



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

संदर्भ सं : भा०वि०प्रा०/पू०क्षे०/सुरक्षा-47/2020/
Ref No.: AAI /ER/SEC-47/2020/ 513

दिनांक / Date : 26.05.2020

SPEED POST

**विषय/Sub: Work order for Deployment of Ex-Servicemen as Security Guard
and Allied Services.**

Refer to "Firoz Khan Security Agency, having its office at 1/48 Mukundapur, 24 Pgs (south), Kolkata, WB-700 099 (herein after for brevity sake called contractor)" e-tendering ID No: No. 2020_AAI_ 40807_2 dated 11.03.2020 which term included unless repugnant to the context its successor and assigns by "Airports Authority of India", having its corporate Head Quarters at "Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi-110 003" and Regional Head Quarters situated at "NSCBI Airport, Gate No.2, Kolkata-700 052", herein after called the AAI.

Whereas the said AAI has entrusted to the Contractor the job for Security, Safety and Allied Services at NSCBI Airport, Kolkata for an amount of Rs. 1,41,52,477.58(Rupees One Crore forty one lakhs fifty two thousand four hundred seventy seven and paise fifty eight only.) for two years excluding GST. The contractor shall undertake, organize and carry out the same with full responsibility on the following terms and conditions.

1. PERIOD :-

- i) In pursuance of DGR sponsorship under reference 2112/SA/AAI, Dum Dum, Kolkata/WB/5242/5444/5453/Emp Dated 20.12.2019./ The contract under this work order shall commence as per the duration for 02 Years w.e.f. 01-06-2020 to 31.05.2022 subject to satisfactory service/performance, rendered by the contractor, will be reviewed periodically by AAI.
- ii) The contract may be terminated by mutual agreement between AAI and the contractor, by either party giving a full calendar months notice to the other party in advance.
- iii) Notwithstanding anything contained in this work order, the contract may also be terminated by AAI without assigning any reasons by giving a registered notice of 15 days to the contractor.
- iv) In case the end of the contractual period, further extension of contract could not be finalized, the contractor will continue to perform the job for a period of one month beyond the date of expiry of the contract as stop gap measure.
- v) The Contractor should comply all the orders/guidelines contained in the sponsorship letter issued by DGR on dated 20.12.2019 and orders/guidelines issued by DGR time to time in respect of all points.



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Page 02 of 07

2. GENERAL :-

- i) The contractor should provide manpower at different locations as per the table below:-

Sl. No.	Location	Duration of Contract	No. of Unarmed Manpower	Duty Hours
1.	New Quarters Colony	01-06-2020 to 31.05. 2022	14	Round the clock
2.	Security Section	- Do -	01	Monday to Friday
Total Manpower			15	

- ii) The contractor shall ensure that Security Guard provided to AAI are Ex-Servicemen and in consonance with the DGR guidelines.
- iii) The contractor shall submit the proof of medical fitness, Police verification and age proof, in respect of the manpower deployed within two weeks from the date of commencement of contract. If necessary, the contractor may be ordered to get any of their staff medically checked by registered medical practitioner at the contractors expense and withdraw him from duty, if found not fit.
- iv) The Contractor shall supply to AAI the following information in respect of each employee.
Name, Fathers name, Date of Birth, Educational Qualification, two identifying body marks, full residential address, past experience, discharge certificate from Force, permanent home address and a passport size recent colour photography **within 15 days** on commencement of contract.
- v) The Contractor shall not substitute any staff with another without the approval of AAI.
- vi) AAI may advise replacement of any or all of the employee(s) of the contractor, If he/they are unable to fully meet out the security requirement.
- vii) The Contractor shall provide each employee photo identity card and name plate with serial No. and the employee should display the same while on duty.
- viii) The Contractor shall as far as possible, try to ensure that manpower provided by them to AAI are not involved in any trade union activities, especially those may affect security function.



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Page 03 of 07

- ix) Manpower provided by the contractor to AAI shall be employees of the contractor for all purpose, as well as for the purpose of this contract.
- x) In case of the work load getting reduced/increased, because of change of duty points or such similar event, AAI may within 30 days give notice, order to the contractor to reduce/increase staff as specified by AAI. The contract value will be changed proportionately.
- xi) In case of any security lapses in the colony the contractor shall be held responsible for such lapses.

3. DUTIES & RESPONSIBILITY :-

I. SECURITY GUARDS :

- a) Access Control (Man, Material & Vehicle) at AAI residential colony, opening and closing of colony gates. Prevent entry of unauthorized person, vehicle and cattle's inside the residential complex.
- b) To take complete charge of the premises and stores/equipments and guard the said premises and stores so entrusted, to ensure that no theft or pilferage of any, may take place in the complex.
- c) To carryout patrolling, checking during day and night inside the colony to ensure that no theft, pilferage, trespasses takes place in the colony.
- d) The duty person should maintain records of entry & exit of visitors, visitor's vehicle, material etc.
- e) The shift supervisor should report to the contractor and AAI regarding any suspicious person, suspicious/illegal act, conspiracy noticed by them.
- f) To perform incidental and allied duties as may be required based on ground situation.

II. DUTIES OF SUPERVISORS:

- a) The senior most security guard in each shift shall also supervise his shift and will be treated as supervisor.
- b) To extend proper courtesy to visitors, customers and AAI employees and to maintain peace & security in the units/locations while on duty and be in proper prescribed uniform and carry out all tasks allotted by AAI or the contractor in pursuance of the contract.
- c) Regular supervision of duties performed by the security guards and enforce all security measures, good behaviour, discipline, rotation of duties, disciplinary action etc.



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Page 04 of 07

- d) Bring to the notice of the contractor & AAI, preferably in writing all important matters connected to the contractual duties of the contractor, immediately.
- e) Carry out rectification/improvement ordered by AAI or the contractor.
- f) Carry out all liaison duties with the Local Police as required by AAI.
- g) To carry out the internal investigation or inquiry in case of theft, fire, damage, accident, etc. as required by the competent authority/AAI and send a report within 03 (three) days to concerned section/office.
- h) To maintain necessary documents as ordered by the AAI and Contractor within the terms of the contract.
- i) To carry out any other duty assigned by AAI/Contractor.
- j) To perform incidental and allied duties as may be required to be performed.

III. SECURITY GUARD AT RHQ SECURITY SECTION:

- The deployment of employee at AAI security section should have a very good computer knowledge for office job & preferably having graduation degree.

IV. CONTRACTOR:

- a) The Contractor shall arrange to post Security Guards in such a manner that guarding, patrolling, search of incoming and outgoing vehicles and persons whenever necessary in the area/premises on round the clock and take over the charge w.e.f. 00:00 Hrs. on 01-06-2020 of the site.
- b) The Contractor shall ensure that security guards are employed on 8 hours shift duties per day round the clock for 7 days of the week. The person in security section should be employed from Monday to Saturday and Monday to Friday, from 09:30 IST to 18:00 IST with lunch break from 13:30 IST to 14:00 IST. For this, the contractor shall maintain an attendance register and muster roll or payments for his employees, which the assigned AAI shall be entitled to inspect.
- c) The Contractor shall ensure that all staffs shall attend the office in proper uniform.
- d) In order to ensure that the manpower deployed are able to discharge their duties, the contractors shall provide them with all necessary facilities in the form of registers, stationery, torch light with battery, uniform, shoes, socks and other uniform items etc., at his own cost.
- e) The Contractor shall supervise his staff on daily basis and ensure that performance and turnout are such that the purpose of the contract is dully achieved/fulfilled.



- f) The Contractor shall be responsible for the orderly and disciplined behaviour of his employees towards all including AAI employees. The Contractor shall be bound to withdraw any employee responsible for misconduct and so named by AAI.
- g) The Contractor shall extend due courtesy to AAI officials.
- h) The Contractor shall ensure that any dispute between him and his employees is to be settled outside the AAI premises for this purpose.
- i) The Contractor shall preserve all records maintained for AAI and hand over the same to AAI officer from time to time and positively within the time of the contract period.
- j) The Contractor shall maintain proper records and register required to be maintained by them in accordance with statutory provisions of various Acts and Rules framed there under.
- k) The Contractor will be responsible for payment of wages to his employees including allowances, bonus, gratuity etc. As may be applicable and payable under various laws, rules and orders issued by the Govt. regulating authorities time to time.
- l) The Contractor should provide the duty rosters of the security guards in advance by mail to Sh. Malay Mukherjee, Sr. Supdt (HR-Security), mail id: malay62@aai.aero.
- m) The Contractor shall take all the steps/disciplinary action against his employee(s) due to breach of terms of the contract.

4. TERMS OF PAYMENTS: -

- a) In lieu of services offered by the contractor, AAI shall pay the rate as per contained in **Annexure-I** during the validity of the contract. The above rates are subject to change as per notification issued by the Director, General of Resettlement (DGR) from time to time.
- This rate includes loading for salaries during weekly off, E.S.I./PF/TS (if any) and other statutory liabilities. The payment of the contract will be made after carrying out proper examination of the relevant documents regarding statutory payment (for previous month) e.g. E.S.I/PF, tax etc. It would be obligatory on the part of the contractor to produce attendance sheet and other register, on requisition by AAI.
- b) Any excess payments(s) made to contractor whether due to inadvertent mistake of the company, amount shall be recoverable from the contractor as deduction from his bill.
- c) The contractor shall furnish monthly bills on 1st day of each calendar month in triplicate with details of duties performed by his employees for payment to AAI.



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Page 06 of 07

- d) The Contractor shall disburse all payments to its employees by 7th day of the following month by 'ECS' to the bank A/C of the individual employees.
- e) All payments will be subject to deduction of income tax at source as per Income Tax/GST rules. The contractor shall be liable to submit proof of income tax deductions, if called for by AAI.
- f) In case the contractor fails to make payment of wages/makes short payment to his employees within the stipulated date, AAI may make payment of wages in full or the unpaid balance due, as the case may be, to the contractors employees and recover the amount so paid from the contractor either by deduction from any amount payable to the contractor under any contract or as a debt payable by the



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Page 06 of 07

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- g) The contractor shall provide to all its security employees PF & ESI facilities and ensure payments to PF Commissioner and ESI authorities as per law.

5. MISCELLANEOUS :-

- a) The Contractor shall take steps to obtain requisite License under the Contract Labour (Regulation and Abolition) Act/Rules for the above contractor, and shall comply with all statutory obligations under the applicable labour laws other relevant provisions of law for deployment of Security Guards, for the above contract. The contractor shall indemnify AAI against all claims and losses arising as a liability under the Employees State Insurance Act.
- b) Contract labour (Regulations and Abolition) Act. Employees Provident Fund Act, workmen's compensation Act, Arbitration Act, Industrial Disputes Act, Minimum Wages Act etc. or any civil or criminal law in force, so far as the employees of the contractor for the contract.
- c) The liability of any compensation for injury to the employees of the contractor or others arising as a result of duties the same shall bear by the contractor.
- d) With regard to the interpretation of the terms and conditions of this contract, the decision of AAI shall be final.
- e) Any civil or criminal dispute arising out of this contract shall be adjudicated within the jurisdiction of Hon'ble High Court, Calcutta and its court of law.
- f) Acceptance of this work order shall be submitted to this office within 07 days from the date of receipt of this order duly signed with date by the proprietor/authorised signatory on each page with official seal of the contractor.



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Page 07 of 07

- g) Contractor should fulfil all requirements as stipulated in the e-tender dated 11.03.2020 terms & conditions.
- h) Any further correspondence in connection with the contract should normally be addressed to the undersigned/ HOD, Security,ER
- i) The contractor shall visit this office for site inspection and fulfil other formalities by 29.05.2020
- j) For day to day reporting and co-ordination the Contractor/Supervisor should report to the **Sh. Malay Mukherjee, Sr. Supdt (HR-Security)**, in person or on Phone No. 9933544822, at 1st Floor, AAI, Operational Building.

Encl: Annexure – I

To,
M/s Feroz Khan Security Agency
1/48 Mukundapur, 24 Pgs (south),
Kolkata, WB-700 099

Internal copy to: RED(ER)/ GM(Fin)/ GM(HR).

PR 26.05.2020

(RITWIK ROY)
Jt.GM(Security), ER
For -Regional Executive Director(ER)
Airports Authority of India
N.S.C.B.I. Airport, Kolkatta-700 052

Signature Not Verified

Digitally signed by RITWIK ROY
Date: 2020.06.01 15:53:03 IST

Location: eProcurement System for Central

पूर्वी क्षेत्र

नेताजी सुभाष चन्द्र बोस अन्तरराष्ट्रीय हवाई अड्डा, कोलकाता
Eastern Region Netaji Subhas Chandra Bose International Airport, Kolkata-73

PSUs

दूरभाष कार्यालय : 2511-9600

Tel Office : 2511-9600