

स्वामी विवेकानंद एयरपोर्ट रायपुर (छ. ग.) - 492015

S.V. Airport, Raipur (C.G.)-492015

AAI/RP/OPS/2020/

DATE: 08.06.2020

Notice Inviting Quotation

Sealed item rate quotations are invited on behalf of Airport Director, S.V. Airport, Raipur from enlisted contractors of appropriate class of CPWD / MES/ P & T/ Railways/State PWD/PSU's/Specialized agency carrying out similar works for the work of "Job Contract for hiring of 03 Nos. of thermal screeners" as per the specification prescribed in Annexure -A. The interested agencies shall submit their quotation in the office of the Senior Manager (ATSEP)/ OIC (Operations), Old Terminal Building, S.V. Airport, RAIPUR-492015 on or before 12.06.2020 upto 1500 hrs. (IST)

| Name of work | Estimated cost | Period of award of work |
|--|---|-------------------------|
| Job Contract for hiring of 03 Nos. of thermal screeners. | Rs.1,64,689/- (excluding, PF, ESI, Bonus, GST) | 03(Three) Months |
| Scope of work :- | | |
| Work description. | Remarks | |
| Temperature measurement of the Passengers entering the NITB. The temperature measurement will be done before entering into the Airport. The equipment for measuring the temperature of the passenger will be provided by AAI, S.V. Airport, Raipur. 03 Nos. of Semi-skilled manpower (2+1 reliever) for all days. Preferable the manpower should have minimum qualification of 10+2 (Science stream) pass. | Estimated cost is inclusive of all taxes but excluding GST and statutory labour components of PF, ESI and bonus. GST component is payable on reimbursement basis on actual tax invoice and submission of proof of deposition of GST to GST authority. Similarly labour component i.r.o. PF, ESI & Bonus will be reimbursed separately on the actual payment basis on production of documentary evidence /proof of depositing such amount to statutory, regulatory authorities as applicable.. | |

General Guidelines for Submission of Quotation(s):

1. The bidder shall submit their quotation in the prescribed form Annexure -A issued to him/her or downloaded from AAI Website (www.aai.aero)
2. The agencies submitting rate below minimum wages will be rejected.

Terms and conditions of quotation :

- The last date of submission of quotation is 15.06.2020 up to 1500 hrs. (IST)
- The quotation will be opened on the same date i.e. 15.06.2020 at 15:30 Hrs. (IST). The interested Agency may depute their representative to participate in the quotation opening process who shall report to the office of SM (ATSEP)/OIC (Ops) before the schedule time of opening of quotation.

- The work order shall be placed to the Agency who quoted the lowest amount in total.
- Airports Authority of India reserves the right to reject or cancel any or all quotations without assigning any reason thereof.

1) The Firms fulfilling the following criteria are eligible to participate in the Quotation:

a) **Registration:** Agency should have valid registration in appropriate class of CPWD/ MES/P&T and State PWD/PSU/Municipal corporation and registered with Registrar of Companies / Firms / Central Govt. / State Govt./Govt. PSU
Experience: Similar type of works.

b) **Certificate/ Other documents:** agency should be registered with Registrar of Companies/ Firms / Central Govt. / State Govt./Govt. PSU as the case may be and having following valid registration /documents.

- PF and ESI registration.
- Income tax Permanent Account Number (PAN).
- GST registration

2) Quotation documents indicating full details of the work are available in the address highlighted below on any working days between **0930 hours to 1500 hours up to 15.06.2020.** Quotation documents can also be downloaded from AAI website (www.airportsindia.org.in or www.aai.aero).

O/o Senior Manager (ATSEP)/ Officer-In- Charge (Operations)
 Airports Authority of India, S.V. Airport,
 Raipur – 492015 (C.G.)

3) In case the information submitted by the party submitting the Quotation documents is found to be incorrect / false, Quotation of such party shall be rejected by giving the no reasons.

4) Quotation will be accepted in two envelope system as detailed below:

Technical Bid' must be sealed in Envelope 'A' and 'Financial Bid' in Envelope 'B' and both the Envelopes are to be sealed in 'Master Envelope' with name of work and "Envelope-A and Envelope-B in side" quoting on master envelope.

5.1 Envelope 'A' (Technical Bid) which shall be opened first shall contain the basic documents specified as under:

- Document in support of fulfilling eligibility criteria / experience as detailed in para- 1 above.
- Self-Attested copies of the Firm registration certificate, Income Tax, PAN Card, GST registration Certificate.
- Form of unconditional acceptance duly signed as per Annexure-I.
- Duly Signed Check list as per appendix A.

(Cover-B / Financial Bid will not be open if unconditional acceptance letter and check list not submitted in cover-A).

Important: AAI reserves the right to verify, refer any document to the concerned authority for confirmation from office records. Mere submission will not bind AAI to accept the documents as valid for opening financial bid.

5.1 Envelope B (Financial Bid)

- a) The envelope B shall contain Duly filled & signed schedule of quantity and complete NIQ document in the approved Quotation form.
- b) All the rates shall be quoted on the proper form of Quotation only.
- c) Special care shall be taken to write the rates in figure as well in words, in such a way that interpolation is not possible. The total amount should be written both in figures

and in words. In case of figures, the word "Rs." should be written before the figure of rupees and the word 'P' after the decimal figure and in case of words, the word Rupees should precede, and the word Paise should be written at the end. Unless the rate is in whole rupees and followed by the word 'only' it should invariably be up to two decimal places. While quoting the rate in schedule of quantities (Financial Bid), the word "only" should be written closely following the amount. It should not be written in next line.

- e) In case of discrepancy between the amount quoted in words & figures, the amount quoted in words will be considered as correct.

5.2 agency (s) should clearly indicate the name & address of their Firm/Company/Individual, as the case may be on both the Envelope and should clearly indicate the name of the work for which Quotation (s) have been invited.

5.3 If the Quotation is not accompanied by all the documents mentioned above, the same is likely to be rejected out-rightly. Promise for subsequent submission of any of the above mentioned documents, may not be considered.

6 Quotation documents, duly completed in all respects, should reach O/o Senior Manager (ATSEP)/ Officer-In- Charge (Operations) AAI, S.V.Airport, Raipur latest by **15.06.2020, up to 1500 Hrs.** either registered post, Courier or in person. Any Quotation received after the date and time stated above shall not be entertained under any circumstances. Airports Authority of India will not be responsible for any postal delay or misplacement of Quotation documents submitted by post. Envelope "A" shall be opened in the same office, **on 15.06.2020 at 1530 Hrs.** in the presence of the interested agency or their authorized representative. The envelop "B" containing the financial bid may be opened on **15.06.2020 at 1600 Hrs.**

7. The acceptance of a Quotation will rest with the competent authority of Airports Authority of India, who does not bind himself to accept the lowest Quotation and reserves to himself the Authority to reject any or all the Quotation received without assignment of any reason. All the Quotation in which, any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

8. Canvassing in connection with Quotation is strictly prohibited and the Quotation s submitted by the agency who resort to canvassing are liable to be rejected.

9. The agency shall not be permitted to Quotation for works in AAI, (responsible for award and execution of award of works) in which his near relative is posted as office in any capacity between the grades of Asst. Manager to Executive Director (both inclusive).

Note: By the term near relative is meant wife, husband and parents, grand-parents, children and grandchildren, brothers and sisters, uncle, aunt and cousin and their corresponding in laws.

10. The Quotation for works shall remain open for acceptance for a period of 30 (Thirty)

days from the date of opening of the Quotation.

11. AAI reserves to itself the right to reject the conditional Quotation without assigning any reason thereto.
12. AAI reserves to itself the right to reject any or all the Quotation without assigning any reason thereof and to call for any other detail or information from any of the agency (s).
13. This Quotation is not transferable
14. Compliance of Minimum wage and all statutory / regulatory requirement as per labour law, CPF & ESIC rules is essential in this award of work. However the quoted rate shall be exclusive of statutory/applicable labour component of PF & ESIC. Labour component

i.r.o. PF & ESIC will be reimbursed separately on the actual payment basis on production of documentary evidence / proof of depositing such amount to the statutory/regulatory authority.

15. Airports Authority of India does not take responsibility for submission of Quotation sent by post. Delayed Quotation shall not be considered.
16. The agency shall arrange Character & Police verifications for all employees & take necessary action for obtain Airport Entry Pass issued by BCAS / AAI.
17. **Time Period of work: 03(Four) months (Extendable for another 02(Two) months on mutual consent & same terms and conditions)**
18. **PAYMENTS:-**

18.1 The bill shall be submitted to Airport Director, AAI, S.V. Airport, Raipur by 7th of each month for all the works executed since previous bill and payment there of shall be made by AAI, (by Electronic Money transfer directly to the account) or by Cheque within fortnight subject to Undisputed claim. However no claim will be entertained i.r.o. any delay payment due to administrative / technical reason. The agency shall submit all the bills on the Performa prescribed by the Airport Director or his authorized representative, in triplicate.

18.2 The payment due to the agency shall be made within 15 days of the submission of the bill by the agency and the measurements shall be verified by the Airport Director or his authorized representative or his representative within 10 days of submission of the bill. The payment shall be made from the AAI office at Airport Director, AAI, S.V. Airport, Raipur, (C.G.)

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

18.4 GST is payable on quoted rate on reimbursement basis as per submission of proof of deposition of applicable GST to the concern authority.

18.5 The agency will be entitled to get reimbursement of hike in minimum wages, applicable labour component of PF, ESIC & BONUS contribution on the actual payment basis on production of documentary evidence / proof of depositing such amount to the statutory/regulatory authority.

18.6 Labor Cess will be applicable as per current rule .

WORKMAN'S INSURANCE

19. Without prejudice to the agency liabilities and indemnity clause and associated clauses of the General terms and Condition of award of work, the agency shall at his own cost and

initiative at all times up to the successful completion of the award of work take out and maintain insurance cover from any Nationalized Insurance Company under the workmen's compensation Act and any other industrial legislation from time to time applicable in the state of Gujrat and / or at AAI providing for payment for compensation to workmen in the event of death, injury or accident to workmen in the course of or in connection with employment, Such policy (ies) 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 agency's liability and associated clauses there under of the NIQ.

20. DEFAULTS

20.1 In case the any workman not reported to duty /absent from duty a sum of Rs500/- will be imposed as penalty in addition to deduction of pro-rata charge for the day.

20.2 If a workman while on duty absent from the site without intimation to the user, penalty of Rs. 200/-will be imposed per occasion.

21. TERMINATION OF AWARD OF WORK

21.1 Without prejudice to any other remedy available to the agency in this behalf, the either party may terminate the agency at any time on giving the agency not less than 15 days' notice in writing, if AAI, finds the quality or efficiency of the work performed by the agency, to be unsatisfactory of which the Airport Director, AAI, Surat Airport, Surat shall be the sold judge.

21.2 Upon termination under and with reference to this clause, the agency shall be entitled to be paid for the work actually performed up to the date of termination in accordance with the provisions of the award of work, 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 agency in or for any equipment's, materials or facilities or for any loss in the profit or anticipated profit of the agency.

21.3 If at any stage during the period of execution of award of work, any case involving moral turpitude is instituted in a court of law against the agency or his employees, AAI reserves the exclusive and special right to the outright termination of the award of work and the agency shall not be entitled to any compensation from the AAI whatsoever.

22. PAYMENT OF WAGES:

22.1 The agency 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 (Central) Rules 1950, Payment of wages Act 1936, Employees Liability Act 1938, or the modifications thereof or any other laws relating there to and the rule made there under and their amendments made from time to time.

22.2 Semi-skilled rate will be Rs. 593.00 as per minimum wage by CLC w.e.f. 01.04.2020.

22.3 The agency 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.

224 AAI reserves the right to withhold minimum amount from the running account payments for non-payment of any applicable dues. However the quoted rate shall be exclusive of statutory/applicable labour component of PF, ESIC & BONUS. Labour component i.r.o. PF, ESIC & BONUS will be reimbursed separately on the actual payment basis on production of documentary evidence/proof of depositing such amount to the statutory/regulatory authority.

225 The agency shall indemnify and keep indemnified AAI against payments to be made under and for the observance of the laws aforesaid and the AAI agency's Labour Regulations with prejudice to his right to claim indemnity from his sub-agency.

226 The laws aforesaid shall be deemed to be a part of this award of work and any breach thereof shall be deemed to be a breach of this award of work.

23. **SUBLETTING OF AWARD OF WORK:-** The work shall not be sublet/assigned directly or indirectly to other agencies without prior written consent of the competent authority of the AAI.

24. The numbers of manpower man-power may vary as per the requirement.

Signature of the agency

-Sd-

SM (ATSEP)/OIC (Operations)
S.V. Airport, Raipur (C.G.)

Name: _____

Date: _____

Seal: _____

E-mail Address: _____

APPENDIX-A
CHECKLIST FORMAT TO BE SUBMITTED BY THE AGENCY IN COVER-A
ALONG WITH DOCUMENTS SUBMITTED AS TECHNICAL BID

| Sr. No. | NIQ Parameter | Particulars of firm/agency |
|---------|--|--|
| 1 | Name and address of the firm/contactor | |
| 3 | Self-attested copy of TDS certificates issued from non-Government/Non PSU organization should be submitted for the work executed for non-Government/Non PSU organization commensurate with the amount of work completed (each work should have separate TDS index sheet on top of TDS certificates). | Details of Documents :- ----- (Documents enclosed) |
| 4 | Self-attested copy of valid agency registration number ,PF and ESI registration of the firm. | P.F. registration no.:- ----- ESI. Registration no.:- ----- (Documents enclosed herewith) |
| 5 | Self-attested copy of PAN of the firm. | PAN:- ----- (Documents enclosed herewith) |
| 6 | <i>Attested copy of GST registration.</i> | GST no. (Documents enclosed herewith) |
| 8 | Form of unconditional acceptance duly signed as per Annexure-I available in Quotation document. | Enclosed/Not enclosed |
| 9 | Duly Signed Check list as per appendix A. | Enclosed/Not enclosed |

Signature of agency with seal

Airports Authority of India

Annexure-I

S.V. Airport, Raipur (C.G.)

ACCEPTANCE LETTER

(Refer Clause 6.1(e) of Notice inviting Quotation)
(To be submitted in Cover No.-A)

To,
Airport Director
Airports Authority of India
S.V. Airport, RAIPUR-492015

I/We have read & examined the following documents relating to the work of "Rendering services for Up-keeping of Terminal Building by Providing of Manpower."

I/We hereby submit Quotation for execution of the work referred to in the aforesaid documents upon the terms and conditions contained in the NIQ. If I/We are found to be the lowest responsive bidder as stipulated in the condition of the NIQ, I/We agree to keep Quotation open for acceptance for thirty (30) days from the due date of submission thereof and not to make any modifications in its terms and conditions which are not acceptable to AAI.

I/We declare that I/We have not paid and will not pay any bribe to any officer of AAI for awarding this award of work 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 of AAI.

I/We do agree to abide by rules and regulations and obligations to be fulfilled under this Quotation documents

We hereby undertake that the Employees engaged for this work will be in our rolls and any complaint/ dispute arising in the future in respect of wages or any other will be settled by us.

We further undertake to comply to discharge all obligations/ liabilities under various labour laws like workmen's compensation Act, 1923 and ESI, Employees Provident Fund, 1923 payment of wages Act, contract labour Act, (R & A), Minimum wages Act, 1948 etc. and modifications/ amendments thereon or under any other Govt./ Union legislation in respect of the employees engaged by us.

Name of agency/agency /agency:

Signature of the agency:

Name / Designation:

Date:

Seal:

E-mail Address:

Schedule of Quantity

Annexure-II

Name of work: Job Contract for hiring of 03 Nos. of thermal screeners.

| Sr.No | Description of item | UNIT | Q ty | Rate per Month in (Rs.) | | Amount for 3 months in Rs. |
|---|--|------------------|----------|-------------------------|----------|-------------------------------|
| | | | | In figures | In words | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. | Temperature measurement of the Passengers entering the NITB. The temperature measurement will be done before entering into the Departure Gate of the Airport. The equipment for measuring the temperature of the passenger will be provided by AAI, S.V. Airport, Raipur. 03 Nos. of Semi-skilled manpower (2+1 reliever) for all days. Preferable the manpower should have minimum qualification of 10+2 (Science stream) pass. | Per month | 3 | | | |
| Total Quoted amount (Excluding GST and statutory labour components of PF, ESI & Bonus) Rs. | | | | | | |

-Sd-

SM (ATSEP)/OIC (Operations)
S.V. Airport, Raipur (C.G.)

Signature of agency with seal:

