



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

BY SPEED POST/E-MAIL

Work Order

Ref. No: AAI /BM/TECH/Driver Hiring/2021/12-16

Date: 05.01.2021

To,

Esenbee Multipurpose Services
M 1 2, Mulik Complex Wardha Road
Somalwada, Nagpur, Maharashtra
440022.
Ph. No.: 91-9765049073, 91 - 0712 - 2295807
Email: mangeshksagar03@gmail.com, parthasuvra@gmail.com

Name of Work: "Deployment of 05 No. of Drivers for Driving Operational Jeep/ Grass Cutting Tractor (06 days a week Incl. holidays for one year extendable by 06 months) at Belagavi Airport."

Ref.

1. E-Bid no. 2020_AAI_62637_1, Dated-25.11.2020, Your Bid: 221938

Sir,

Reference is made to your e-tender opened on 07.12.2020 Vide e-bid No. 2020_AAI_62637 for the work of "Deployment of 05 No. of Drivers for Driving Operational Jeep/ Grass Cutting Tractor (06 days a week Incl. holidays for one year extendable by 06 months) at Belagavi Airport".

The competent authority has accepted your offer on behalf of Chairman AAI i.r.o above work for 01 (one) year period for an amount of Rs. 11,19,463.80/- (Rupees Eleven Lakh, nineteen thousand, four hundred sixty-three & eighty paise Only) which is 13.62% below the justified amount of Rs. 12,95,964.00. The quoted rate and justified cost is excluding GST, ESI, EPF and Bonus. AAI is pleased to place the work order as per the Annexure & terms and conditions indicated hereunder and as per the NIT/ Tender Document.

1. The period of work shall be for one (01) Year which shall be reckoned from the 15/01/2021 and further extendable by another 06 months with approval of AAI, Competent Authority, on same terms & conditions on satisfactory performance and mutual consent.
2. The rates quoted shall be inclusive of all applicable taxes/ charges except GST, ESI, PF and bonus. GST amount is payable for taxable supply/ service provided by agency against a valid tax invoice and as per the prevailing rates applicable at the time of billing.
3. The EPF, ESI and Bonus amount will be paid to the employees engaged for the said work as per prevailing labour, PF, ESI rules and the amount towards will be reimbursed after



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submission of the proper documentary proof on actual payment. The work shall be executed as per the Tender/Agreement specifications as indicated in the schedule of work.

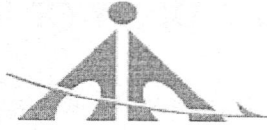
4. The quantity shown in Schedule of work may vary during actual execution of work. You shall carry out the works as per actual site requirement. Increase in quantity of item or items of work shall be executed by you at the quoted rate.
5. The payment of wages should be made to the employed manpower/ labour's bank account number through RTGS/ NEFT/ Cheque only, by 7th of every successive month and Bank statement/ Challan reflecting the disbursement of wages shall be submitted along with monthly bills as proof of payment. Delay in payment will attract a penalty as per the terms and condition of the contract.
6. You will be allowed monthly running payments for which interim/ running bills as per agreement shall be submitted by you to this Office/ Junior Executive (Tech)/In-Charge (Technical), AAI, Belagavi Airport with all supporting documents as per Tender Clause.
7. **Security Deposit:** The security deposit at the rate of **03% (Three Percent)** of gross amount of each running bill shall be deducted apart from other applicable deductions. The security deposit will be released after the completion of defect liability period on production of labour clearance certificate issued by concerned authority. Defect liability period for this work shall be 03 months. The contractor may submit a BG as security deposit as per clause 29 of pg. 16 of tender document. **03% of the Contract value is Rs. 33,584.00.**
8. **Payment of Bill:** The bill shall be submitted at monthly intervals or before the date fixed by the Junior Executive (Technical)/Work In-Charge or his authorised representative for all the works executed since previous bill.. The contractor shall submit all the bills on the Performa prescribed by the Work In-Charge or his authorized representative, in triplicate. The payment due to the contractor shall be made within 30 days of the submission of the bill by the contractor and the measurement shall be verified by authorised representative or work in-charge within 10 days of submission of the bill. Following Documents may be submitted for clearing of the bills.
 - a. Tax Invoice
 - b. Monthly Challans of EPF & ESI deposits up to previous month
 - c. Wage Register signed by workers.
 - d. Bonus details received and signed by workers
 - e. Log Books & Attendance Register
 - f. Any other document as required by Work In charge
9. **Contract Agreement:** The contract agreement shall be executed on a non-judicial stamp paper of value of Rs.100/- and cost of the stamp paper shall be borne by the Contractor within 15 days from the stipulated date of start of work. Contractor's tender including the letters of clarifications between the contractor and the AAI prior to the award of contract



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shall form a part of the Contract Agreement to the extent they have been accepted by AAI.

10. The Contractor shall comply with all the provision of the Minimum Wages Act, 1948 and Contract Labour (Regulation and Abolition) Act, 1970 amended from time to time and rules framed there under and other labour laws affecting contract labour that may be brought into force from time to time.
11. The Contractor shall comply with all the provisions of the Employees Provident Fund & Misc. Provisions Act, 1952, and EST Act, 1948, amended from time to time and rules framed there under. Some of the provisions are given below.
12. The contractor shall intimate his PF Account code Number allotted by Regional PF commissioner and ESI Registration Number allotted by ESI Corporation, after award of work and shall continue to have valid PF account code Number and ESI Registration No. till actual completion of the contract. The contractor shall provide a list of contract Workers engaged for contract work along with their PF Account No. & ESI Registration Number.
13. It is the responsibility of contractor that workers engaged through contract should be in proper uniform while on duty. Agency may provide 2 sets of uniform as per tender clause. Colour & Quality of Uniform should be duly approved by Work In Charge.
14. The contractor by 20th of every month shall provide a monthly statement showing recoveries of contribution and proof of remittance of provident fund contribution to RPFC and ESI contributions to ESI Corporation in respect of Workers engaged in contract work.
15. The contractor shall provide copies of PF & ESI challan of monthly contributions in respect of contract workers engaged for the said contract work on month to month basis.
16. AAI reserves the right to withhold minimum amount as detailed under, 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.
17. It is the responsibility of contractor to obtain Security Clearance from Bureau of Civil Aviation Security and submit Security Programme approved i.r.o Belagavi Airport. This is mandatory requirement for issue of Aerodrome Entry Permit to all its workers. If contractor/ his workers are found to violate any security regulations, he shall be black listed and be subjected to other legal proceedings.
18. Jr. Executive (Technical)/ In-Charge (Technical)/ Any other Officer Authorized by Airport Director, AAI, Belagavi will be the work In-Charge for this work. You are hereby directed to contact Jr. Executive (Technical)/ In-Charge (Technical), AAI, Belagavi immediately to take over the site latest by 15/01/2021 and commence the work.



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19. Any further correspondence in connection with the contract should normally be addressed to the O/o Airport Director, Airports Authority of India, Belagavi Airport, Karnataka – 591124.
20. A copy of the work order duly signed and stamped may please be returned to this office as a token of having accepted the work order.

Encl. Annexure – A: Schedule of Work

Thanking you,

(Rajesh Kumar Maurya)

Airport Director

AAI, Belagavi Airport

Copy to:-

1. Airport Director, AAI, Belagavi Airport.
2. GM (F&A), AAI, RHQ-SR, Chennai
3. Tech-In charge, AAI, RHQ-SR, Chennai.
- ✓ 4. JE (Tech); AAI, Belagavi Airport



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Annexure A

Schedule of Work

Sl. No	Description	Quantity	Amount (Excl. GST)
1	Deployment of 05 No. of Drivers for Driving Operational Jeep/ Grass Cutting Tractor (06 days a week Incl. holidays for one year extendable by 06 months) at Belagavi Airport. The Basic Rate shall be for 05 Nos. of Drivers Should be : Inclusive of:- 1.Current Minimum Wages, as stipulated by the State / Central Govt. whichever is higher. CLC 12.10.2020 2.Cost of Uniform with Shoes and Safety Jacket 3.Extra Payment of 03 National Holidays (Viz. 26th January, 15th August & 2nd October) 4.Profit and Overheads. 5.Charges towards making Airport Entry Pass, Airfield Driving Permit, Police Verification Certificate, BCAS charges if any etc. (excluding GST, employer contribution towards EPF & ESI) for the contract period. Exclusive of:- 1. GST 2. EPF 3. ESI 4. Bonus @ 8.33% of actual wages On Revision of Minimum Wages by State/Central Govt., the difference in minimum wages based on actual payment (minimum wages, EPF, ESI) made to driver by the contractor will be reimbursed as per actuals. However, no additional amount such as contractor's premium/profit will be paid on this reimbursement.	05 No. of Drivers, 06 Days a week (incl. Holiday) for 01 year.	Rs. 93,288.65 per month.
Grand total for 12 Months			Rs. 11,19,463.80

Thanking you,

(Rajesh Kumar Maurya)

Airport Director

AAI, Belagavi Airport

Signature Not Verified

Digitally signed by PRATAPRAO
SHRIPATRAO DESAI

Date: 2021.05.18 12:01:08 IST

Location: eProcurement System for Central
PSUs