

REGISTERED /Email: admin@genesisfacility.in

No. AAI/CL/ESS-COLONY /2022/HR/2759

Dated : 11.11.2022

To

M/s GENESIS,
Opp Govt, Engineering College,
West Hill P.O, Kozhikode: 673005, 0495-4013369

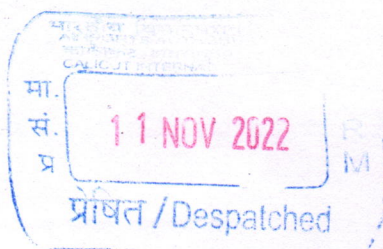
Name of Work: Annual Maintenance Contract for Environmental Support Services (Up-keeping) of AAI Staff residential colony at Calicut International Airport for 2 years.

Ref. : Your bid against E.Bid No. 2022_AAI_129814_1

Sir,

Competent Authority has accepted your offer for an amount of Rs. 3019931.52 (Rupees Thirty Lakhs Nineteen Thousand Nine Hundred Thirty one and paise Fifty two Only (inclusive of all charges for Annual Maintenance Contract for Environmental Support Services (Up-keeping) of AAI residential colony at Calicut International Airport subject to the following terms and conditions.

- 1) The period of contract shall be for **Two years** wef **01.12.2022 to 30.11.2024**.
- 2) The contractor shall execute the contract agreement on a non-judicial stamp of value of Rs.200/- within 15 days from the date of issue of award letter. The first and subsequent bills of the contractor shall be paid only after submission of the agreement in the prescribed format and the Security Deposit.
- 3) The Contractor shall submit a security deposit of 10% (Ten Per Cent) of the total price to AAI in the form of a Bank Guarantee from a Nationalized Bank under the Reserve Bank of India (RBI) Schedule, in favour of Airports Authority of India, payable at Calicut International Airport within 30 days from the date of award letter, failing which the tender award shall be cancelled and the bidder shall be debarred from further participation in AAI tender(s) for a period of one year. The Security Deposit shall be valid for three months beyond the contract or shall remain valid as per provisional extension granted by AAI. If the agency fails to extend the validity of the Security Deposit, the same shall be forfeited with or without notice. Security Deposit will be returned to the successful bidder at the end of the period of liability without interest.
- 4) Income tax and all other applicable taxes at Calicut will be recovered from the gross amount of the bill.



- 5) The work under this contract shall commence w.e.f. 01.12.2022. If the contractor commits default in commencing the work as aforesaid, the Contractor shall be suspended for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order.
- 6) If at any time the work or Conduct of any worker is found unsatisfactory by AAI, such persons shall be removed by the Contractor immediately with suitable substitute.
- 7) The contractor shall attend to any complaints received in connection with the services immediately. Any failure will attract penalty as per the conditions stipulated in the tender. The contractor or authorized representative shall daily verify the complaint register kept in the security hut. The complaints so recorded about the maintenance/ESS works shall be attended on priority in addition to the normal works as per the schedule.
- 8) The contractor shall comply with all applicable laws, Ordinance, Statutory Rules & Regulations as prescribed in Contract Labour Act 1970, EPF Act 1952, ESI act 1948, Payment of minimum wages Act-1948, Payment of Wages Act 1936, Payment of Bonus Act-1965 and Workmen Compensation Act 1923 as amended upto date, in respect of this contract. ESI & EPF amount paid to the statutory authorities by the contractor shall be reimbursed on actual basis on submission of documentary evidence.
- 9) The work force deployed for this job contract shall be the regular employee of the contractor. The contractor shall be responsible for the recruitment and retrenchment of the employee of their establishment and for settlement of dispute arising out of the terms and conditions of services of the personnel.

10) **Uniform**

Contractor shall provide Uniform for contract period to its manpower as shown below:

For Male Staff:

Pant	Minimum 2 per year
Shirt	Minimum 2 per year
Shoes	Minimum 1 pair
Socks	Minimum 2 per year

For Female Staff:

As per male staff

Or

Salwar	Minimum 2 per year
Kurta/ Shirt	Minimum 2 per year
Shoes/ Bally (Low Heel)	Minimum 1 pair
Socks	Minimum 2 per year
Sleeveless Coat	Minimum 2 per year

Contractor shall get printed / stitched the company's logo and name on the uniform.

11) The contractor has to ensure that the services are not disturbed either due to absenteeism or due to willful act of his staff. Maximum care and precautions shall be taken to avoid any system break down. In case workforce deployed by the contractor resort to any kind of industrial action, the contractor shall arrange to deploy alternate work force of sufficient strength and competence to maintain the normal operations.

12) AAI reserves the right to immediately step in and carryout a part or whole of the work entrusted under this contract in case of any default or unsatisfactory performance by the contractor without resorting to the formalities of issuing notices, etc for rescinding the contract and the contractor would have no claim for compensation in such cases.

13) Monthly running payments will be made in the following month after deducting of any taxes, recoveries, penalties etc. which the contractor might have rendered himself liable.

a. The Contractor has to submit his bill every month for the completed period of one month with following supporting documents as required.

- i. Copy of register of wages for the previous month by duly self-attested,
- ii. Copy of EPF & ESI challans for the previous month, duly self-attested. (In case the challan is combined for more than one contract a certificate to that effect that the EPF and ESI contributions to the persons engaged under ESS contract is also included in the enclosed challans.
- iii. The contractor shall certify and sign at the bottom of the schedule of minimum works to be executed monthly that the above mentioned works are executed satisfactorily and bill is claimed against the same only. The same shall be countersigned by one of the colony maintenance monitoring committee members.

b. Monthly bill shall be raised @1/24 of the quoted amount (for 24 months) in the price bid and nothing extra shall be claimed.

14. Requirements:

- i. **Total 06 manpower** is required for ESS Up-keeping (Colony area) works
- ii. The working shall be in day shifts for 8 hours per day as per requirement. The shift timings shall be fixed with consent of AAI notified official as per requirement of the time.
- iii. The weekly offs of 05 manpower shall be on Sunday and for the 6th manpower the weekly off shall fall on Saturdays so that 01 manpower is available on Sundays also.
- iv. The unskilled person deployed for the work shall not be aged lesser than 18 years or more than 55 years.
- v. He/she shall have good health.
- vi. The Contractor shall use sufficient quantities of environment friendly Cleaning & Sanitation solutions with ECO MARK as recommended by Bureau of Indian Standards (BIS) and deploy sufficient number of trained personnel to maintain the required level of up-keeping & maintenance to the satisfaction of In-charge.
- vii. Rate quoted in Financial bid to be inclusive of all these.
- viii. In the table A shown below are the minimum monthly requirements of Consumables to be used, however, Contractor may have to bring the materials / consumables in excess of the one mentioned below on need basis at no extra Cost.

- ix. Consumables indicated in the below table at Column 'C' are required to be supplied under supervision of notified AAI officer at the time of beginning of the work.
- x. Consumables indicated at 'D' above are to be maintained as advance stock till the beginning of 02 months prior to contract closure with the notified officer of AAI, who in turn shall issue the Consumables to the Contractor for daily use as per requirement.
- xi. Failure to maintain the advance stock as above, as on 01st of every month, shall attract penalty at the rate of twice the cost of items which are short as compared to column 'D' above. The cost of the items for the purpose of imposing penalty shall be determined by the notified officer whose decision shall be final and binding on the Contractor.

TABLE A: LIST OF EQUIPMENTS, MATERIALS, CONSUMABLE ETC. TO BE USED

Sl. No.	Tools/Materials	Approximate Minimum Monthly Usage (A)	Approximate minimum usage for 02 years (B)	Quantity to be supplied at the time of start of work (C)	Quantity of Advance stock to be maintained till beginning of last two months of contract closure (In addition to (C)) (D)
Tools					
1	Hard Broom (Ordinary)	20	480	20	40
2	Hard Broom (Long Handle)	2	48	2	4
3	Soft Broom	2	48	2	4
4	Hand Gloves (Heavy Duty)	6	144 pair	6	12
5	Mop	2	48	2	4
6	Wiper (Big)	2	48	2	4
7	Cob web Broom	4 per year	8	4	2
8	Waste Basket (Big - Plastic)	10 per year	20	10	5
9	Dust Pan (Big)	6 per year	12	6	3
10	Rubber basket	4 for 2 years	4	4	
11	Plastic Bucket (15 ltr.)	5 per year	10	5	2
12	Plastic Mug (1 ltr.)	4 per year	8	4	2
13	Toilet Brush	4 per year	8	4	2
14	Water hose (50 ft)	2 per year	4	2	1
15	Axe (small) for pruning	2 for 2 years	2	2	0

Sl. No.	Tools/Materials	Approximate Minimum Monthly Usage (A)	Approximate minimum usage for 02 years (B)	Quantity to be supplied at the time of start of work (C)	Quantity of Advance stock to be maintained till beginning of last two months of contract closure (In addition to (C)) (D)
16	Branch cutting knife	4 for 2 years	4	4	0
17	Spade	4 for 2 years	4	4	0
18	Garden fork	4 for 2 years	4	4	0
19	Cobweb remover broom for badminton court (very long)	2 for 2 years	2	2	0
20	Gum boot (pairs)	2 per year	4	2	0
21	Rain coat	6 per year	12	6	3
Cleaning Material					
1	Toilet Cleaner	2 litre	48 Litre	2 litre	4 litre
2	Floor Cleaner	2 litre	48 Litre	2 litre	4 litre
3	Mask	160	3840	160	320
4	Disinfectant	5 Litre	120 Litre	5 litre	10 litre

- xii. In the event of less consumption to the extent of -10% than what is mentioned above, necessary recoveries against the item less consumed shall be effected at market price.
- xiii. Similarly, if the consumption exceeds the quantity/materials what is mentioned above, AAI shall not pay anything extra towards excess consumption. Contractor shall not have any claim whatsoever in this regard and the decision of the work In-charge is final and binding on the Contractor.
- xiv. Area for up-keep has been arrived based on the present area which is now in use. So also, the quantities of consumables, mentioned above.
- xv. In the event of any reduction in scope of work arising out of non-availability of the area for carrying out any repairs and modifications or due to any other reasons, in case, the area calculated above is reduced, measurement for that areas shall not be included for payment.
- xvi. Necessary reduction in quantities of consumables shall also be notified. Thereafter, Contractor could bring the consumables accordingly.
- xvii. Decision of In-charge with regard to any reduction under the circumstances mentioned above shall be final and binding on the Contractor. No claim whatsoever shall be entertained on this account.

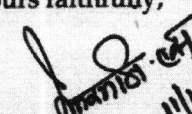
- 15) The contractor shall make necessary arrangements at his own cost to prevent any damage to existing work due to any of his activities. The contractor shall be responsible for any damage to the existing work due to his activities and shall make good the same at his own risk & cost. The decision of Officer-in-Charge regarding cause and cost of damage shall be final. In case the contractor fails to make good the damage to the entire satisfaction of Officer-in-Charge, it shall be done at his risk & cost by the Officer-in-Charge.
- 16) No tools & plants shall be supplied by the department and the contractor will have to make his own arrangements at his own expense for all machines, chemicals, materials, toiletries, consumables etc.
- 17) The contractor shall dispose off garbage, rubbish & other unserviceable materials and waste at their own cost to the notified/specified dumping ground and under no circumstances these shall be stacked/dumped even temporarily within the building, or the surrounding premises.
- 18) Tendered rates shall be for completed work covering all materials, labour, carriage, machinery & equipment, royalties, fees, rent, excise duty, custom duty, service tax etc., sales tax, sales tax on works contract tax (if any), octroi, entry tax, wages, tools and plants, transportation etc.
- 19) The contractor shall take at his own cost, if required, necessary insurance cover in respect of staff, other personnel and equipment's to be employed or engaged by him or his staff in connection with the afore mentioned services to be rendered to AAI. He shall Comply with all relevant labour laws as applicable to the area as existing or as may be mentioned during the contract period and shall indemnify AAI against all acts of omissions, fault, breaches and or any claim or demand, loss, injury and expenses to which AAI may be party or involved as a result of contractor's failure to comply and of the obligation under the relevant act / law which the contractor is bound to follow.
- 20) The contractor must submit copy of the labour license from Asstt. Labour Commissioner, (of Calicut Airport jurisdiction) within 15 days from the date of issue of this work order. The contractor has to produce documentary evidence regarding ESI & PF registration and monthly remittance of ESI, EPF etc. as per prevailing rates of the Government on quarterly basis or as and when asked for.
- 21) Contractor shall submit the attendance register on 1st week of every month for verification of attendance.
- 22) Schedule of minimum works to be executed as per the contract is attached herewith as Annexure-A.
- 23) All conditions including various records to be maintained as per the prescribed formats as stipulated in the labour laws, other statutory requirements and tender document for Annual Maintenance Contract for Environmental Support Services (Up-keeping) AAI staff residential colony at Calicut International Airport shall be scrupulously adhered to by the contractor, in addition to such other conditions prescribed by the Authority, as may be found necessary.

24) You are requested to sign and return the duplicate copy of this work order as a token of acceptance within seven days from the date of award letter.

This award letter & NIT will form part of Agreement.

Thanking you,

Yours faithfully,


(VALARMATHI SUBBIAH)
SR.MANAGER (HR)
For AIRPORT DIRECTOR

Encl:

1. Annexure-A
2. Sample Agreement Format.

Copy to:

1. AGM (Engg-C) - with a request to ensure that the scope mentioned in this contract are not included the colony civil-maintenance contract of Engg-Civil wing.
2. DGM (Fin)
3. All HODs (Through e-mail)
4. Colony maintenance monitoring committee members
5. President/Secretary: AAEU/AAOA/IAAIOA/ATC Guild/AAI Engineers Guild/SC-ST Association.

ANNEXURE-A

SCHEDULE OF MINIMUM WORKS TO BE EXECUTED

Sl. No.	Description	Qty	Scope of work	Frequency of work
1	APD-Residence-Surroundings	1 Block	Sweeping of surroundings in a neat and tidy manner including car shed	Daily (Inside the entire compound and approach road)
2	A-Type quarters-Surroundings	4 Block	Sweeping of surroundings in a neat and tidy manner	Daily
3	B1-Type quarters-Surroundings	4 Block	Sweeping of surroundings in a neat and tidy manner	Daily
4	B2-Type quarters-Surroundings	8 Block	Sweeping of surroundings in a neat and tidy manner	Daily
5	C-Type quarters-Surroundings	3 Block	Sweeping of surroundings in a neat and tidy manner	Daily
6	D-Type quarters-Surroundings	2 Block	Sweeping of surroundings in a neat and tidy manner	Daily
7	Children's parks	2	Sweeping of surroundings in a neat and tidy manner.	Daily
8	Indoor stadium-surroundings and inside	1	Sweeping of surroundings in a neat and tidy manner & plain water wash inside. Disinfectant moping	Weekly Monthly
9	Transit Accommodation(/s)	Minimum 1	Dusting, moping with floor cleaner, cobweb removing, Toilet cleaning and general Up-keep.	Daily
10	AASRC-Inside	1 Block	Dusting, moping, cobweb removing, Toilet cleaning and general Up-keep. Disinfectant moping	Daily Fortnightly
11	AASRC-Surroundings	1 Block	Sweeping in a neat and tidy manner.	Daily
12	Main road through colony	1	Sweeping in a neat and tidy manner.	Daily
13	Approach road to Quarters	1	Sweeping in a neat and tidy manner.	Daily

14	Vehicle parking sheds at colony	25	Sweeping inside the sheds in a neat and tidy manner.	Monthly once
15	Stair case-Quarters	21 Block	Removal of unattended materials, Cobweb removal, plain water wash Disinfectant wash.	Weekly Fortnightly
16	Conveyance waiting shed	1	Sweeping inside and surroundings in a neat and tidy manner.	Weekly
17	Burning of tree leaves/ branches/Paper waste etc.	1	Burn the items by keeping a distance from each block for avoiding any disturbance to the occupants.	Daily / As required
18	Security hut near colony gate	1	Sweeping of surroundings in a neat and tidy manner.	Daily
19	Removal & proper burial of dead body of animals & birds	1	Immediate removal and Proper burial by keeping a distance from quarters for avoiding any disturbance to occupants.	As and when detected
20	The grass/bush cutting in and around the entire colony. (upto Airport school)	17500 m ² (approx.)	The grass & bushes shall not be allowed to grow not more than 1 inch at no time/any season	Fortnightly
21	Pruning of branches of trees and related works	1	The branches of the trees shall not obstruct/disturb the vehicle/people movements and overhead cables or cause any other inconvenience to the colony residents. The cut branches of the trees shall be moved to an isolated area and destroyed/burned.	Monthly
22	All Quarters	87 Nos.	Ensuring smooth flow of drainages.	
	Minimum workers required daily	06		