid after submission but prior to scheduled last date & time of submission of PQ cum Technical and Financial bids.

15.3 System shall not allow any bid to be modified subsequent to the scheduled time of submission of bids.

15.4 To assist in the examination, evaluation and comparison of bids AAI may, at its discretion ask the bidder for the clarification / confirmation of compliance of its bid. The request for clarification / confirmation of compliance and the response shall be through query provision available in CPP E-Tendering portal.

15.5 Bidders may submit their response to AAI queries through provision of CPP E-Tendering Portal Only.

15.6 No post bid clarification / confirmation of compliance at the initiative of the bidder, shall be entertained.

16. **Preparation of Bids:** Bids shall be prepared and submitted in two parts, the first part shall comprise the 'Pre Qualification cum Technical Bid' and the second part shall be the "financial bid" specifying the price offer.

17. **Rates and Payment of wages :**

The rates shall be quoted by a Tenderer by taking into Consideration the Payment of Minimum Wages to the Driver including VDA; EPF, EDLI (Employee Deposit Link Insurance) , ESI, Bonus to the Drivers on actuals as per wages Act / Directive of chief labour Commissioner and %age Service Charges to the Contractor over and above of above payments.

The prices quoted by the bidder shall remain firm during the entire period of contract and shall not be subject to variation on any account, except statutory Indian govt. taxes and levies which shall be paid on actuals.

The payment to be made by contractor to manpower provided for Job Work to AAI shall not be less than minimum wages as prescribed by the State/Central Govt. The contractor shall be responsible for fulfilling the requirements of all the statutory provisions of Contract Labour (Regulation and Abolition) Act. Minimum Wages Act, Bonus Act Gratuity Act, Employees Provident fund Act., Motor vehicles Act., Industrial Dispute Act, and other industrial enactment's at his own cost and risk, in respect of all staff employed by him. If due to any reason whatsoever, the AAI is made liable for any acts of omissions and commissions under laws in force, it shall be payable by the contractor and all such liabilities shall be recovered by the AAI from any dues payable by AAI to the contractor and/or from security deposit of the contractor and available properties and sources of contractor through process of law.

Any increase / decrease in Minimum wages , ESI , PF, Bonus etc and other Statutory provisions shall be admissible on actuals as per Govt. Declarations on time to time.

Current Rates of minimum wages including VDA are given below (as on 03.04.18):-

- i.) Skilled : Rs. 522
- ii.) Un-skilled: Rs. 370

Over time rates will remain be fixed for entire tender period .No Escalation will be granted.

Revision of Minimum Wages: On revision of minimum wages by The Labour Commissioner (Central)/Government, necessary cost adjustment will be made only for dues of workers and the amount will be reimbursed to the contractor against proof of payment. No additional amount towards profit, overhead, etc. will be paid on this account.

18. Tenders, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled,

shall be considered non responsive and are liable to be rejected. If the bidder gives wrong information in his tender, AAI reserves the right to reject such tender at any stage or to cancel the Contract, if awarded and **forfeit** the

- Earnest Money Deposit/ security deposit.
19. AAI reserves the right to reject any or all tenders without assigning any reason. The Financial bids of the bidders who do not qualify in Technical bid evaluation shall not be opened. AAI also reserves the right at its sole discretion not to award any order under the tender called. AAI shall not pay any cost incurred in the preparation and submission of any tender or any cost incidental to it. The documentation submitted by tenderers shall not be returned.
 20. **Bid Opening and Evaluation:**
Opening of Pre Qualification cum Technical Bids: AAI shall open Pre Qualification cum Technical Bids as per scheduled Tender Opening Date and Time specified in NIT.
 21. **Evaluation of Pre Qualification cum Technical Bids:**
 - 21.1 To shortlist technically qualified bidders, the Pre Qualification cum Technical Bids shall be scrutinized by AAI to ensure whether the same are in conformity as per NIT. For this purpose the documents submitted by the bidder as required shall be scrutinized to ascertain whether these documents are in order and meet the requirements of AAI.
 - 21.2 However AAI may seek clarification on technical details or any other information deemed necessary. Such queries raised on-line on AAI's e-Procurement portal shall be replied on-line positively by the bidder, within the time specified, failing which the evaluation shall be done on the basis of the information available.
 - 21.3 At no cost to AAI, as a part of Pre Qualification cum Technical Evaluation, bidders participating in this tender may be required to demonstrate operational and technical requirements or specifications, at a location considered fit by bidder in consultation with AAI.
 - 21.4 AAI shall evaluate the bids to determine whether they are complete, the documents have been properly signed and the bids are in order.
 - 21.5 AAI will determine the substantial responsiveness of each bid to the Bid documents. For purposes of these clauses, a substantially responsive bid is one which conforms, to all the terms and conditions of the Bid Documents without material deviations. AAI's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. A bid determined as substantially non-responsive will be rejected by AAI.
 - 21.6 The tenders received and accepted shall be evaluated by AAI to ascertain the complete scope contained in the tender document.
 22. **Opening of the Financial Bids :**
 - 22.1 Financial Bids of those bidders who qualify in Pre Qualification cum Technical bid evaluation shall be opened by AAI. Date and Time of opening of Financial Bid shall be notified to successful bidders

22.2 No correspondences / representations shall be entertained from the bidders after opening of Financial Bid of the Tender on tendering process.

22.3 Date of submission and opening of tender can be extended on sole discretion of the Competent Authority.

23. **Evaluation of Financial Bids :**

23.1 The tenders shall be compared on the basis of prices quoted by the bidders for providing manpower-01no. for the job work of Workshop helper & 06nos. for job work of driving various types of vehicles of AAI, M. P. Airport, Udaipur-313023. The amount indicated in the pricing schedule shall be taken for price comparison as per the given format.

23.2 AAI's decision in the evaluation process shall be final and binding on all Bidders.

24. **Award of Contract:**

24.1 The acceptance of the tender shall be intimated to the successful bidder(s) by AAI through Fax /letter/ telephone / e-mail etc.

24.2 AAI shall be the sole judge in the matter of award of contract and the decision of AAI shall be final and binding.

for, Airport Director, A.A.I,
M. P. Airport, Udaipur-313023
Tele No.: 0294-2655908

SECTION – B: GENERAL CONDITIONS OF CONTRACT (GCC)

1. E- Tenders are invited on behalf of the Chairman, Airports Authority of India, by the Airport Director, M. P. Airport, Udaipur-313023 for Providing Manpower - 01no. for job work of Workshop Helper & 06nos. for job work of driving various types of Vehicles of Airports Authority of India at M. P. Airport, Udaipur-313023 (for the year 2018-19)."
2. The tender shall be in the prescribed form.
3. Tenders are invited on the basis of two bid system as detailed in NIT.
4. The time period of contract shall be One year.
5. A contractor shall submit no more than one tender.
6. No two or more concerns/firms 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.
7. The Airport Director, M. P. Airport, Udaipur-313023 shall be the Accepting officer herein after referred to as such for the purpose of this contract.
8. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the job to be done and of conditions and local conditions and other factors bearing on the execution of the nature of specified job.
9. All rates shall be quoted in Financial Bid only.
10. In this item rate tenders, only rates quoted shall be considered. Any tender containing percentage below/above the rate quoted is liable to be rejected.
11. Notification of Award of contract will be made in writing to the successful Bidder by the Accepting Authority. The contract will normally be awarded to the Technically qualified and responsive Bidder offering lowest evaluated bid in technically are commonly conformity with the requirements of the specifications and contract documents. 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.
12. A responsive bidder is one who submits price bid and accepts all terms and conditions of the specifications and contract documents without any major modifications.
13. 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 a major modification.

- 13.1 A tenderer shall submit a responsive bid, failing which his tender will be liable to be rejected.
14. On acceptance of tender, earnest money will be treated as part of the Security Deposit.
15. Airports Authority of India will return the earnest money, where applicable, to every unsuccessful tenderer.
16. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instruction from M.T.O, A.A.I, M. P. Airport, Udaipur-313023.
17. Taxes as applicable in respect of this contract shall be payable by the contractor and may be deducted at source. Airports Authority of India will not entertain any claim whatsoever in this respect.
18. This tender document shall form part of the contract document/agreement.
19. All the tenderers must indicate the capacity & authority of the individual signing tender.
20. Airports Authority of India does not take responsibility for submission of tender send by post. Delayed tender shall not be considered.

for, Airport Director, A.A.I,
M. P. Airport, Udaipur-313023
Tele No.: 0294-2655908

SECTION – C: SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Name of Work:

“Tender for Providing Manpower - 01no. for job work of Workshop Helper & 06nos. for job work of driving various types of Vehicles of Airports Authority of India at M. P. Airport, Udaipur-313023 (for the year 2018-19).”

Sl. No	Description	Qty.	Nature of Duty
1.	Providing 06 nos. of drivers for driving of various vehicles of AAI by skilled manpower (08 Hrs. daily including Sundays and public Holidays i.e. 01no. reliever over and above 06 drivers to be provided).	06	08 Hrs. of driving duty of AAI vehicles by 06 drivers on all days of a month (including Sundays and Public Holidays).
2.	Providing 01 no. of helper for motor transport workshop of AAI by unskilled manpower (08 Hrs. daily excluding Sundays and public Holidays).	01	08 Hrs. of helper duty in M.T. workshop of AAI by 01 helper on all working days of a month (i.e. excluding Sundays and Public Holidays).

2. Work scope:

- (i) The agency (firm) shall operate AAI vehicles by its skilled manpower/driver with neat and clean uniform where the uniform should be approved from AAI for its quality and colour and should include minimum of 02 Shirts, 02 Pants, 01 pair of black shoes (preferably safety shoes), 02 pairs of socks, 01 high visibility reflective jacket, 01 jersey and 01 Rain coat. For workshop helper, safety shoes should be provided in place of normal shoes. No extra payment will be made in this regard.
- (ii) The hired Manpower for Job works of driving will be used for the Skillful driving / Operating of different Class, Type and Make Heavy and Medium Vehicles / Passenger Cars and other Equipments etc. of M. P. Airport, Udaipur -313023, However; in exigencies / emergencies the driver can be authorised to perform out station duties (on Temporary basis) also.
- (iii) The scope of work includes any OR all the expenses which the Contractor may require to incur on providing of hired Manpower for the above mentioned job works of AAI under hiring Contract. The scope of work also includes of :-
- (iv) Carrying out Daily washing, in and outside Cleaning of vehicles/ equipments and other Maintenances, on duty assigned Medium Vehicles / Passenger Cars and other Equipments of Airports Authority of India by the hired Job Manpower (drivers) and maintaining of their interior as per AAI's directive/standards. Materials for carrying out the maintenances etc. shall be provided by the AAI.

- (v) It also includes any OR all expenditures on account of Drivers salaries, their Uniform, ESI, PF, EDLI, Insurances, Any Health and Social Welfare Schemes (if any) and also any other such liabilities / taxes / levies / fees etc. which the Contractor is likely to incur on account of running such Contracts including the amounts which would be required for acquiring, purchasing, obtaining and maintaining of any and all kind of permit, licenses, insurances, documents etc. (except for which a specific clause / provision is mentioned in the Tender Form).
- (vi) The Contractor shall nominate / depute one Supervisor who would meet the Airport Director, M. P. Airport, Udaipur AAI OR his nominated representative twice (between 9.30 to 12.30 hrs) in a month for proper liaising.
- (vii) The Contractor will have right to replace his drivers during sickness / leave/ emergencies etc. but for continuation of replaced driver for more than 10 days, the contractor will be required to submit the drivers antecedents verification records & other desirable documents to the **Airport Director, M. P. Airport, Udaipur OR his successor** in the office for acceptance.

3. Job Man Power (Drivers) :

- (i) The drivers should always be in possession of their required valid Driving license and other statutory Govt. permit, etc. (in original). They should also be provided with a mobile phone for communication.
- (ii) The Drivers & other contractor employees, if any, at site should be well disciplined, dressed in a neat & clean uniform, wear shoes. Their Photo identity card with name & designation shall be displaced at left chest of Uniforms.
- (iii) During the period of contract the Drivers shall keep the Mechanical and physical condition of the Vehicles in accordance to the directives of The Airport Director Udaipur OR his delegated representative and his instructions will be the binding to them.

4. Other Terms and Conditions :

- (i) The above Job Contract requirement is purely Temporary / on need basis only and it shall not form any base on any ground for any consideration / claim either from the Contractor, his Employees OR from helper / Drivers for seeking a regular Employment / Compensation whatsoever may be in AAI.
- (ii) The Airports Authority of India shall not be responsible for any injury, accident, miss- happening of any kind to the Drivers / Helper while performing their duties. It shall be the responsibility of the Contractor to meet all such expense of his Man Power /Employees / Drivers / Helper etc. as per the provisions of Law for his Man Power /Employees / Drivers / Helper etc.
- (iii) In case of any Damage /Compensation Claim dispute on any account between the Contractor's Man Power /Employees / Drivers / Helper it shall be the responsibility of the Contractor to settle the same to the fullest extent and satisfaction of the prevailing relevant Law .
In such case wherein the AAI is authorized to adjust such claims disputes, the same will be recovered from the Monthly Bills, Security deposit OR any other payments / Dues, admissible to the Contractor.

(iv) In the event of any dispute the decision of AAI shall be final and binding on Contractor.

(v) The AAI shall have right to not accept any OR all drivers for duty on account of following :

In case of any indecent / rude behavior, suffering from any contagious disease, any injury / deformity / sickness due to which the driver cannot perform the duty, driver does not come in proper Uniform, Habitual late comer, Habit of intoxication, not familiar with Udaipur Roads and Locations of various offices, Not in Hygienic, Clean OR Shaved condition, habit of smoking, chewing Gutkha, Tobacco OR Paan while on duty, having a nature of short temper and Fights / Brawl OR unpredictable behavior, having suggestive body language, stealing, borrowing and gambling habits, having improper, Convicted / Not of good Character Police Verification records / OR any other Act / Conduct, the driver is not found to be skilled in safe driving , does not perform his duties as per the directive of Airport Director/ refusal to perform a duty, Reason due to which the AAI does not warrant his presence at the Work site.

On receipt of a Communication (written OR verbal) from the Airport Director OR his representative in the Office in this regard, the Contractor shall have him removed from the AAI Premises with immediate effect with providing an acceptable replacement of him.

Failing in doing so will be construed as violation of Terms and Conditions of the Contract and suitable action shall be initiated against the Contractor under relevant penalty.

The AAI shall also be well within its right to forfeit the Security Deposit of the Contractor, Termination of the Contract and debar the Contractor in future AAI Tenders for a period as deemed fit to the AAI.

(vi) The payment to be made by contractor to manpower provided for Job Work to AAI shall not be less than minimum wages as prescribed by the State/Central Govt. The contractor shall be responsible for fulfilling the requirements of all the statutory provisions of Contract Labour (Regulation and Abolition) Act. Minimum Wages Act, Bonus Act Gratuity Act, Employees Provident fund Act., Motor vehicles Act., Industrial Dispute Act, and other industrial enactment's at his own cost and risk, in respect of all staff employed by him. If due to any reason whatsoever, the AAI is made liable for any acts of omissions and commissions under laws in force, it shall be payable by the contractor and all such liabilities shall be recovered by the AAI from any dues payable by AAI to the contractor and/or from security deposit of the contractor and available properties and sources of contractor through process of law.

Any increase / decrease in Minimum wages, ESI, PF, Bonus and other Statutory provisions shall be admissible on actuals as per Govt. Declarations on time to time.

(vii) Contractor shall comply all statutory provisions various acts like EPF,EDLI, ESI, Labour License etc. in respect of manpower provided for Job Work to AAI issued by appropriate Government Authority (ies) and produce necessary voucher/ECR for proof of payment made to appropriate authority in respect of EPF, EDLI, ESI, Bonus etc. in next month bill towards the manpower provided to AAI, failing which their next month's bill would not be processed. The payment of wages should be made directly by the contractor to his manpower only in their

respective Bank accounts and not through any other agencies, in presence of AAI / his representative.

- (viii) In case of non-payment of wages or any other dues of any manpower engaged for Job Work to AAI by contractor , AAI reserves the right to make payment and to recover the amount of such payment from bill of contractor or from any amount payable to him under any contract or as debt payable by contractor.
- (ix) Release of payment to the contractor each month shall be subject to the contractor satisfying the AAI that the contractor has paid prescribed minimum wages to his Man Power during the previous month and documents/proof submitted by contractor.
- (x) If at any point of time during currency of contract awarded to the successful tenderer, the rate quoted by contractor for Job work Minimum Wages including VDA and approved by AAI falls lower than minimum wage including VDA declared by appropriate Government Authority, contractor may submit necessary application for revision of rate of minimum Wage including VDA and related statutory contributions by AAI (percentage of Wage including VDA in respect of ESI,EPF,EDLI and Bonus excluding contractor service charge)to The Airport Director, M. P. Airport, AAI, Udaipur. Contractor has to ensure payment of minimum wage to manpower provided to AAI and related statutory contributions (ESI, EPF, EDLI and Bonus) by AAI and contribution by each person & deposition with appropriate Government Authorities as per prevailing laws during currency of Contract.

5. **Log Books & Record:**

The log book / trip sheets will be provided by the AAI, which alone will be used by the drivers to record the vehicle trips etc.

- (i) The contractor / his drivers shall always maintain all the valid & desirable documents /records with them at the work site & provide them for verification/ inspection of the authority concerned whenever demanded.
- (iii) It is the responsibility of the Contractor to safe guard the log book/ trip sheets and to properly / correctly fill up the entries of all the columns in the log book/ trip sheets on completion of each trip and get it signed from the user.

6. **Inspection of Site:**

The contractor shall be deemed to have satisfied himself as to the nature of the site of work, local facilities of access availability etc. and all other matters affecting his prices for the execution and completion of work. He is required to make himself fully acquainted with the nature and scope of works to be carried out.

7. **Sufficiency of Tender:**

The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works to be carried out which would cover all his obligations under the contract, and all matters and things necessary for the proper completion and maintenance of the works to be carried out.

8. **Contractor's Representatives, Agents and Workmen:**

The Contractor shall defend, indemnify and hold harmless from any liability of penalty which may be imposed by the central, state or local authorities by reason of any violation by the contractor or such laws, regulation or requirements and also from all claims, suits or proceedings that may be brought against the AAI arising under, growing out of or by reason of the work provided for by this contract whether brought by employees of contractor, by third parties or by central, authority or any political subdivision thereof.

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

9. **Bye Laws:**

- (i) The contractor shall comply with all bye-laws and regulations of local and other statutory Govt. Authorities having jurisdiction over the works to be carried out/services to be provided and shall be responsible for payment of all fees and other charges and for giving and receiving of all necessary notices and keep the Airport Director, A.A.I, M. P. Airport, Udaipur-313023 or his successor in the office, informed of the said compliance with the bye-laws, payment made, notices issued and received.

10. **Rates:**

- (i) The quoted rates will be free from all rise & fall in the market rates throughout the validity of the contract except for variation in Government duties, levies, taxes & change in minimum wages as applicable on time to time and will be paid on actual.
- (ii) Income tax OR any other Statutory tax etc. which will be applicable to be deducted at source, shall be deducted from the running bills of the Contractor by the AAI.
- (iii) Service Tax OR any other tax which will be applicable on AAI being Service taker, will be paid on actual with the contractor payment, provided they are claimed in the contractor's bill.
- (iii) **Rates should be valid for acceptance for 180 days after submission of Pre-Qualification, Technical and Financial Bids.**

11. **Penalty:**

- (i) In case of any refusal to accept the Contractor's Man power by the AAI {(Please refer Clause 4(v) above}; the Contractor shall replace the same within the time frame to be decide / warranted / advised by the Airport Director OR his successor in the office.

In case the Contractor fails to adhere to the given time frame by the Airport Director and does not replace his Man Power to the entire satisfaction of the above AAI Official, the AAI will be well within its right to arrange for such Manpower from an alternative source at the sole risk and cost of the Contractor and refused to accept the presence of such Manpower for duty.

Besides imposing a penalty of Rs 500/- per day per occasion along with pro-rata deductions, the amount incurred over and above the admissible pro-rata amount

and incurred on such arrangements shall be recovered from the Monthly bills, Security Deposit OR any other due to the Contractor.

In Extreme cases, the AAI shall also be well within its right to forfeit the Security Deposit of the Contractor, Termination of the Contract and debar the Contractor in future AAI Tenders for a period as deemed fit to the AAI.

- (ii) In case driver/helper does not report for the duty due to the reasons such as sickness / leave/ emergencies / due to leaving / resigning from the job etc, the contractor shall provide his suitable replacements within 03 Hrs of duty start Hrs, failing which a penalty of Rs 500/- per day per occasion shall be made in addition to prorated deductions of undone duties.
- (iii) If the performance of the contractor is not found satisfactory in the opinion of AAI or in case of any failure of contractual obligations, the AAI reserves the right to cancel the contract and to forfeit security deposit of the contractor. The AAI further reserves the right to recover from the contractor any amount which may become due to the AAI even after adjustment from the security deposit
- (iv) **Late reporting:**
In case the driver/helper reports later than by 40 minutes of the requisitioned time, the tenderer shall pay an amount of Rs.50/- for each occurrence to the AAI and the amount will be deducted from the monthly bills/security deposit or any other dues of the Contractor.
- (v) In case the driver does not keep his assigned Vehicle / Equipment clean and fails to maintain them as per the directives of Airport Director, AAI, an amount of Rs.50/- for each occurrence (after initial 03 cautions), will be deducted from the monthly bills/security deposit or any other dues of the Contractor.
- (vi) In case any driver/helper does not wear uniform and shoes, recovery of Rs.50/- per person per shift will be made.

Note:

Any one OR all the above penalties are imposable as per the type of deficiency/deficiencies which will be noticed in providing the services and the decision of Airport Director OR his successor in the office shall be final in this regard.

12. Contractor's Obligations & Liabilities (Staff / Driver/ Manpower) :

- (i) The contractor will comply with / obey /abide by the provisions of the labour laws which are in force such as contract labour (Regulation and Abolition) Act 1970, contract labour (Regulation and Abolition) Central Rules 1971, workmen's compensation Act 1923, Child Labour (Prohibition and Regulation) Act 1986, Minimum Wages Act, 1948, Minimum Wages (Central) Rules 1950, Payment of Wages Act 1936, Employees Liability Act 1938, or the modifications thereof or any other laws relating thereto and the rule made there under and their amendments made from time to time.
- (ii) The contractor shall comply with all the provisions of the Employees Provident Fund & Misc. Provisions Act, 1952 and ESI Act, 1948, amended from time to time and rules framed there under.
- (iii) The contractor shall on award of the contract, furnish the list containing names

and addresses of his staff along with police verification report of each workman so as to enable the AAI to check the character and antecedents and to provide temporary permits to operate within the restricted area(s). The fees charged by BCAS for providing Airport Entry Permit will be borne by the contractor. The contractor shall get AAI's approval for the staff to be engaged.

- (iv) If the AAI will have the right to reject the presence of any of the Contractor Employee / Driver of the contractor having indecent conduct, behavior OR if found to be of doubtful character. The contractor will have to replace him as per AAI advice.

13. **Drivers :**

- (i) Drivers should not leave their duty place without handing over the charge to the next duty driver.
- (ii) The drivers should always be in possession of their required Driving license and other statutory Govt. permit etc. (in original). They should also be provided with the mobile phone for communication.
- (iii) The Drivers & other contractor employees, if any, at site should be well disciplined, dressed in a neat & clean uniform, wear shoes. Their Photo identity card with name & designation shall be displaced at left chest of Uniforms.
- (iv) The Contractor will require arranging for Character and Antecedents Verification of his drivers and employees from the Local Police /designated State Authority on his own expenditure. Such Character and Antecedents verification proof document copies will be deposited with their Application forms for issue of AEP, ADP and also for any other work which may be warranted under scope of works.

Note:-*The successful bidders on award of Letter of Intent / Work Order will have to obtain & maintain "Airport Entry Permit" for all his Employees and "Airport Driving Licenses" for his drivers issued by Airport GFS/Security OR by a Department which will be designated for such works, on his own expenses throughout the currency of the contract.*

He will also obtain Airport Entry Passes for his Drivers from Bureau of Civil Aviation Security on his own expenditure and maintain them valid throughout the period of contract. Penalty as per penalty clause shall be imposed in failure to do so.

14. **Workman's Insurance:**

Without prejudice to the contractor's liabilities and indemnity clause and associated clauses of the contract, the contractor shall at his own cost and initiative at all times up to the successful completion of the contract take out and maintain insurance cover from Nationalized Insurance Company under the workman's compensation Act and any other industrial legislation from time to time applicable in the State of Rajasthan and /or at AAI providing for payment of compensation to workman in the event of death, injury or accident to workmen in the course of or in connection with employment such policy (i.e.) in respect of workmen compensation insurance to be of value of not less than Rupees One lakh per person, it being understood that such limit is specified only for the purpose of insurance, and shall not otherwise in any manner limit the contractor

liability and associated clauses there under of the contract.

15. **Payment:**

- (i) On submission of monthly bills (in triplicate), duly signed /verified and completed in all the manners, the AAI will process and release the payment within a period of 15 days from the date of receipt. The payment will be made to the Contractor after deduction of any OR all dues, penalties, taxes, duties, levies and other obligations which would be liable to be deducted from the Contractor under the provisions of the Contract.
- (ii) Delay on account of incomplete / late submission / Non-verification of bills by user etc. will be the responsibility of the Contractor.
- (iii) Bills should be written properly and in easy-to-understand format/language. Bills with any kind of over writings cause unnecessary delay in processing. Delay on such accounts shall be the responsibility of contractor only.
- (iv) Following documents are to be deposited along with the Contractor bills for payment :
 - (a) Proof of the service tax deposited by contractor to appropriate Government Authority, paid by AAI to contractor in previous month(s). (02 Photo copies duly certified by the Contractor for their genuineness).
 - (b) Challan & ECR copies of payment made to authorities of PF and ESIC for the drivers/ manpower employed by the contractor. (02 Photo copies duly certified by the Contractor for their genuineness).
 - (c) Certified Copy of attendance sheet and over time sheet of drivers and helper, salary/payment sheet of drivers and helper duly signed by the drivers and helpers and copy of bank transfer of salary made directly in accounts of drivers and helpers.
 - (d) Bill of the Contractor in triplicate.

18. **Paying Authority:**

- (i) On behalf of AAI the Airport Director, M. P. Airport, Udaipur-313023 OR his representative/successor in the office, will be the paying authority. Bills should directly be submitted to him OR to his representative/successor who will forward the same for process of payment.

19. **Earnest Money and Security Deposit:**

- (i) The earnest money shall be deposited by the tenderer in the form of DD as per the condition of NIT failing which the tender may not be considered and rejected outright. The earnest money of unsuccessful tenders will be refunded back without interest.
The contractor, whose tender is accepted, will be required to furnish security deposit for the due fulfillment of this contract, which will amount to a sum equal to @10% on 1st Rs. One Lakh, 7.5% on 2nd Rs. One Lakhs and 5% on balance amount of estimated cost (annual value), within 30 days from the date of issue

of work order. The security deposit shall be furnished in the form of Demand Draft / or Bank Guarantee in case it works out more than One Lakhs in favor of Airports Authority of India, drawn on a Nationalized/ Scheduled Bank (As Per RBI Schedule) having office in India and payable at Udaipur. No interest on security deposit is payable by AAI.

- (ii) After termination/expiry of the contract, the security deposit held by the AAI will be released to the contractor within a period of three months subject to realization of dues, if any to be made from the contractor.

20. **Declaration by the Contractor/ Tenderer:**

The following Declaration will be submitted by the Contractor/ Tenderer along with his Pre Qualification cum Technical Bid and on his letter head:

"I/We hereby declare that none of the members or my/our relatives is relative of any employee of AAI and I/We also further declare that no Director/Employee of Airports Authority of India is/are a Director/Partner of my/Our firm/Company/Partnership/Proprietor."

21. **Agreement:**

All the terms and Conditions underwritten in the Tender Document with set of General Conditions, Conditions of Contract, Special Conditions, specified in Scope of Work, Annexure –I to IV and those which would form of Work Order etc. will form part of Contract and agreement with the AAI on Rs.100/- Non-judicial stamp paper (stamp paper to be arranged by the contractor).

22. **Period of Contract:**

Initially, the period of contract will be for one year. The same can, however, be renewed for a further period of another one year on mutually agreed rates, & after due process of negotiations, subject to satisfactory performance of the contractor. The duration of renewed contract will be decided by AAI.

23. **Miscellaneous:**

- (i) AAI reserves the right to withhold minimum amount from the running account payments if PF/ESI contributions are not paid by the contractor and proof to that effect have not been produced regularly on due dates.
- (ii) The AAI also reserves the right to award the whole Or part of the work to a contractor.
- (iii) The contractor shall indemnify and keep indemnified AAI against payments to be made under and for the observance of the laws aforesaid and the AAI Contractor's Labour Regulations with prejudice to his right to claim indemnity from his sub contractors.

24. **Subletting of the Contract:**

- (i) Directly or indirectly, the Contractor shall not Sublette the Work / Contract / assigned to other agencies /parties without obtaining written permission from the AAI, who reserves all the rights in this regard.

25. **Addition /Deletion into the quantity of initially Hired Manpower:**

During the currency of Contract, the AAI reserves the right of addition OR reduction into the quantity of initially Hired Manpower:

- (i) The contractor will be liable to provide up to the 50 % additionally hired manpower on the agreed Contract rates. The rates of 51th % additionally hired manpower will be decided after mutually agreed negotiated rates.
- (ii) In case the AAI choose to reduce the Quantity of any one OR all type of manpower from the initially hired manpower, no Compensation OR claim of any loss etc. will be admissible to the Contractor, provided a 30 days' Notice is served by the AAI upon the Contractor in this regard.

26. Termination of Contract:

- (i) Without prejudice to the right of termination provided under the contract or without prejudice to any other remedy available to the contract in this behalf, the either party may terminate the contract at any time on giving the contractor not less than 30 days notice in writing, if AAI, finds the quality or efficiency of the work performed by the contractor, to be unsatisfactory of which the Airport Director, Udaipur Or his successor in office shall be the sole judge.
- (ii) Upon termination, under and with reference to this clause, the contractor shall be entitled to be paid for the work actually performed up to the date of termination in accordance with the provisions of the contract, but shall not be entitled to any other claim or compensation what so ever, including (but not limited to) any claim or compensation for any expenditure incurred by the contractor in or for any equipment, materials or facilities or for any loss in the profit or anticipated profit of the contractor.
- (iii) If at any stage during the period of execution of contract, any case involving moral turpitude is instituted in a court of law against the contractor or his employees, AAI reserves the exclusive and special right to the outright termination of the contract and the contractor shall not be entitled to any compensation from the AAI whatsoever.
- (iv) The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.
- (v) Notwithstanding anything contained above, if the contract is terminated on the ground of force major, AAI will not be responsible to pay any compensation.

27. Arbitration and Laws :

- (i) Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions wherein before mentioned and as to the quality of workmanship or materials used on the work or as to any other questions, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, design, drawing, specifications, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion of abandonment thereof shall be referred to sole arbitration as may be appointed by the Chairman, Airports Authority of India, There will be no objection if the arbitrator so appointed is an employee of AAI and that he had to deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all

or any of the matters in dispute or difference. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reasons. The Chairman, Airports Authority of India at the time of such transfer, vacation of officer inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract, such person shall be, entitled to proceed with the reference from the stage at which it was left by predecessor. It is also in term of this contract that no person other than a person appointed by Chairman, AAI as aforesaid should act as arbitrator and if for any reasons, that is not possible, the matter is not to be referred to arbitration in all cases where the amount of the claim in dispute is Rs.50,000/- (Rupees Fifty Thousand only) and above, the arbitrator shall give reasons for the award. Subject as aforesaid the provision of the Arbitration and conciliation Act 1996 or any statutory modification or re-enhancement thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

In case of disputes between two Govt. of India Undertakings, provisions as mentioned in Bureau of Public Enterprises letter No. Bre/GI- 001/16/MAN-2(100-75-BPE) (GM-1) dated 1.1.1976 and its amendment from time to time shall apply.

- (ii) It is a term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amounts claimed in respect of each such dispute. The arbitrator(s) may from time to time with consent or the parties extend the time, for making and publishing the award.
- (iii) The work under the contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due or payable to contractor shall be withheld on account of such proceedings.
- (iv) The Arbitrator shall be deemed to have entered on the reference on the date he issued notice to both the parties fixing the date of the first hearing.
- (v) The Arbitrator shall give a separate award in respect of each dispute or difference referred to him.
- (vi) The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The award of the arbitrator shall be final, conclusive and binding on all parties to this contract.
- vii) This contract shall be governed by the Indian Laws for the time being in force.

28. **Implementation of Integrity Pact (IP):**

- (i) Signing of Integrity Pact is mandatory for every bidder participating in this tender and the contractee who is awarded the work. The Pact signed on each page by the person authorized by bidder/sub-contractor/associate to sign the bid for submission or the person authorized to sign the contract on behalf of successful bidder shall be submitted by the bidder in Technical Bid documents along with EMD and be enclosed with the agreement by the contractee.
- (ii) IP shall be signed on plain papers, which is pre-signed by tender issuing Authority/Contract Signing Authority.
- (iii) All sub-contractors/associates whose contribution in the project is Rs.0.50 crores (Rupees Zero point Five crores) or above shall sign Integrity Pact with the Authority after the work is awarded to the successful bidder. All bidders shall inform their sub-contractors/associates accordingly.
- (iv) The Independent External Monitor (IEM) for this work shall be Dr. U. D. Choubey, Director General – SCOPE, (Retd. CMD, GAIL) E-1, Antriksh Greens, Sector 50, Noida (UP) and Mr. M. P. Juneja, (Retd. Addl. Member of Railway Board) B-3/601, Uniworld City (West), Sector-30, Gurgaon (Haryana). All correspondences to IEMs regarding implementation of Integrity Pact, shall be addressed to Dr. U. D. Choubey C/o Chairman, Airports Authority of India, RG Bhawan, Safdarjung Airport, New Delhi – 110 003. E-mail ID of IEM is choubeyud@yahoo.com and Mr. M. P. Juneja C/o Chairman, Airports Authority of India, RG Bhawan, Safdarjung Airport, New Delhi – 110 003 E-mail ID of IEM is mp.juneja@yahoo.com. (The name of IEMs may be mentioned as applicable).

(Signature of the Tenderer)

Name-----

Seal-----

Address-----

e-mail-----

Contact Phone Nos-----

Date-----

LETTER OF UNCONDITIONAL ACCEPTANCE

(To be submitted with the Technical Bid Documents)

Annexure-I

To,

**AIRPORTS AUTHORITY OF INDIA
O/o The Airport Director,
Maharana Pratap Airport, Dabok,
Udaipur (Raj.)-313023**

Sir,

I/We have read and examined the following documents relating to the work of Providing Manpower - 01no. for job work of Workshop Helper & 06nos. for job work of Driving various types of Vehicles of Airports Authority of India at M. P. Airport, Udaipur-313023 (for the year 2018-19).

- a) Notice inviting tender
- b) Section –A - General information and Guidelines.
- c) Section –B - Conditions of Contract.
- d) Section-C - Special conditions.

I/We hereby tender for execution of the work referred to in the aforesaid documents upon the terms & conditions contained or referred to therein and in accordance in all respects with the specifications and other relevant details for the period(S) of completion as stipulated NIT. In consideration of I/We being invited to tender and promise by AAI to consider the award of work if I/We are found to be the lowest responsive bidder as stipulated in the condition of the contract, I/We agree to keep tender open for acceptance for one hundred twenty (180) days from the due date of submission thereof and not to make any modifications in its terms & conditions which are not acceptable to AAI, I/We agree that AAI shall, without prejudice to any other right or remedy, be at liberty to forfeit the fully said earnest money absolutely and I/We shall not be considered as unsuccessful tendered for the purpose of return of earnest money as provided in the notice inviting tender. Should this tender be accepted, I/We hereby agree to abide by and fulfill all terms, conditions & provisions of aforesaid documents. If after the tender is accepted, I/We fail to commence the execution of the works as provided in the conditions I/we agree that AAI shall without prejudice to any other right or remedy, be at liberty the forfeit to fully said earnest money absolutely and take suitable action against me/us as deemed fit under the terms & conditions of the contract.

I/We agree that should AAI decide to forfeit earnest money as aforesaid, unless a sum equal to the earnest money mentioned above is paid by me/us forthwith, AAI may at its option recover it out of the deposit and in the event of deficiency, out of any other moneys due to me/us or otherwise. If the tender is accepted, I/We agree that the earnest money deposited at the time of tender shall be treated as part of security deposit and the balance security deposit shall be paid by me/us in terms of terms & condition of Contract.

I/we declare that I/we have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe/gratification. I will immediately report it to the Appropriate Authority in AAI.

Whereas I/We have carefully read the terms incorporated in the general conditions of the contract as well as terms & condition of work and whereas I/We do agree to abide by rules and regulations and obligations to be fulfilled under this tender documents. I/We hereby quote the following rates for the performance of, the contract taking into consideration charges and other overhead charges i.e. salary and wages of person(s) provided by me including payment of all taxes, ESI, EPF etc.

(Signature of the Tenderer)

Contractor Name-----

Agency /Firm /Party Name-----

Seal-----

Address-----

e-mail-----

Contact Phone Nos-----

Date-----

UNDERTAKING

I, _____ S/o _____

Proprietor of M/s _____ do hereby undertake that the following provision will be complied by us in all the cases of work running at Maharana Pratap Airport, Udaipur:-

1. That the firm is registered under GST and compliant of GST provision.
2. In case of non compliance of GST Provision and blockage of any input credit, the firm shall be responsible to indemnify AAI.
3. That all input credits have been passed on the AAI by the firm.

If any discrepancy is found in the same we are solely responsible for it.

For _____

Proprietor Signatory

Financial Bid**Price schedule (Rate will be filled by contractor in CPP portal)****SCHEDULE OF WORK**

Name of work:- Tender for providing Manpower-01 no. job work of workshop Helper and 06 nos. for job work of driving various Type of vehicles of Airport Authority of India at M.P. Airport, Udaipur-313023 (For the year 2018-19)

Sr.no.	Description of Item	Unit	Qty.	Rate (exclusive GST)	Total Price (exclusive GST)
1	For providing skilled manpower for job work of driving various type of vehicles of AAI, Udaipur. (Qty-06 Nos. Drivers per month for all days a week, including Sunday and Holidays).	Month	12		
2	For providing service of skilled manpower beyond normal hours of duty as Over Time of Driver. (Qty.- of Over Time hours is not fixed and will vary as per actual requirement).	hour	11520		
3	For providing Un-skilled manpower for job work of workshop Helper at AAI, Udaipur. (Qty-01 No. Helper per month for 06 days a week, excluding Sunday).	Month	12		
4	Rate for providing service of Un-skilled manpower beyond normal hours of duty as Over Time of Helper. (Qty.- of Over Time hours is not fixed and will vary as per actual requirement).	Hours	600.00		
Total(Exclusive of GST)					

PROFORMA FOR BANK GUARANTEE

(FOR SECURITY DEPOSIT)

(On Non-Judicial stamp paper of an appropriate value)

To,
The Airport Director,
Airports Authority of India
Maharana Pratap Airport,
UDAIPUR (Raj.)-313023

Dear Sir,

We..... hereby refer to the contract
No.....dated.....between the
.....as purchaser and M/s
..... as contractor providing
in substance for the provisioning of as particularized in the
said contract, to which specific reference is made. Under the terms of the said contract, the
contractor is required to provide a bank guarantee in a form acceptable to the purchaser
for the amount to a sum equal to @ 10% on first Rupees one Lakh, 7.5% on second
Rupees one Lakh and 5% on balance amount of basic cost of ordered value (excluding
taxes, duties, transportation charges, if any) to AAI extending to performance by the
contractor of all the terms and conditions of the contract.

In view of the foregoing and pursuant to the terms of the said contract, which contract is
referred to and made a part thereof as full and to the same extent as if copied at length
herein, we hereby absolutely and unconditionally guarantee to the purchaser, performance
of the terms and conditions of the said agreement to the extent of
..... This guarantee shall be construed as an absolute,
unconditional and direct guarantee of the performance of the contract without regard to
the validity, regularity or enforceability of any obligation of the parties to the contract.

The purchaser shall be entitled to enforce this guarantee without being obliged to resort
initially to any other security or to any other remedy to enforce any of the obligations
herein guaranteed and may pursue any or all of it remedies at one or at different times.
Upon default of the contract, we agree to pay to the purchaser on demand and without
demur the sum of or any part thereof, upon presentation of a
written statement by the purchaser that the amount of said demand represents damages
due from the contractor to the purchaser by virtue of breach of performance by the
contractor under the terms of the aforesaid contract.

The determination of the fact of breach and the amount of damages sustained and or
liability under the guarantee shall be in the sole discretion of the purchaser whose decision
shall be conclusive and binding on the bank as guarantor.

It is mutually agreed that the purchaser shall have the fullest liberty without affecting in any manner our obligation hereunder with or without our consent to vary any of the terms of the said agreement or to extend the time for performance by the contractor, from time to time any of the powers exercisable by the purchaser against the contractor and either to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reasons of any variation of any extension being granted to the contractor or for any forbearance act or omission on the part of the purchaser or any indulgence by the purchaser to the contractor or by any such matter or thing whatsoever which under the law relating to the sureties would but for this provision have affect of so relieving our obligation.

This guarantee is confirmed and irrevocable and shall remain in effect until and such extended periods, which may be mutually agreed to. We hereby expressly waive notice of any said extension of the time for performance and alteration or change in any of the terms and conditions of the said contract. This guarantee will not be discharged due to change in constitution of the Bank or the contractor.

“Notwithstanding anything contained hereinabove our liability under this Guarantee is restricted to Rs. (Rs.only) and this Guarantee is valid up to201.... We shall be released and discharged from all liability hereunder unless a written claim for payment under this Guarantee is lodged on us within 04 (Three) months from the date of expiry of the Guarantee i.e. on or before201.... irrespective of whether or not the original Guarantee is returned to us.

We (Name of the Bank) undertake not to revoke this guarantee during its currency without written consent of the authority.

Very truly yours,

Note to Suppliers:

1. BG submitted by you should be sent to us directly by the issuing bank under Registered Post (A.D).

Note to Issuing Bank:

In case the supplier desires to submit the BANK GUARANTEE directly to us, it is requested to send by Registered Post (A.D) an unstamped duplicate copy of the guarantee directly to us with a covering letter to compare with the original BGs and confirm that it is in order.

DECLARATION BY THE CONTRACTOR/TENDERER

I /We, the undersigned do hereby declare that, I /We have never ever been blacklisted and /or there were no debarring actions against us for any default by the Airports Authority of India .

In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid /contract shall be liable for truncation /cancellation /termination without any notice at the sole discretion of the purchaser.

Signature of the Tenderer

Name

Date:

Seal:

E-mail Address: