



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
NSCBI AIRPORT, KOLKATA – 52

No.: - AAI/KOL/CNS STORE/SECURITY-DGR/2020

Date: - 11.12.2020.

To,

M/s. 6073 Prodyut Kumar Banerjee Security Agency,
Plot No. 240, Shop No.2, Sector II, Salt Lake City,
Kolkata – 700 091.

e-mail: banejee2651@gmail.com; abanjo67@gmail.com; Ph. 033-23346761/8130256761.

Subject: - Deployment of Security Guard at CNS Installations.

Sir,

Reference is made to this office e-NIT No. 2020_AAI_61576_1 on the above mentioned subject.

The competent authority of AAI, which term included unless repugnant to the context its successor and assigns by Airports Authority of India, having its corporate Head Quarter at Rajiv Gandhi Bhavan, Safdarjung Airtort, New Delhi – 110 003 and Regional Head Quarter situated at NSCBI Airport, Kolkata – 700 052, herein after called the Company and M/s. 6073 Prodyut Kumar Banerjee Security Agency having its registered office at Plot No. 240, Shop No.2, Sector II, Salt Lake City, Kolkata – 700 091, herein after called the Contractor.

Whereas the said Company has entrusted to the Contractor the job of providing Security Guards at HF Transmitting Station at Garui, MSSR Station at Badu, Remote VHF Station at Kolkata Airport, CNS Store Complex at Kolkata Airport, Nilganj (Barasat) O/M and Salt Lake O/M and the Contractor shall undertake, organize and carry out the same with full responsibility, with the following terms and conditions.

1. PERIOD: -

- i) The contract under this work order shall commence as the duration mentioned in point 2(i) unless extended by the Company.
- ii) The contract may be terminated by mutual consent between the Company and the Contractor, by either party giving a full calendar month's notice to the other party.
- iii) Notwithstanding anything contained in this work order, the contract may also be terminated by the Company without assigning any reason by giving Registered Notice of 15 days to the Contractor and without payment of any compensation. This shall also apply if the agency substantially fails to or delays in carrying out the contractual obligations.
- iv) The Company may, with the written consent of the Contractor extend the period of this contract with the same terms and conditions.
- v) The Contractor will continue to provide the services as per contract within and after notice period till alternative arrangement is made by the Company.

2. GENERAL: -

- i) The Contractor will provide manpower as per table below.

Sl. No.	Location	Duration of Contract	Manpower to be Deployed	
			Armed	Unarmed
1.	HF Transmitting Station, Garui	19.12.2020 to 18.12.2022	06	03
2.	MSSR Station, Badu	---do---	03	06
3.	Remote VHF Station, Kolkata Airport	---do---	Nil	04
4.	CNS Store Complex, Kolkata Airport	---do---	Nil	04
5.	Nilganj (Barasat) Outer Marker	---do---	Nil	04
6.	Salt Lake Outer Marker	---do---	Nil	04
Total Manpower: -			09	25

- ii) The Contractor shall ensure that the Security Guards provided are as per DGR guidelines.
- iii) The Company may call for proof of fitness, including Police verification, from the Contractor in respect of the manpower deployed. If necessary, the Contractor may be ordered to get any of its staff medically checked by an authorized doctor at the Contractor's expense and withdraw him from duty, if not fit.
- iv) The Contractor shall supply the following information along with supporting documents in respect of each Ex-serviceman to be deployed.
- Name, Father's name, Date of Birth, Educational qualification, Two identifying body marks, Full residential address, Past experience, Two passport size photographs, Copy of Discharge Certificate from Defence Services and Copy of Ex-servicemen Photo Identity Card.
- v) No staff shall be substituted with another without approval of the Company.
- vi) The Company may ask for replacement of any or all of the Security Guards if he/they does/do not fully meet the security requirement.
- vii) The Contractor will provide its each employee with Photo Identity Card.
- viii) The Contractor will ensure that the manpower provided, will not be involved in any trade union activities.
- ix) Manpower provided by the Contractor shall be the employees of the agency for all purpose, as well as for the purpose of this contract.
- x) In case, the work load is getting reduced/increased because of change of number of points or similar such events, the Company may with 30 days' notice, order the Contractor to reduce/increase the staff as specified by the Company. The contract value will be changed proportionately.

xi) The Contractor shall not sublet the contract awarded to any other firm and if subletting is established at any stage during the contract period, the same is liable to termination after issue of a notice as provided for in the contract. In addition, a penalty @ 10% of the bill amount for the concerned month(s) shall also be levied.

3. DUTIES: -

Duties and responsibilities of the Security Guards and the Contractor shall include the following.

I. SECURITY GUARDS: -

- i) To extend courtesy round the clock to visitors, customers and AAI employees and to maintain peace & security at the unit/location to the best of his ability, including opening and closing of gates of the respective complex, so that no unauthorized person can enter the complex.
- ii) To take complete charge of the premises and equipment and guard the said premises and stores/furniture/various office equipments/valuable office records etc. To ensure that no theft or pilferage of any kind takes place in the complex of AAI.
- iii) To man entry points & regulate/check the flow of men, materials, transport etc.
- iv) To apprehend immediately and report to the Unit-In-Charge or the competent officer of AAI for any trespassers under suspicious circumstances.
- v) To watch habitual offender and miscreant and inform to the UIC/competent officer of AAI, if anything unusual is noticed.
- vi) To seize goods not found in order or suspected to be stolen.
- vii) To perform incidental and allied duties as may be appropriate for safety and security of the men and material of AAI.

II. CONTRACTOR: -

- i) The Contractor shall arrange to post Security Guards in such a manner that Guarding and patrolling of the area/premises is done throughout 24 hours of a day and 7 days in a week.
- ii) The Contractor shall ensure that Security Guards are employed on 8 hours shift duty per day round the clock for 7 days of the week. For this the Contractor shall maintain an Attendance Register and Muster Roll for payments to his employees, which the assigned company officials shall be entitled to inspect.
- iii) The Contractor will ensure that his officials are in uniform and fully alert.
- iv) In order to ensure that the manpower deployed are able to discharge their duties, the Contractor shall provide them with all necessary facilities in the form of Registers, Stationery, Uniform, Shoes, Socks and other uniform items at his own cost.

- v) The Contractor shall supervise his staff and ensure that performance and turnout are such that the purpose of the contract is fully achieved.
- vi) He shall visit the premises periodically and meet competent company officials whenever specially called by the latter and carry out the tasks assigned efficiently, diligently and to the satisfaction of the Company.
- vii) The Contractor shall be responsible for the orderly and disciplined behaviour of his employees towards all including Company employees and will be bound to withdraw any employee responsible for misconduct and so reported by the competent official.
- viii) The agency shall extend due courtesy to company officials.
- ix) The Contractor shall ensure that any dispute between him and his employees is settled outside the premises, property etc. for this purpose.
- x) The Contractor shall preserve all records maintained for the Company and hand them over to the company official from time to time and positively within the time of the contract period.
- xi) The Contractor shall maintain a duty roster for each location and submit a copy to the respective Unit-In-Charge well in advance whenever a new roster is prepared.
- xii) The Contractor shall maintain proper records and registers required to be maintained by them in accordance with statutory provisions of various Acts and Rules framed there under.
- xiii) The Contractor will be responsible for payment of wages to his employees including allowances, bonus etc. as may be applicable and payable under various laws and rules.

4. TERMS OF PAYMENT: -

- i) In lieu of services offered by the Contractor, the Company shall pay as per the DGR rate during the validity of the contract. The rates are subject to change as per notification issued by the Director General of Resettlement (DGR) from time to time.
- ii) The rate includes loading for salaries during weekly off, ESI/PF and other statutory liabilities. This also includes taxes. The payment to the Contractor will be made after carrying out proper scrutiny of the relevant documents regarding statutory payment (for previous month). It would be obligatory on the part of the Contractor to produce attendance sheet and other registers, on requisition by the Company.
- iii) Security Deposit equal to 10% of the first month's wage bill shall be deducted from the first bill which will be returned on completion of the contract or its extension, whichever is later.
- iv) Any overpayment made to the Contractor, whether due to the fault of the Company or Contractor, shall be recoverable from the Contractor as deduction from his bill.
- v) The Contractor shall furnish monthly bills by the last date of each calendar month in triplicate with details of duties performed by his employees, for payment.

- vi) The Contractor shall disburse payments to its employees/guards(armed & unarmed) by 7th day of the following month in the presence of company representative who will countersign the register as proof of payments.
- vii) The payments contractor will be released on Monthly basis on submission of bill along with proof of disbursement of salary and deposit of ESI. EPF etc. with appropriate authority (with documentary evidence).
- viii) All payments will be subject to deduction of income tax at source as per income tax rules and penalty imposed (if any). The Contractor shall be liable to submit proof of income tax deduction, if called for so.
- ix) In case the Contractor fails to make payment of wages/makes short payment to his employees within the stipulated date, the Company may make payment of wages in full or the unpaid balance unpaid balance due, as the case may be, to the employees and recover the amount so paid from the agency either by deduction from any amount payable to the Contractor under any contract or as a debt payable by the Contractor.
- x) The Contractor shall provide PF facility to all his employees and ensure payment to PF Commissioner as per law.
- xi) The Contractor shall be liable to submit acknowledgements of ESI contribution deposited to ESI authority.

5. MISCELANNEOUS: -

- i) The Contractor shall take steps to obtain requisite license under The Contract Labour (Regulation and Abolition) Act 1970 for the above agency, and shall comply with all statutory obligation under the applicable labour laws and other relevant provisions of law for deployment of Security Guards for the above contract.
- ii) The Contractor shall indemnify the Company against all claims and losses arising as a liability under the Employees State Insurance Act, Contract Labour (Regulation and Abolition) Act, Employees Provident Fund Act, Workmen's Compensation Act, Arbitration Act, Industrial Disputes Act, Minimum Wages Act, Payment of Wages Act etc. or any Civil or Criminal Law in force, so far as they relate to the employees engaged by the Contractor for the contract.
- iii) With regard to the interpretation of the terms and conditions of this contract, the decision of the Company shall be final.
- iv) For the purpose of civil/criminal jurisdiction arising out of this contract, the Company's Headquarter/Head Office shall be deemed to be its Kolkata office where the cause of action would deem to arise.
- v) An Agreement has to be signed by the proprietor of the Agency and the Company, within 15 days from the date of receipt of this Work Order on non-judicial stamp paper of Rs. 100.00 in the enclosed format.

6. CHARGES PER MONTH: -

Sl. No.	Category of Guard	Rate per month per Guard (exclusive GST) (Rs.)	No. of Post	Amount per Month (Rs.)
1.	Armed	41333.21	09	371998.89
2.	Unarmed	41031.81	25	1025795.25
Grand Total: -			34	13,97,794.14 = 13,97,794.00

Grand Total per Month: - Rs. Thirteen Lakh Ninety Seven Thousand Seven Hundred Ninety four only plus GST as applicable.

7. OTHER TERMS & CONDITIONS: -

The letter of award of the work shall form a part of the contract and all terms and conditions mentioned in AAI e-NIT 2020_AAI_61576_1 , published in website www.etenders.gov.in shall be applicable on this contract/work and shall remain unchanged and binding to both the Contractor and Company.



के.के. साहा/ K.K.SAHA

उप महाप्रबंधक(सीएनएस) भा.वि.प्रा /DGM (CNS),

भारतीय विमानपत्तन प्राधिकरण / Airports Authority of India

एन.एस. सी. वि.आई.हवाई अड्डा, कोलकाता/N.S.C.B.I.AIRPORT,KOLKATA.