



BY SPEED POST / EMAIL



भारतीय विमानपत्तन प्राधिकरण

AIRPORTS AUTHORITY OF INDIA

AAM/E & M/706/JOB CONTRACT/54/ 140

JUNE 24, 2021

To

M/s Weldone Contract Service
No.1, East Mada Street
Nungambakkam
Chennai – 600 034

Award Letter/Work Order

Dear Sirs,

SUB: Job Contract for providing services at Chennai Airport for Running & Operation of—

- (a) Battery-operated 3 wheeled E-Cart for FOD collection by deploying 01 No. Driver-Cum-Operator,
- (b) Pickup Van/ Maintenance Vehicle/VIP Vehicle/Bolero/TUV/Car etc. by deploying 04 Nos. Driver-cum-Operator.

REF: 1. NIT No. AAI_CHN_TECH_2021_04.
 2. Tender ID No.2021_AAI_76710_1
 2. Your Technical & Financial Bid submitted thru' CPP portal.

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

(Amount in Rupees)

Sl. No.	Description of Item	Rate per month	Qty.	Amount per month Rs. P.	Amount for two years
1.	Job Contract for providing services for operation of Battery Operated 3 wheeled E-Cart for FOD collection by deploying Driver-Cum-Operator.	22,290/-	01 No.	22,290/-	5,34,960.00
2.	Job Contract for providing services for operation of Pickup Van/Maintenance Vehicle/ VIP Vehicle/Bolero/TUV/Car etc. by deploying Driver-Cum-Operator.	22,290/-	04 Nos.	89,160/-	21,39,840.00
Note:- Scope of Work shall be as per Section-VI of Special Condition of Contract.		Total		1,11,450/-	26,74,800.00
		(excluding PF, ESI, Bonus & GST)			

All the Terms & Conditions of the NIT under reference shall form part of this Award Letter/Work Order and mentionable part thereof are given below:-

Period of Contract

The above contract shall be valid for a period of 2 (two) years, i.e. **from 01.07.2021 to 30.06.2023** and further extendable by 1 (one) more year on the same rates and terms & conditions, subject to satisfactory performance of the contractor.

(Contd..2)

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.

Handwritten signature



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 @ 3% of annual contract Value, i.e. Rs.40,122/- (Quoted Monthly Charges of Rs.1,11,450 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 Draft 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 (if applicable). Alternatively, the Contractor can submit a Bank Guarantee as per AAI's prescribed format (**Annexure-A**) for the entire amount of Security Deposit and in such case the EMD (if applicable) will be refunded. The Bank guarantee shall be submitted within 30 calendar days from the date of issue of Award Letter / Work Order and it will be valid till 90 days after the end of the expiry of the contract.

(iii) In case the Contractor fails to submit the Bank Guarantee within stipulated period, **interest at 12% p.a. on Bank Guarantee amount would be levied (non-refundable) for delayed period of submission and shall be deducted from the first bill payable to the Contractor.**

(iv) In case, the Contractor fails to submit bank guarantee within 60 days from the date of issue of Award Letter/Work Order AAI reserve the right to forfeit EMD (if applicable) and cancel the order, besides suspending the Contractor for one year, who shall not be eligible to bid for AAI tenders from date of issue of suspension order. However, AAI may accept the BG with delay by levying payable interest in case of justified reasons.

(v) Notwithstanding the above, 10% of the basic amount of each Running Bill plus levying interest at 12% p.a. on BG amount for delayed period of submission (non-refundable) 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

(vi) 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.

(vii) 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 Security Deposit 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.

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(Contd..3)



Uniform

The Contractor shall provide uniform of approved quality and color to his Driver/Driver-Cum-Operator. No extra payment shall be made in this regard. The uniform shall consist of Shirt, Pant, Shoes and Socks, safety jacket as approved by Work-in-charge. Contractor shall issue 2 Sets of Shirt and Pant, 2 sets of Socks with 1 pair of Shoe, 2 nos. of safety jacket for each person during the contract. Any additional requirement of any or all those mentioned in uniform shall be borne by the Contractor under any circumstances. All Driver/Driver-Cum-Operator will attend duty only in the approved uniform, which has to be maintained neat & clean.

Wages/EPF/ESI/Bonus

(i) Minimum Wages shall be paid as per the Minimum Wages Act, 1948 by the Contractor **as stipulated by Central/State Govt., whichever is higher** and also EPF, ESI & Bonus (as applicable) during the relevant period of contract.

(ii) The manpower shall be categorised under **"CONSTRUCTION OR MAINTENANCE OF ROADS OR RUNWAYS OR IN BUILDING OPERATIONS...."** as notified by the Ministry of Labour & Employment, Govt. of India.

Reimbursement

(i) EPF - ESI ((Employers' Contribution only) & Bonus shall be reimbursed by AAI on submission of documentary evidence.

(ii) On revision of Minimum Wages by the Ministry of Labour & Employment, Government of India, the difference in Minimum Wages to Workmen plus difference of mandatory contribution by Contractor towards EPF, ESI & Bonus due to increase in Minimum Wages will be reimbursed to the Contractor on submission of documentary evidence. However, no additional amount such as Contractor's premium / profit will be paid on this reimbursement. Any increase as mentioned above will not be payable if such increase has become operative after completion of the work.

Penalty Clause

(i) In case of non-reporting of Driver/Driver-Cum-Operator, per day deduction shall be made for the period of absence. Payment shall be made on actual working days only.

(ii) In case of non-reporting for more than 2 days, an amount of Rs.400/- per person per day shall be recovered subject to maximum of Rs.2,000/- per month per person for the complete period of absence.

Defaults & Recoveries

(i) The Contractor has to deposit EPF & ESI (as applicable) as mentioned in above Para's to their Driver / Driver-cum-Operator regularly, failing which recovery/ withheld @ 27 % & 9.5 % against EPF & ESI respectively from their R/A Bills shall be made.

(ii) The Contractor is required to pay Bonus (as applicable) to the Driver/Driver-cum-Operator, failing which recovery/withheld @ 17% against Bonus shall be made from their R/A Bill.

(Contd..4)

Signature



Workman's Insurance

(i) AAI will not be responsible for any injury sustained by Contractor's workers during the performance of their duties and also any damages or compensation due to any dispute between him/her and his/her workers.

(ii) Without prejudice to the Contractors liabilities and indemnity clause and associated clauses of the SCC, the Contractor shall at his own cost and initiative at all times up to the successful completion of the contract to take out and maintain insurance cover from Nationalized / IRDA approved Insurance Company under the workman's compensation Act and any other industrial legislation from time to time applicable in the State of Tamil Nadu and /or at AAI providing for payment of compensation to workman in the event of death, injury or accident to workmen in the course of or in connection with employment such policy (i.e.) 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 Contractor liability and associated clauses there under of the SCC.

Contractors Obligations & Liabilities

(i) The Contractor shall on award of the contract, furnish the list containing names and addresses of his Driver/Driver-cum-Operator along with Police Verification Report of each them, so as to enable the AAI to check the character and antecedents and to provide temporary permits to operate the vehicle / equipment within the restricted area(s). The Contractor shall get AAI's approval for the Driver/Driver-cum-Operator to be engaged.

(ii) The Contractor has to arrange / co-ordinate for issuing necessary Airport Entry Pass (AEP) and Airfield Driving Permit (ADP), including its timely renewal for his Driver/Driver-cum-Operator as per prevailing BCAS / AAI rules. The necessary fee required for issuance of AEP, ADP etc. as per prevailing BCAS / AAI rules has to be borne by the Contractor.

(iii) The Contractor shall at his own cost maintain sufficient number of Driver/Driver-cum-Operator holding valid driving license and other requirements for smooth operation.

(iv) It shall be the sole liability of the Contractor to obtain and to abide by all necessary licenses/permission from the authorities concerned as provided under the various labour legislations including the labour license obtained as per the provisions of the Contract Labour (Regulation & Abolition) Act 1970 in respect of Contract of AAI.

(v) The Contractor shall submit a list of his Driver/Driver-cum-Operator who will be deployed along with their Bank Account No. / e-payment details for disbursement of salary by the Contractor and any other relevant details as per requirement of this contract. The EPF & ESI Account No. of the workers deployed by the Contractor for this contract shall also be submitted within one month from the date of award of the contract.

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(vi) The Contractor shall discharge obligations as provided under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous Provisions Act, 1952, the Employees State Insurance (ESI) Act, 1948, the Contract Labour (Regulation & Abolition) Act, 1970 the Inter-State Migrant workmen (Regulation of employment & conditions of Service) Act, 1979, the Minimum Wages Act, 1948, the Child Labour (Prohibition and Regulation) Act 1986, the Payment of Wages Act, 1936 the Workmen's Compensation Act, 1923, the Employees Liability Act 1938 and other relevant Acts, Rules and Regulations, instructions etc. issued / enforced from time to time.

(vii) **The Contractor has to produce the photocopy (self-attested) of the Challan of the EPF & ESI paid to the concerned Regulatory Bodies, Statement of Minimum Wages paid through Cheque or e-payment details thereof (i.e. Bank Statement, Bank Passbook etc.) for each month to their Driver/Driver-cum-Operator at the time of submission of bills. No payment shall be made to the firm without submission of these documents for verification.**

(viii) 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 **Annexure-B**.

(ix) The Contractor shall be solely responsible for the payment of Wages, OT, Bonus, N/H and Labour Day and other dues to the personnel deployed by him latest by 7th of the subsequent month through Bank Account. The Contractor shall be directly responsible and indemnify the Authority against all charges, dues, claims etc. arising out of the disputes relating to the dues and employment of personnel deployed by him for the Contract.

(x) The Contractor shall defend, indemnify and hold harmless from any liability of penalty which may be imposed by the Central, State or local authorities by reason of any violation by the Contractor or such laws, regulation or requirements and also from all claims, suits or proceedings that may be brought against the AAI arising under, growing out of or by reason of the work provided for by this contract whether brought by employees of Contractor, by third parties or by central, authority or any political subdivision thereof. The Contractor shall comply with the provisions of labour laws, Employees Provident Fund & Misc. Provisions Act and ESI Act as applicable during the entire period of contract including extension if any.

(xi) The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

Contract Agreement

The contract agreement shall be executed on a non-judicial Tamil Nadu Stamp Paper of value Rs.100/- as per the attached format (**Annexure-C**) within one month from the date of award of work and cost of the same shall be borne by the Contractor.

EMS Undertaking

EMS Undertaking shall be submitted as per the attached format (**Annexure-D**).

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Undertaking-Maintaining of Statutory Documents

An Undertaking on Maintaining of Statutory documents regarding Manpower (Operators) deployed shall be submitted as per the attached format **(Annexure-E)**.

Undertaking – not to indulge in Unfair Labour Practices

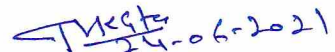
An Undertaking on the above shall be submitted as per the attached format **(Annexure-F)**.

You are requested to submit the documents indicated above along with a copy of **Workman's Insurance Policy** to this office at the earliest.

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

Thanking you,

Yours faithfully,


(MAHESH KUMAR GUPTA)

Assistant Manager (Tech)
for Assistant General Manager (Tech)

Encl.: as above.

ANNEXURE-A

Form of Bank Guarantee in lieu of Security Deposit in Individual Contract

(On Non-Judicial Stamp Paper of an appropriate value)

To
The Airport Director
Airports Authority India
Chennai Airport
Chennai-600 016

1. In consideration of the Airports Authority of India having its Head Office at New Delhi (hereinafter called the "AAI" which expression shall unless repugnant to the subject or context include its administrators, successors and assigns) having agreed under the terms and conditions of Contract Agreement No. _____ dated _____ made between M/s _____ and AAI in connection with the work of _____ (hereinafter called "the said contract"), to accept Deed of Guarantee as herein provided for Rs. _____ (Rupees _____ only) in lieu of the Security Deposit to be made by the Contractor or in lieu of the deduction to be made from the Contractor's bills, for the due fulfilment by the said Contractor of the term and conditions contained in the said Contract. We, the _____ bank (hereinafter referred to as "the said Bank") and having our Registered Office at _____

do hereby undertake and agree to indemnify and keep indemnify AAI from time to time to the extent of Rs. _____ Rupees _____ only) against any loss or damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by AAI by reason of any breach or breaches by the said Contractor of any of the terms and conditions contained in the said contract and to unconditionally pay the amount claimed by AAI on demand and without demur to the extent aforesaid.

2. We, the _____ Bank, further agree that AAI shall be the sole judge of and as to whether the said Contractor has committed any breach or breaches of any of the terms and conditions of the said contract and the extend of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by AAI on account thereof and the decision of AAI that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by AAI from time to time shall be final and binding on us.

3. We, the said Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and till all the dues of AAI under the said Contract or by virtue of any of the terms and conditions governing the said Contract have been fully paid and its claims satisfied or discharged and till the Accepting Authority of the contract certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said Contractor and accordingly discharges this Guarantee subject, however that AAI shall have no claim under this Guarantee after 90 (Ninety) days from the date of expiry of the Defects Liability period as provided in the said Contract, i.e. _____ (date) or from the date of cancellation of the said Contract, as the case may be, unless a notice of the claim under this Guarantee has been served on the Bank before the expiry of the said period in which case the same shall be enforceable against the Bank notwithstanding the fact that the same is enforced after the expiry of the said period.

PTO

4. AAI shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or Indemnity from time to time to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor or to postpone for any time and from time to time any of the powers exercisable by it against the said Contractor and either to enforce or forbear from enforcing any of terms and conditions governing the said Contract or securities available to AAI and the said Bank shall not be released from its liability under these presents by any exercise by AAI of any liberty with reference to the matters aforesaid or by reason of time being given to the said Contractor or any other forbearance, act or omission on the part of AAI or any indulgence by AAI to the said Contractor or any other matter or thing whatsoever which under the law relating to sureties would but for this provisions have the effect of so releasing the Bank from its such liability.

5. It shall not be necessary for AAI to proceed against the Contractor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which AAI may have obtained or obtain from the Contractor at the time when proceedings are taken against the Bank hereunder be outstanding or unrealised.

6. We, the said Bank, lastly undertake not to revoke this Guarantee during its validity period stated above except with the previous consent of AAI in writing and agree that any change in the Constitution of the said Contractor or the said Bank shall not discharge our liability hereunder.

In presence of: Dated this_____ Day of _____

WITNESS

1. For and on behalf of (The Bank)

Signature_____

2. Name & Designation_____

Authorisation No._____

Name & Place_____

Bank's Seal_____

The above Guarantee is accepted by Airports Authority of India.

For and on behalf of Airports Authority of India.

Signature_____

Name_____

Designation_____

Dated_____

ANNEXURE-B

**(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-C

(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 Weldone Contract Service No.1, East Mada Street, Nungambakkam, Chennai-600034**" 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 "**Job Contract for providing services at Chennai Airport for Running & Operation of - (a) Battery-operated 3 wheeled E-Card for FOD collection by deploying 01 No. Driver-Cum-Operator, (b) Pickup Van/Maintenance Vehicle / VIP Vehicle / Bolero / TUV / Car etc. by deploying 04 Nos. Driver-cum-Operator**" and the same has been accepted by the Authority on the terms and conditions contained in Award Letter / Work Order No.AAM/E&M/706/JOB CONTRACT/54/140, dated 24.06.2021

And whereas and M/s Weldone Contract Service, No.1, East Mada Street, Nungambakkam, Chennai-600034 have submitted their tender for Tender ID 2021_AAI_76710_1 through www.etenders.gov.in portal and AAI has accepted their aforesaid proposal and awarded the work to M/s Weldone Contract Service as per terms and conditions contained in Award Letter / Work Order No.AAM/E & M/706/JOB CONTRACT/54/140, dated 24.06.2021 and documents referred to therein which have been accepted by M/s Weldone Contract Service, 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/JOB CONTRACT/54/140, dated 24.06.2021 shall form part of the agreement.

Following documents shall also form part of this agreement –

1. Authority's NIT No.AAI_CHN_TECH_2021_04
(Tender ID No.2021_AAI_76710_1).

2. Contractor's Technical & Financial Bids submitted through CPP portal.

In witness whereof parties have this day affixed their signatures.

Contractor

Authority

WITNESSED BY ME

1.

2.

ANNEXURE-D

**(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**

Tender ID No.	2021_AAI_76710_1
Name of Work	Job Contract for providing services at Chennai Airport for Running & Operation of - (a) Battery-operated 3 wheeled E-Cart for FOD collection by deploying 01 No. Driver-Cum-Operator, (b) Pickup Van/Maintenance Vehicle/VIP Vehicle/Bolero/TUV/Car etc. by deploying 04 Nos. Driver-cum-Operator
Name of Contractor	M/s Weldone Contract Service
Award Letter/Work Order No. & Date	No.AAM/E &M/ 706/JOB CONTRACT/54/140, dated 24.06.2021

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:
Seal

ANNEXURE-E

(To be furnished on Company's Letter Head)

UNDERTAKING-MAINTAINING OF STATUTORY DOCUMENTS

I/We, having our Registered Office at
....., hereby undertake to
maintain following statutory documents in respect of the Manpower (Operators)
deployed, during the currency of the contract:-

1. Attendance Register
2. Wage Register
3. Register of Loans & Recoveries
4. ECR & Challan copy of EPF & ESI
5. Wage Slip
6. Annual Returns through online portal

In addition to the above, we undertake to maintain any other related
documents, as mandated by the Appropriate Govt. Authorities from time to time.

Signature of authorized signatory

Name :

Designation :

Office Stamp :

ANNEXURE-F

(To be furnished on Company's Letter Head and submitted along with Invoice / Bill every month)

UNDERTAKING - NOT TO INDULGE IN UNFAIR LABOUR PRACTICES

I/We, having our Registered Office at hereby undertake that I/We will not indulge in any unfair labour practices viz., collecting money for employment from Contract Workmen/Supervisors and/or not to collect any amount of money from Contract Workmen/Supervisors after disbursement of wages. If found indulged in any such unfair labour practices by me/us, I/We am/are liable for appropriate action as deemed fit by AAI.

Signature of authorized signatory

Name :

Designation :

Office Stamp :

CONFIRMATION BY DEPLOYED MANPOWER

I/We hereby confirm that wages for the month of has been received by me/us in full without any deduction.

Sl. No.	Name	Designation	Signature
1.		Driver-Cum-Operator	
2.		Driver-Cum-Operator	
3.		Driver-Cum-Operator	
4.		Driver-Cum-Operator	
5.		Driver-Cum-Operator	