



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

AAI/TR/ATM/HELPING HANDS/

Date: 22.12.2021

To

M/s. Pooja Buildcon Construction
1616/23, Vijay nagar, Gohana bye pass,
Jind-126102, Haryana
9812667066
info.poojabuildcon@gmail.com

WORK ORDER

**Sub: Award of job contract for providing Helping Hands in
air Traffic Management at Trichy Airport (Period 12
Months) with effect from 01.01.2022**

**Ref: 1. E-bid ref. No. AAI/TRY/ATM/21-22,
2. Tender ID: 2021_AAI_92143_1 & your financial E-bid
opened on: 29.11.2021**

Dear Sir(s),

1. Your, Airports Authority of India, at the item rates quoted by you to Rs.7,27,272.00 (Seven Lakhs Twenty Seven Thousand Two Hundred and Seventy Two Only) Excluding GST.
2. ATS In-Charge, AAI Trichy Airport, shall be In-Charge of the work. The contract agreement shall be executed on a non-judicial stamp paper of value Rs.100/- (Rupees Hundred Only) and the cost of the stamp paper shall be borne by you.
3. You are requested to comply with the provision of Contract Labour (Regulation and Abolition) Act of 1970 and Contract Labour (Regulation and Abolition) Central Rules 1971 and minimum wages act and rules there of Central Governments.
4. You are also directed to contact ATS In-Charge, AAI, Trichy Airport, immediately who will arrange to handover the site to you.
5. Please note that the period of contract shall be 12 (Twelve)



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months which shall be reckoned from 01.01.2022.

6. Any future correspondence in connection with the contract should normally be addressed to the ATS-In-Charge.
7. This work order is allotted the number AAI/TRY/ATM/HELPING HANDS/Dt. 22.12.2022 which shall be quoted by you for all future correspondence in connection with this work order.
8. Please acknowledge the receipt and return the duplicate copy of this letter enclosed herewith after signing it to the undersigned as a token of acceptance.
9. The required number of helping hands to perform the work to the satisfaction of In-Charge shall be provided on all days during operational hours of the Airport for 3 shifts and 1 General shift for a period of 12 months. The work force deployed for this contract shall be the regular employee of the contractor. The contractor shall be responsible for the compliance of all the provisions of all the labour laws applicable for such work force and their service condition in his own establishment and for settlement of any dispute arising out of the terms and conditions of services of the personnel.
10. As the site of work is in the restricted area, the contractor is required to obtain photo identity cards (PIC) for his staff, to be issued by BCAS, through AAI. Police verification certificates are to be obtained for all the staff to be deployed by him under this contract for the issue of PIC. The PIC has to be returned after the contract period.
11. It shall be the sole liability of the contractor (including the contracting firm/company) to obtain and to abide by all necessary licenses/ permissions from the authorities concerned as providing under the various labour legislations including the labour license obtained as per the provisions of the contract labour(R&A) Act 1970.



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12. The contractor shall discharge obligations as provided under various applicable statutory enactments including EPF and miscellaneous provision Act 1952, ESI Act 1948, the employees state insurance (ESI) Act 1948, the contract labour (R & A) Act 1970, the interstate migrant workmen (Regulation of employment and conditions of service) Act 1979, the Minimum wages Act 1948, the payment of wages Act 1936, the workmen's compensation Act 1923 and other relevant Act, rules and regulations, instructions etc issued / enforced from time to time.
13. On commencement of the contract, the contractor shall continue to have valid, ESI, EPF code number till conclusion of the contract.
14. AAI reserves the right to withhold any payment, if ESI and EPF contribution are not paid by the contractor and proof to that effect have not been produced regularly by the contractor. Non production of EPF and ESI challan of monthly subscription before its due date but not later than 21st of every month by the contractor, shall be liable for action against the contractor and also suitable penalty shall be levied by the execution department as deemed fit.
15. Difference in minimum wages based on actual payment made to workers plus difference of mandatory contribution by the contractor towards EPF & ESI due to increase in minimum wages will be reimbursed to the contractor on revision of minimum wages by office of Regional Labour Commissioner (Central) and on submission of proof of payment made
16. In case of requirement of more than one person in any shift/part thereof prorata payment as per the minimum wages prevailing at that time will be made.
17. The contractor shall regularly submit all relevant records / documents to AAI representative for verification and upon such satisfaction only, AAI will allow reimbursement of the amounts paid.



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18. The contractor shall ensure regular and effective supervision and control of the personnel deployed by him and give suitable direction for undertaking the contractual obligations.
19. Strict compliance of the minimum wages Act 1948 and transfer of wages by contractor via RTGS/NEFT directly to the bank account of the worker.
20. The contractor shall be solely responsible for the payment of wages and other dues to the personnel deployed by him latest by 7TH of the subsequent month. 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.
21. A penalty may be imposed maximum to the extent of 25% of the bill amount of that month submitted by the contractor on account of unsatisfactory performance. This amount will be deducted from the monthly payment charges of the contractor. The decision of the Airport Director in this respect will be final and binding. Not with standing such levy of penalty the contractor shall be bound to ensure payment of all statutory dues including minimum wages.
22. Also the Helping hands found responsible for any negligence will be changed / removed forthwith from the job.
23. If the continuance of any of the persons deployed by the contractor is found not satisfactory, the contractor shall replace him forthwith, upon receipt of information to that effect from AAI. The workers deployed by the contractor may be required to perform other allied works in and around the operational area and the contractor shall ensure it.
24. The contractor shall carry out rotation of workers (who are deployed in the sensitive operations area) from time to time as determined by AAI.



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25. AAI shall have the right to terminate the contract if the services provided by the contractor is not found satisfactory after giving 30 days' notice. Similarly the case of foreclosing or abandoning the contract a written notice of 30 days shall be served by registered post or by hand, at the respective address not with –standing the above the contractor shall however continue to provide the services as required in the contract for further period of 90 days or till new contract is awarded whichever is earlier.
26. The contractor shall be responsible for settling any claim / compensation against all damages and accidents caused due to negligence on the part of his /her employees and keep AAI indemnified from any compensation / liability.
27. 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. All the persons employed shall be insured. The contractor shall comply with all provisions of labour acts / enactments hitherto in force or enacted *from* time to time during execution of this contract and contractor shall be responsible for all liabilities arising out of these provisions. Furthermore, the contractor shall be responsible for payment of compensation, insurance etc. if any, in respect of his / her employees.
28. The contractor shall furnish all the details of the persons to be employed like Names, address, photo, age, specimen signature etc. and authority shall have the liberty to reject any person.
29. In case it is noticed by the authority that the work carried out by the contractor is not up to the required standards, written notice will be given to him warning him / her of the bad state of work and asking him / her to improve upon the standards within the period specified by the ATS in charge. In the event of the authority finding that there is no improvement and the work is not being carried as



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per instructions, the authority will have the right to terminate the contract forthwith and forfeit the security deposit.

30. The contractor shall carry out the job as per specifications of the authority and to their entire satisfaction. In case of complaints either as regards the nature of service or the personnel doing the same, the authority will intimate to the contractor who shall attend to and sort out the complaints promptly.
31. The contractor's representatives and employees of the contractor shall abide by the rules and regulations of the authority while performing their job in the said premises.
32. The bills submitted by the contractor shall be by the ATS In-Charge or his designated Proportionate deduction from monthly bills supply of man power.
33. The contractor shall ensure that the bank accounts are opened in respect of each contract labour and their wages shall be transferred by contractor via RTGS/NEFT directly to the bank account of the worker and the proof of payments shall be produced to this office as record and for clearing the monthly bills.
34. Monthly running payments will be made in the following month after deducting any or all recoveries, penalties, etc. which the contractor might have rendered himself liable. The contractor has to submit his bill every month for the completed period of one month with all supporting documents as required. Late submission of bills will not be entertained.
35. Security deposit @ 10% of gross work award value of the bill will be deducted from the monthly bills and the same will be refunded to the contractor after one month from the certified date of completion of the contract.
36. Period of contract shall be twelve months from the date of



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commencement of work.

37. The contractor shall sign the contract agreement within 15 days from the date of award of the work.
38. The Contract agreement shall be executed on a non-judicial stamp paper of value of Rs.100/- and the cost of the same shall be borne by the contractor.
39. GST or any other tax on materials and also on the turn over, if any, in respect of this contract shall be payable by the contractor and AAI will not entertain any claim in whatsoever in the respect.
40. The work shall commence from 01.01.2022 at 06.00 Hrs. and the contractor shall take over the site on the afternoon of 31.12.2021 at 2200 hrs. If the contractor commits default in commencing the work as aforesaid, AAI shall without prejudice to any other right or remedy be at liberty to forfeit the earnest money absolutely.
41. The contractor shall deploy the required number of personnel and carry out the work to the satisfaction of the InCharge.
42. The persons so employed shall not smoke in the work place /operational area.
43. The personnel engaged by the contractor for this job contract shall also assist for allied services from operational point of view.
44. The personnel engaged by the contractor i.e. 4 Nos. of Helping hands one per shift for three shifts and one general duty shall be unblemished character and antecedents, below 60 years of age and physically fit to carry out the work of helping hands at the Airport.
45. Helping hands are basically deployed in Tower/ATS In-Charge office only after acquiring sufficient Knowledge about the topography of the Airport, so that they can support the provision of



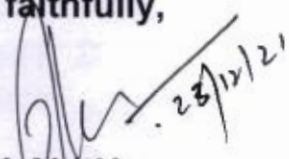
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Air Traffic Services by the Air Traffic Control officers (ATCOs) as well as ATS In-Charge in the following areas: Helping hands duties and responsibilities would be as follows:

- a. To look out and advice ATCO'S about the presence of birds on the Runway and approach/take off path of both the runway.
 - b. To assist the ATCO'S in the preparation of arrival and departure flight progress strips.
 - c. To assist the ATCO'S in preserving all the relevant NOTAMs and other Air Traffic service messages.
 - d. To carry out surveillance of the operational area and give input to the ATCO'S which will be useful for the safety of aircraft operation.
 - e. To assist in the ATS In-Charge office in the maintenance of various files and manuals.
 - f. Any other job related to the provision of Air Traffic services as assigned by ATS In-Charge
46. Helping hands personnel engaged by the contractor are transferable from one location to another as per the directions of ATS In-Charge
47. The contractor shall comply with the security rules and regulations being enforced from time to time at the work place.

Thanking you,

Yours faithfully,


G.L.LALLU
ATS In-Charge

For and on behalf of Chairman,
Airports Authority of India
Trichy Airport.

Copy for information:

APD/FIN/CSO/HR

जी एल लल्लु / G. L. LALLU
एटीएस प्रभारी / ATS In-charge
आ वि प्रा / Airports Authority of India.
तिरुच्चि अंतरराष्ट्रीय हवाई अड्डा
Trichy INTL Airport, Trichy 620007