



**BY SPEED POST / EMAIL**



**भारतीय विमानपत्तन प्राधिकरण**

**AIRPORTS AUTHORITY OF INDIA**

AAM/E&M/706/TMSM/94/102

APRIL 29, 2021

To

M/s. Oriental Airport Systems  
B-91, Mayapuri Industrial Area  
Phase - I  
New Delhi-110 064

Dear Sirs,

**SUB:** Hiring of Truck-mounted Sweeping Machine (Operation-cum-Maintenance) for AAI at Chennai Airport.

**REF:** 1. Award Letter/Work Order No.AAM/E & M/706/TMSM/94/691, dated 19.10.2020.  
2. Our email dated 23.03.2021 reg. Inspection & Placement of Machine.  
3. Your email dated 09.04.2021 & 29.04.2021 on the above.

- - -

Further to the Award Letter/Work Order under reference and Inspection of and Placement of Machine held on 13.04.2021, you are requested to deploy the Truck Mounted Sweeping Machine w.e.f. 12<sup>th</sup> May, 2021.

Accordingly, the initial period of contract shall be for 18 months, reckoned from **12.05.2021 to 11.11.2022**, further extendable by nine months on the same rates and Terms & Conditions, subject to satisfactory performance. All other terms & conditions of NIT shall remain same.

Thanking you,

Yours faithfully,

*Rajesh* 29/04/21  
(P.R. RAJESH)

Assistant General Manager (Tech)

फैक्स : 044 - 2256 0008 इ पी ए बी एक्स : 2256 0551, चेन्नई हवाईअड्डा, चेन्नई - 600 016.

Fax : 044 - 2256 0008 EPABX : 2256 0551, Chennai Airport, Chennai - 600 016.



**BY SPEED POST / EMAIL**

**भारतीय विमानपत्तन प्राधिकरण**

**AIRPORTS AUTHORITY OF INDIA**

AAM/E&M/706/TMSM/94/ (691)

OCTOBER 19, 2020

To

M/s. Oriental Airport Systems  
B-91, Mayapuri Industrial Area  
Phase - I  
New Delhi 110 064

**AWARD LETTER / WORK ORDER**

Dear Sirs,

**SUB:** Hiring of Truck-mounted Sweeping Machine (Operation-cum-Maintenance) for AAI at Chennai Airport.

**REF:** 1. Authority's NIT No.AAI\_CHN\_TECH\_2020\_02 (Tender ID No.2020\_AAI\_52897\_1).  
2. Contractor's Technical & Financial Bids submitted through CPP portal.  
3. Authority's email dated 18.09.2020 and Contractor's reply email dated 18.09.2020 regarding justification of the price quoted in the Financial Bid.

- - -

With reference to the above, the Competent Authority is pleased to award you the subject work on the following rates quoted by you:-

| Sl. No. | Descriptions of Work/Item(s)                                                                                                                                                                                               | Rate per Month                |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1.      | Hiring of 01 No. Truck-mounted Sweeping Machine (Operation-cum-Maintenance) for AAI at Chennai Airport, to be deployed on 08 hrs. a day on all days of the month, (including Saturdays & Public holidays), except Sundays. | Rs.1,98,000/- (excluding GST) |
| 2.      | Rate per extra hour for deployment beyond 08 Hours a day.                                                                                                                                                                  | Rs.800/-                      |

All the Terms & Conditions of the NIT under reference shall form part of this Work Order, however, the mentionable part thereof are given below:-

**Period of Contract**

The above contract shall be valid for an initial period of 18 months reckoned from the date of deployment of Sweeping Machine and further extendable by nine months on the same rates and Terms & Conditions, subject to satisfactory performance by the contractor.

(Page 1 of 8)

फैक्स : 044 - 2256 0008 इ पी ए बी एक्स : 2256 0551, चेन्नै एयरपोर्ट, चेन्नै - 600 027.

FAX : 044 - 2256 0008 EPABX : 2256 0551, Chennai Airport, Chennai - 600 027.

*Signature*  
19/10/20



**Mobilization Period**

The contractor shall provide the machine within a period 60 days from the date of issue of Award Letter. However, extension of above shall be considered, at the sole discretion of the AAI on merit of the case.

**Security Deposit**

- i) The contractor, whose tender is accepted, will be required to furnish a Security Deposit for the due fulfillment of this contract, which will amount to a sum equal to @ 10% of annual contract Value (i.e. Quoted Monthly Hire Charges x 12 months), within 30 calendar days from the date of issue of Award Letter.
- ii) The Security Deposit shall be furnished in the form of Demand drawn in favour of 'Airports Authority of India', payable at Chennai from a Nationalized / Scheduled Bank (but not from Co-operative or Gramin Bank) after adjusting the EMD. Alternatively, the contractor can submit a Bank Guarantee as per AAI's prescribed format for the entire amount of Security Deposit and in such case the EMD will be refunded. The Bank guarantee shall be submitted within 30 calendar days from the date of issue of Award Letter and it will be valid till 90 days after the end of the expiry of the contract.
- iii) In case contractor fails to submit the Security Deposit within the stipulated period (30 days), interest @ 12% per annum (non-refundable) on Security Deposit amount would be levied for the delayed period of submission and shall be deducted from the first bill payable to the Contractor. The amount @ 10% of the basic amount of each running bill would be withheld till the total amount is recovered against Security Deposit. As and when the agency submits the Security Deposit, the withheld amount would be released but the interest shall not be refundable to the contractor.
- iv) 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 (90 days) subject to realization of dues, if any to be made from the contractor. No interest or any other expense whatsoever on Security Deposit is payable by AAI.
- v) AAI shall have unqualified option to forfeit the Security Deposit if the contractor failed to carry out the services as per the terms and condition of the contract without prejudice to other rights and remedies available to AAI. Any sum of outstanding dues against the Contractor including any amount on acceptance and liquidated damages shall be recovered from the S.D. AAI shall also have the rights to forfeit or appropriate towards the damages or losses that may be sustained by AAI due to any act/ commission or defaults by the Contractor.

**Manpower**

The Contractor shall provide 01 No. Driver-cum-Operator and 01 No. Technician for Operation-cum-Maintenance of the Sweeping Machine.

*Lafar*  
19/10/20



**Condition of Machine**

(i) The Hired Truck-mounted Sweeping Machine should be registered with Transport Authority in India for commercial use on or after 01.07.2015. However, at the time of deployment, it should be registered with Tamil Nadu Transport Authority. Supporting documents are to be submitted by the contractor at the time of deployment.

(ii) The Machine shall comply with all rules and regulations under the Motor Vehicle Act, as amended by the appropriate authorities from time to time. The contractor shall maintain all supportive documents of the machine at all times such as Registration of Certificates (RC copy), Insurance, Fitness Certificate, Permits, PUC, payment of applicable taxes & duties etc. and keep alive during the period of the contract.

**Insurance/Permit/Licence/Passes etc.**

All taxes, duties, levies, licenses, RTO formalities, Aerodrome Entry Permit, Comprehensive Insurances etc., for the machine and **insurance for contractor's workmen will be obtained and kept alive during the currency of the contract** by the contractor at his own expenses.

**Note:-** A copy of Insurance Policy shall be submitted to this office for record.

**Contractors Obligations & Liabilities**

(i) The contractor has to produce the photocopy (self-attested) of the Challan of the P.F & E.S.I.C paid to the concerned Regulatory Bodies, Statement of minimum wages paid through cheque or e-payment details thereof, for each month to their workmen at the time of submission of bills. No payment shall be made to the firm without submission of these documents for verification.

(ii) The contractor has to produce the photocopy (self-attested) of the proof clearly indicating salary paid to their workmen such as Bank Statement, Bank Pass Book of Workmen etc. for each month at the time of submission of bills. No payment shall be made to the firm without submission of these documents for verification.

(iii) The contractor shall on award of the contract, submit Minimum Wages Affidavit executed on a non-judicial stamp paper of Rs.100/- and attested by Notary Public, as per the attached **Annexure-A**.

**Inspection and placement of Machine:**

(i) Before commencement of contract, the contractor shall produce the machine as per Technical Specifications detailed in Section-VII of the tender, at the designated place, date & time for inspection within the stipulated period, at his own cost.

(ii) The machine shall be in the name of Bidder / Firm / Proprietor / Owner/ Partner OR under the Notarized Power of Attorney (POA).

(iii) The copies along with originals of R.C. Book, Certificate of comprehensive Insurance, Fitness, Permit, PUC certificate, Road tax Token and any other related documents for having registered the machine with Tamil Nadu Transport Authority as per the Motor Vehicle Act 1988, shall be produced at the time of inspection.

*Signature*  
19/10/20



CONTINUATION SHEET.....

(iv) The decision with regard to acceptance / rejection of the machine offered by the contractor, as per the tender conditions, shall remain with AAI, which shall be final and binding upon the contractor. AAI shall not be liable to pay any charges / expenses whatsoever to the contractor in case of rejection of machine.

**Contract Agreement**

The contract agreement shall be executed on a non-judicial Tamil Nadu Stamp Paper of value Rs.100/- as per the attached **Annexure-B** and the cost of the same shall be borne by the Contractor.

**EMS Undertaking**

EMS Undertaking as per the attached **Annexure-C** shall be submitted along with the above contract agreement.

Please acknowledge the receipt of this Work Order and return a copy thereof duly signed, dated and stamped as a token of having accepted the same.

Thanking you,

Yours faithfully,

*Rajesh*  
19/10/20

**(P.R. RAJESH)**

Assistant General Manager (Tech)

Encl.: as above.

**ANNEXURE-A**

**(To be executed on a non-judicial Tamil Nadu stamp paper of Rs.100/- and  
attested by Notary Public and submitted by  
Successful Bidder after award of work)**

**MINIMUM WAGES AFFIDAVIT**

We, ..... having our Registered Office at  
....., hereinafter referred to as 'contractor' which expression shall include  
its successors in interest and permitted assigns, do hereby solemnly affirm and  
declare as under:-

1. That we are the contractor for executing the work  
..... at Chennai Airport.
2. That we are aware that in accordance with the Minimum Wages Act, 1948,  
payment of minimum wages to labourers is mandatory.
3. That we are also aware that deduction of provident fund amount at the  
prescribed rate and its timely deposit to the P.F. account is a legal obligation under  
the EPF & MP Act-1952 & Contract Labour (Regulation and Abolition) Act, 1970.
4. That we are fully observing the aforesaid legal obligations and undertake to  
strictly adhere to the same during the currency of the contract.
5. That we understand that in case of any failure in complying with the  
undertaking mentioned in the preceding paragraph, we are liable to pay the penalty  
that the Government may impose or any other action that may be taken having  
regard to the circumstances of the case.
6. That the contents of the foregoing paragraphs of this Affidavit are true to our  
knowledge and belief.

Executed at ..... (Name of place) on this  
.....(date/month/year).

Signature of authorized signatory

Name :  
Designation :  
Office Stamp :

Witness:-

(Signature with Name & Address)

1.

2

**ANNEXURE-B**

**(To be executed on Rs.100/- Tamil Nadu Non-judicial Stamp Paper)**

**A G R E E M E N T**

THIS Agreement made this day \_\_\_\_\_ between the **"Airports Authority of India"**, a Statutory Corporation set under an Act of Parliament and having its Registered Head Office at Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi 110 003 and Department of Technical (MT Section) at Chennai Airport, Chennai – 600 016 represented by its Assistant General Manager (Tech), AAI, Chennai Airport herein after referred as **"Authority"** which term shall mean and include the successors in law of one part and **"M/s Oriental Airport Systems, B-91, Mayapuri Industrial Area, Phase – I, New Delhi-110 064"** hereinafter called the **"Contractor"** which term shall mean and include their legal representatives and successors in law on the other part.

WHEREAS the contractor have submitted the tender for carrying out the work of **"Hiring of Truck-mounted Sweeping Machine (Operation-cum-Maintenance) for AAI at Chennai Airport."** and the same has been accepted by the Authority on the terms and conditions contained in Award Letter/Work Order AAM/E&M/706/TSM/94/691, dated 19.10.2020.

And whereas and M/s. Oriental Airport Systems, B-91, Mayapuri Industrial Area, Phase – I, New Delhi-110 064 has submitted their tender for Tender ID 2020\_AAI\_52897\_1 through [www.etenders.gov.in](http://www.etenders.gov.in) portal and AAI has accepted their aforesaid proposal and awarded the work to M/s. Oriental Airport Systems, as per terms and conditions contained in Award Letter / Work Order AAM/E&M/706/TSM/94/691, dated 19.10.2020 and documents referred to therein which have been accepted by M/s. Oriental Airport Systems, resulting into a **'CONTRACT'**.

**NOW, THIS DEED WITNESSES AS UNDER:-**

That the terms and conditions in the Award Letter/Work Order No. AAM/E & M/ 706/TSM/94/691, dated 19.10.2020 shall form part of the agreement.

Following documents shall also form part of this agreement –

1. Authority's NIT No.AAI\_CHN\_TECH\_2020\_02 (Tender ID No.2020\_AAI\_52897\_1).
2. Contractor's Technical & Financial Bids submitted through CPP portal.
3. Authority's email dated 18.09.2020 and Contractor's reply email dated 18.09.2020 regarding justification of the price quoted in the Financial Bid.

In witness whereof parties have this \_\_\_\_\_  
\_\_\_\_\_ affixed their signatures.

**Contractor**

**Assistant General Manager (Tech)**

WITNESSED BY ME

- 1.
- 2.

**ANNEXURE-C**

**(To be furnished on Company's Letter Head and submitted  
by Successful Bidder after award of work)**

**UNDERTAKING BY THE AIRLINES, GOODS/SERVICES PROVIDERS AND  
CONTRACTORS OF CHENNAI AIRPORT**

|                          |                                                                                                  |
|--------------------------|--------------------------------------------------------------------------------------------------|
| NIT No.<br>Tender ID No. | NIT No. AAI_CHN_TECH_2020_02.<br>2020_AAI_52897_1                                                |
| Name of Work             | Hiring of Truck-mounted Sweeping Machine (Operation-cum-Maintenance) for AAI at Chennai Airport. |
| Name of Contractor       | M/s Oriental Airport System                                                                      |
| Work Order No. & Date    | AAM/E & M/706/TMSM/94/691, dated 19.10.2020                                                      |

1. Airports Authority of India, Chennai Airport has established an Integrated Management System (IMS) under ISO 9001:2015 (Quality Management System), ISO 14001:2015 (Environment Management System) & OHSAS 18001:2007 (Occupational Health and Safety Assessment) International Standards to provide Quality and Environment friendly services of International Standards.

2. We, the Airlines, Goods/Services providers and Contractors of Chennai Airport appreciate and respect the commitment & initiatives taken by the management of AAI, Chennai airport to protect and preserve the environment at Airport.

3. We hereby abide by the conditions stipulated herein with respect to our activities in the airport and not to pollute the environment of the airport in any manner & cooperate with the Airports Authority of India, Chennai Airport. We hereby undertake that:

- a) The work areas shall be kept clean
- b) Adequate number of Waste bins shall be placed in working space to collect different type of Scraps and the Wastes.
- c) The following wastes shall be segregated and stored in designated place, as far as possible: -
  - Oil soaked cotton wastes
  - Spent oil (Haz wastes)
  - Asbestos wastes
  - Worn out Tyres
  - Discarded Equipments, structures
  - Construction wastes, debris
  - Glass wastes
  - Insulation wool waste
  - Metallic wastes
  - Empty Paint drums, containers (Haz wastes)
  - Metallic Cans
  - Polythene/plastic wastes
  - Paper/card board waste
  - Discarded food
  - Other bio degradable wastes
  - E wastes (Haz wastes)
  - Automotive/ Industrial Battery etc.

4. The waste shall be stored at locations identified by AAI Management of Chennai airport. Subsequently the wastes shall be disposed off in accordance with waste management plan.
5. Hazardous wastes (Spent oil, contaminated jute/cotton/gloves, e-wastes, bio medical wastes shall be secured and disposed as per guidelines of regulatory authority (TNPCB).
6. To the extent possible, fuel oil, electrical power, water, cooking gas etc. will be conserved.
7. Plastic bags of less than 40 micron shall not be used and /or issued by us inside AAI premises.
8. We shall obtain the MSDS (Material Safety Data Sheet) of all chemicals used by us in AAI campus and study their characteristics and the disposal method. Chemicals which are found to be environmental friendly shall only be used.
9. If any chemical is found not environmental friendly/safe, additional precautions for their use and disposal shall be taken as indicated in MSDS.
10. Copies of MSDS will be retained by us & made available as and when requested by AAI officials.
11. Wherever any chemical like fuel oil, lub oil, Hydraulic oil, grease, paints are used, we shall arrange or keep ready a spill control kit at our own cost, for emergency purpose and shall use the same in case of emergency.
12. Diesel/ Petrol operated Vehicles used by us for transportation of man & material to and from AAI campus, Apron, Runway etc. shall be PUC (pollution under control) compliant. Copies of the PUC certificate shall be handed over to concerned AAI dept.
13. Wherever we arrange food for our workmen, we shall keep waste bins for collection of waste generated in the process.
14. Failure to comply with the requirements mentioned above shall attract a penalty or any other strictures as deemed fit by the AAI authorities
15. We understand that AAI, Chennai Airport will organize briefing/ training of our designated Supervisor/Manager about the IMS requirements. We shall ensure the presence/participation during such session. Thereafter, we shall ensure the necessary training of our workmen and staff and compliance of the requirements.
16. We shall identify one supervisor responsible for EMS compliance.
17. We understand and agree that no additional payment shall be made by AAI management for IMS compliance.

Date:

Authorized Signatory:

Name of the Agency:

Office Stamp:

(Page 8 of 8) Signature Not Verified

Digitally signed by P R RAJESH  
Date: 2021.05.10 15:48:59 IST  
Location: eProcurement System for Central  
PSUs