



कार्य आदेश /Work Order no : MM-01
dated 17.04.2024

File Ref # WR-16026(21)/3/2023-HR-WR

To,

M/s. Anjali Enterprises

7TH FLOOR, FLAT NO 702,

Name Of Premises/Building: Ram Bhuvan Residency

VS Agashe Marg, NEAR PORTUGUESE CHURCH

Dadar West, Mumbai – 400 028

Contact Person Mr. Hitesh – 9137075072

Mrs. Anjali -9321124831

email id anjaltalreja007@gmail.com

कार्य का नाम - वर्ष 2024-25 के लिए पुराने स्टील अलमारी (बड़े, छोटे), फाइलिंग कैबिनेट, लॉकर आदि की मरम्मत, पेंटिंग और रखरखाव के लिए व्यापक वार्षिक रखरखाव अनुबंध

Name of work – Comprehensive Annual Maintenance Contract for repair, painting and Maintenance of Old Steel Cupboards(Big, Small), Filing Cabinet, Lockers etc. for the year 2024-25 .

आदरणीय महोदय/ महोदया,

एन.आई.सी.सी.पी.पी. पोर्टल में प्रकाशित ए.ए.आई के ई-टेंडर नंबर 2024_AAI_191224_1 दिनांक 13.3.2024 “वार्षिक दर अनुबंध वर्ष 2024-25 के नए प्रशासनिक भवन, एटीएस कॉम्प्लेक्स और पोर्टा केबिन में विभिन्न स्थानों पर पड़ी पुरानी स्टील की अलमारी (बड़ी, छोटी), फाइलिंग कैबिनेट, लॉकर आदि की मरम्मत, पेंटिंग और रखरखाव के व्यापक वार्षिक रखरखाव अनुबंध की नियुक्ति के लिए” उसके संदर्भ में आमंत्रित किया जाता है।

Reference is invited to AAI's e-tender no. 2024_AAI_191224_1 dated 13.3.2024 published in NIC CPP portal and your offer for the same for placement of

“Comprehensive Annual Maintenance Contract for repair, painting and Maintenance of Old Steel Cupboards(Big, Small), Filing Cabinet, Lockers etc. for the year 2024-25”.

2. सक्षम प्राधिकारी ने आपके प्रस्ताव को मंजूरी दे दी है और नीचे दिए गए विवरण के अनुसार इस कार्य आदेश को देने के लिए सहमती दी गई है।

The Competent Authority has approved your offer and has agreed to place this work order as per details given below.

3. कुल वार्षिक वित्तीय सीमा और अनुबंध की वैधता और कार्य की प्रकृति

Total Annual Financial Limit & Validity of contract & Nature of work

3.1 वार्षिक वित्तीय सीमा Annual Financial Limit **Rs.13,80,066=64 (i/GST)**

3.2 अनुबंध की वैधता Validity of contract **17.04.2024 to 16.04.2025.**

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3.3. कार्य की प्रकृति Nature of work and approved Rates

Sr. No	Description of Item	Tentative Quantity	Unit	Quoted Rate (Rs.)	GST in (Rs.)	Approved Quoted Rate (Rs.) i/gst	Total Financial Amount (Rs.) i/gst
	Rate Contract for Repairing and painting of below items within Financial limit along with the material, machinery and labour required for the said work						
1	Cupboard (Big) of size 76 " height x 36" width x 20" depth with Shelves	311	Nos	2,480=00	446=40	2,926=40	9,10,110=40
2	Cupboard (Small) of size 50 " height x 30" width x 17" depth with Shelves	76	Nos	1,276=00	229=68	1,505=68	1,14,431=68
3	Fling Cabinet of size 54 " height x 28" width x 19" depth (inclusive of 4 Drawers)	53	Nos	1,585=00	285=30	1,870=30	99.125=90
4	Fling Cabinet of size 27 " height x 18" width x 15" depth width (inclusive of 2 Drawers)	5	Nos	531=00	95=58	626=58	3,132=90
5	Lockers (8-in-1) of size of size 77" height x 35" width x 18" depth	31	Nos	2,988=00	537=84	3,525=84	1,09,301=04
6	Steel Racks of 4 shelf of size 75" height x 36" with x 20" depth	76	Set	741=00	133=38	874=38	66,452=88
7	New Key for Cupboard (1 + 1)	18	Set	100=00	18=00	118=00	2,124=00
8	Book Shelf Glass Almirah of size 75 " height x 36" width x 20" depth	8	Nos	1,906=00	343=08	2,249=08	17,992=64
9	Lockers (18-in-1) of size of size 77" height x 35" width x 18" depth	1	Nos	3,142=00	565=56	3,707=56	3,707=56
10	Lockers (4-in-1) of size 77" height x 35" width x 18" depth	22	Nos	2,059=00	370=62	2,429=62	53,451=64
11	Keys (1+1)	2	Set	100=00	18=00	118=00	236=00=00
	Total Financial Limit Amount i/gst						13,80,066=64 i/gst

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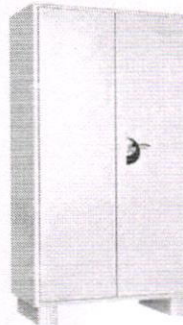
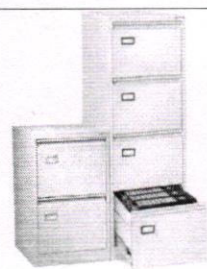
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3.4 Specification as per tender document :

Sl. No	विवरण/ Description	Tentative Quantity	Units	Photo images of items for Repairing and Painting . The images are purely for understanding the type of items to be repaired and painted and the items may vary as per the brands which has been procured
	Rate Contract for Repairing and painting of below items within Financial limit along with the material, machinery and labour required for the said work			
1	Cupboard (Big) of size 76 " height x 36" width x 20" depth with Shelves	311	Nos	
2	Cupboard (Small) of size 50 " height x 30" width x 17" depth with Shelves	76	Nos	
3	Fling Cabinet of size 54 " height x 28" width x 19" depth (inclusive of 4 Drawers)	53	Nos	
4	Fling Cabinet of size 27 " height x 18" width x 15" depth width (inclusive of 2 Drawers)	5	Nos	

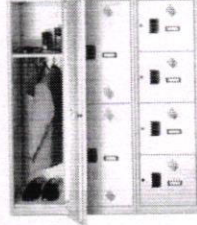
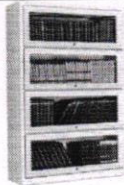
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Sl. No.	विवरण/ Description	Tentative Quantity	Units	Photo images of items for Repairing and Painting . The images are purely for understanding the type of items to be repaired and painted and the items may vary as per the brands which has been procured
5	Lockers (8-in-1) of size of size 77" height x 35" width x 18" depth	31	Nos	
6	Steel Racks of 4 shelf of size 75" height x 36" with x 20" depth	76	Set	
7	New Key for Cupboard (1 + 1)	18	Set	
8	Book Shelf Glass Almirah of size 75 " height x 36" width x 20" depth	8	Nos	
9	Lockers (18-in-1) of size of size 77" height x 35" width x 18" depth	1	Nos	
10	Lockers (4-in-1) of size 77" height x 35" width x 18" depth	22	Nos	
11	Keys (1+1)	2	Set	

1) SCOPE OF WORK ITS PROCESS AND OPERATION

a) Specification of the work to be carried out for Repair and Painting of Steel Furniture inclusive of machine, Cleaning equipment's, Chemicals and Labor at Our premises

1st Step	Removing Paint : The Old paint existing on the Steel Furniture is to be removed using sand paper or grinder in case of rusting
2nd Step	Cleaning to bare material till the paint is completely removed
3rd Step	Application of Synthetic primer with brush
4th Step	Putty application on the surface for levelling of the surface
5th Step	Polishing the surface again with sand paper
6th Step	Paint application : Painting to be done using a compressor and Spray gun
7th Step	Ideal drying time should be 24 hours for the first Coat (Touch Dry)
8th Step	2nd Coat to be done after 24 hours and should be allowed to dry for another 8 hours
Note :	The spares to be replaced compulsorily are Handle, Shelf support, Lock Repair and Key Hole cover

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3.5 वितरण कार्यक्रम / Delivery / Work Schedule :

Work Schedule :

- a) **Collection & Handing-Over of Furniture items**
Incases where the subject tender works cannot be executed at the site / location where the subject furniture item(s) is / are placed, the party on whom the order is placed would be required to collect the furniture items from the specified areas of AAI offices and other public places related to AAI located in New Airport Colony at Parsiwada and also at ATS Complex located at Sahar Sutar Pakhadi Lane, Sahar or any other location of AAI offices in RHQ Mumbai Region for suitable subject work(s) in AAI premises only as required and stated by the Officer-in-charge. The repaired/painted furniture items must be delivered to the respective-in-charge of the department and necessary certificates to be obtained for the satisfactory performance / completion of the nature of work performed with the quantity delivered of each items as per the details mentioned in the tender/work order
- b) **Any / All the works of this enquiry / tender shall be carried out / executed / completed IN A MAXIMUM PERIOD OF SEVEN DAYS [07 DAYS] from the date of verbal intimation or written communication to that effect**
- c) **ROOM** No room shall be provided to the party / contractor for any reason whats oever.
- d) **WATER & ELECTRICITY** Water & Electricity required to the execution of the subject works shall be provided by AAI at no extra cost.
- e) **CERTIFICATION OF WORKS**
 1. Necessary certificates to be obtained for the satisfactory performance / completion of work done with reference to each work / item from the user department/section/office.
 2. The details of the numbers / quantity of items repaired / replaced / work executed / material replaced is to be maintained in the challans / bills.
- f) Under no circumstances without the written approval of the undersigned will any furniture item will be taken out of the office compound (ATS Complex / Porta Cabin / Quarters / Office Buildings in New Airport Colony or any other AAI Office location) for carrying out of subject work(s).
- g) The items to be repaired and painted are of tentative quantity and the party has to supply any of the items within the financial limit as indicated in their Purchase order value. The quantity may increase or decrease from the tentative quantity but restricted to total financial limit
- h) In case of failure to give delivery of the materials / execute the work within the delivery / scheduled period action will be taken as deemed fit as per rules and regulations of AAI.

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4. वृद्धि सरकारी करों/उद्धरणों को छोड़कर अनुबंध की अवधि के दौरान प्रभारों (मूल प्रभारों) में वृद्धि की अनुमति नहीं दी जाएगी।

Escalation no escalation in charges (basic charges) shall be permitted during the currency of the contract except for government taxes / levies.

5. **भुगतान अनुसूची** : भुगतान वास्तविक और संतोषजनक आपूर्ति के लिए नामित अधिकारी (ओं) द्वारा विधिवत प्रमाणित आपूर्ति के संतोषजनक निष्पादन के बाद केवल 30 (तीस) दिनों के भीतर किया जाएगा। भुगतान ए.ए.आई. के विवेकाधिकार के अधीन भी भाग आपूर्ति के आधार पर जारी किया जाएगा

Payment Schedule : Payment(s) shall be made within 30 (thirty) days only after satisfactory execution of the supply(ies) / work(s) duly certified by/from the designated officer(s) for the actual and satisfactory supply(ies) / work(s). The payment shall be released on part supply / work basis also subject to A.A.I.'s discretion.

6. **आदेश / अनुबंध रद्द करना Cancellation of Order / Contract :**

आदेश/अनुबंध किसी भी समय/चरण में आंशिक या पूर्ण रूप से ए.ए.आई. द्वारा बिना कोई कारण बताए और बिना कारण बताए) जो भी हो और वित्तीय मूल्य की किसी सीमा के बिना रद्द किया जा सकता है।

The order / contract can be cancelled at any time / stage in part or in full by AAI without assigning any reason whatsoever and reason(s) whatsoever and without any imitation of financial value.

7. **असीमित अतिरिक्त / शून्य मात्रा** : - हालांकि संकेतित मदों की मात्रा अस्थायी प्रकृति की है/हैं, व्यक्तिगत वस्तुओं की आवश्यकता अनुबंध अवधि के दौरान असीमित मात्रा में बढ़ सकती है या शून्य मात्रा से घट सकती है, लेकिन यह सीमित अवधि के भीतर प्रतिबंधित होगी। कार्य ऑर्डर मूल्य की वित्तीय सीमा। किसी भी वृद्धि या कमी के मामले में मात्रा को निष्पादित / आपूर्ति करने की आवश्यकता होती है, समता/ठेकेदार को समान अनुमोदित दरों, आदेश/अनुबंध की शर्तों और शर्तों पर विषय आपूर्ति(यों) को निष्पादित प्रबंधक(फैसिलिटेशन/एम.एम) का विवेकाधिकार में करना होगा।।

Unlimited Additional / Nil Quantity :- Though the quantity of item(s) indicated is/are tentative nature the individual items requirement may increase by unlimited quantity or decrease by Nil quantity during the contractual period but it will be restricted within the financial limit of Work order value. Incase of any increase or decrease quantity is / are required to be executed/supplied, the party/contractor has to execute the subject supply(ies) at the same approved rates, terms & conditions of the order/contract as per discretion of Manager(Facl./MM).

8. **कुल मूल्य/अनुबंध/आदेश की मात्रा का 30% रिपीट ऑर्डर**:- यद्यपि इंगित की गई मदों/कार्यों की मात्रा संभावित है/हैं जो संविदा अवधि के दौरान 30% तक बढ़ सकती हैं। किसी भी वृद्धि या कमी के मामले में मात्रा को निष्पादित / आपूर्ति करने की आवश्यकता होती है, पार्टी / ठेकेदार को उस अनुमोदित दरों, नियमों और शर्तों पर विषय आपूर्ति (कार्यों) / कार्य (कार्यों) को दर/अनुबंध में निष्पादित करना होगा।।

30% Repeat Order of Total Value/ Quantity of Contract / Order :- Though the quantity of item(s) / work(s) indicated is/are tentative which may increase by 30% during the contractual period. Incase of any increase or decrease quantity is / are required to be executed / supplied, the party/contractor has to execute the subject supply(ies) / work(s) at the same approved rates, terms & conditions of the order/contract.

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9. **सुरक्षा जमा राशि Security Deposit:**

सफल निविदाकार, जिसे ठेका दिया गया है, उसे ठेके के सफल निष्पादन के लिए 10% जमानत राशि जमा करनी होगी और निम्नलिखित प्रपत्र में देयता अवधि के लिए इस तर देना होगा:

The successful tenderer, awarded with the contract, shall furnish 10% Security Deposit towards successful performance of the contract and defects liability period in the following form:

- 9.1 भारतीय रिजर्व बैंक अनुसूची के अनुसार एक राष्ट्रीयकृत बैंक से इस निविदा दस्तावेज के साथ संलग्न अनुलम्बक-बी में निर्धारित एएआई को अनुबंध मूल्य की राशि के @ 10% के बराबर राशि की सीमा तक अनुबंध के प्रदर्शन के लिए बैंक गारंटी (लेकिन किसी सहकारी या गार्मिन बैंक से नहीं), क्रेता को स्वीकार्य है। यह बीजी क्रेता और ठेकेदार के बीच करार निष्पादित होने से पहले, अनुबंध प्रदान करने के 30 दिनों के भीतर प्रस्तुत की जाएगी। बैंक गारंटी के रूप में सुरक्षा जमा अनुबंध की समाप्ति और उसके तीन महीने अधिक तक वैध रहेगा।

Bank guarantee towards performance of the contract to the extent of an amount to a sum equal to @ 10% of amount of contract value, to AAI as prescribed in Annexure- B attached with this tender document, from a Nationalised Bank as per RBI Schedule (but not from any co- operative or Garmin Bank), acceptable to the purchaser. This BG shall be submitted within 30 days of award of contract, before the agreement is executed, between the purchaser and the contractor. The security deposit in the form of Bank Guarantee shall remain valid till the expiry of the contract plus three months.

- 9.2 उपरोक्त के अलावा कोई अन्य प्रकार की सुरक्षा जमा स्वीकार्य नहीं होगी।

No other form of security deposit than the above shall be acceptable.

- 9.3 सुरक्षा जमा गारंटी और दोष दायित्व अवधि के पूरा होने पर, बिना ब्याज के जारी किया जाएगा।

The security deposit shall be released on completion of guarantee and defects liability period, without interest.

10. **ARBITRATION CLAUSE :**

"ऑर्डर / अनुबंध के प्रावधान की व्याख्या और आवेदन से संबंधित किसी भी / सभी विवादों या मतभेदों की स्थिति में, ऐसे विवादों को मध्यस्थता के लिए किसी भी पार्टी द्वारा संदर्भित किया जाएगा, और किसी व्यक्ति के एकल मध्यस्थता को संदर्भित किया जाएगा क्षेत्रीय कार्यकारी निदेशक, एएआई, पश्चिमी क्षेत्र, मुंबई - 4000 99 द्वारा नियुक्त किया जाएगा, जो एकमात्र मध्यस्थ होगा और उसका निर्णय या पुरस्कार दोनों यानी ए.ए.आई के साथ-साथ ठेकेदार / सप्लायर दोनों पर अंतिम और बाध्यकारी होगा जिस पर आदेश है रखा गया है, और अगर मध्यस्थ नियुक्त किया गया है तो वह किसी अन्य व्यक्ति के एकमात्र मध्यस्थता के लिए कार्य करने में असमर्थ और अनिच्छुक है, इस तरह के मध्यस्थ के रूप में कार्य करने के लिए समान रूप से नियुक्त और तैयार होना. इस तरह की नियुक्तियों पर कोई आपत्ति नहीं होगी कि इस तरह के मध्यस्थ को नियुक्त करने वाला मध्यस्थ प्राधिकरण का नौकर है कि उसे उन मामलों से निपटना पड़ा जिनके लिए यह समझौता संबंधित है और उन्होंने अपने कर्तव्यों के दौरान प्राधिकरण के ऐसे नौकर के रूप में व्यक्त किया था विवाद या मतभेदों में सभी या किसी भी मामले पर विचार। नियुक्त मध्यस्थ का पुरस्कार पार्टियों पर अंतिम और बाध्यकारी होगा।

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"In the event of any/all disputes or differences relating to the interpretation and application of the provision of the order/contract, such disputes shall be referred by either party for the arbitration, and shall be referred to the Sole Arbitration of a person to be appointed by the Regional Executive Director, AAI, Western Region, Mumbai-400099, who will be the sole arbitrator and his decision or award will be final and binding on both ie. AAI as well as the contractor/supplier on whom the order is placed, and if the Arbitrator so appointed is unable and unwilling to act, to the sole arbitration of some other person to be similarly appointed and willing to act as such arbitrator. There will be no objection to any such appointments that the Arbitrator so appointed is a servant of the Authority that he had to deal with the matters to which this agreement relates and that in the course of his duties as such servant of the Authority he had expressed views on all or any of the matters in dispute or differences. The award of the arbitrator so appointed shall be final and binding on the parties.

11. अनुबंध /Agreement :

पार्टी से अनुरोध है कि विषयगत कार्य के लिए अनुबंध के लिए हमारे पृष्ठि सी किए गए आदेश की तारीख से पंद्रह (15) दिनों के भीतर 100/- रुपये का गैर-न्यायिक स्टांप पेपर जमा करें।

The party is requested to submit a non-judicial stamp paper of Rs.100/- within fifteen (15) days from the date of our confirmed order for making agreement for the subject Work as per Annexue-B.

12. आप से अनुरोध है कि तुरंत ही काम शुरू करें नोट: उक्त विषय ई-निविदा दिनांक 13.03.2024 के सभी नियम और शर्तें इस आदेश पर सभी प्रकार से लागू होंगी।

You are requested to immediately commence subject services. Note : All the terms and conditions of the aforesaid subject tender dated 13.03.2024 shall be applicable to this order in all respects.

Thanking you,

Yours truly

 17/4/2024

स्मिता जांदे/SMITA JANDE

प्रबंधक(फैसिलिटेशन/एम.एम)/Manager (Fac./MM)

क्षेत्रीय मुख्यालय, प. क्षेत्र, मुंबई /RHQ WR Mumbai

कृते उप महाप्रबंधक(मानव संसाधन), पश्चिमी क्षेत्र

For Gen Mgr (HR), WR

सामग्री प्रबंधन विभाग / Materials Management Dept

मुंबई, पश्चिमी क्षेत्र, Mumbai, Western Region

Address for communication : Materials Management Department, Airports Authority of India, Western Region Headquarters, Ground Floor, Porta Cabin, Behind New Operation Building, New Airport Colony, Sahar Road, Parsiwada, Vile Parle (East), Mumbai 400 099. Tel 022-29217706, 29217708, Email # mmrhqwr@aai.aero

Contd/-

Bank Guarantee Format for SD/EMD
(To be submitted when the form of SD/EMD submission is BG)

(On Non-judicial stamp paper of Rs.100.00)

Bank Guarantee

Airports Authority of India,
CHQ, Rajiv Gandhi Bhavan,
Safdarjung Airport,
New Delhi 110 003,
INDIA

Dear Sir,

We _____ (full name of the banker) having our registered Office at _____ (Address of Bank's registered Office) hereby refer to the tender No.-----
---for(name of work) issues by the Airports Authority of India as purchaser.

M/s _____ (fill in the name of bidder) has approached the bank for providing a Bank Guarantee for SD/EMD for participation in said tender.

Under the terms of said tender, the Bidder is required to provide a bank guarantee in a form acceptable to the purchaser for the amount of Rs.....(amount in figures)(Rupees) on account of SD/EMD.

We, _____ (Name of the Bank hereby give this Bank Guarantee No. _____ dated _____ for an amount of Rs.....(amount in figures)(Rupees) on account of SD/EMD.

Upon default of the tender, we, ----- (Name of the bank), do hereby agree unequivocally and unconditionally to pay immediately on demand in writing from the Airports Authority of India or any Officer authorized by it on its behalf any amount not exceeding Rs. _____ (amount of SD/EMD) (Rupees _____) (in words) to the Airports Authority of India on behalf of the Bidder.

The determination of the fact of breach and the amount of damages sustained and or liability under the guarantee shall be in the sole discretion of the purchaser whose decision shall be conclusive and binding on the guarantor.

This bank guarantee is confirmed and irrevocable and shall remain in effect until _____ (the validity shall be six months from the date of opening of Tender) and such extended periods which may be mutually agreed to. We hereby expressly waive notice of any said extension of the time for performance and alteration or change in any of the term and conditions of the said tender.

Truly yours,

(Authorized Signatory of the Bank)

PROFORMA OF AGREEMENT

This agreement made on the _____
Between the Airports Authority of India, a statutory Corporation set under the Act of Parliament and having its Operational Offices at Gurgaon Road, New Delhi- 110 037, hereinafter called Authority which terms shall mean and include its successors in law and other party _____ hereinafter called supplier which terms shall include their legal representatives and successors in law any other party. Whereas the supplier has submitted tenders for supply of _____ vide their letter dated _____ to Airports Authority of India, Western Region Hqrs and the same has been accepted by the Authority on the terms and conditions contained in the Purchase Order No. _____ dated _____.
NOW THE DEED WITNESSETH AS UNDER

That the terms and conditions contained in the Purchase Order No. _____ dated _____ shall form part of the agreement.

Following documents shall also form part of this agreement .

1. Authority's NIT No. _____ dated _____.
2. Supplier's Technical Bid.
3. Supplier's Commercial Bid.
4. Other relevant correspondence, if any.

SIGNATURE WITH SEAL

PURCHASER

SUPPLIER

AIRPORTS AUTHORITY OF INDIA
Materials Management Department
Western Region Hqrs.
O-7/6, New Airport Colony,
Opp.Parsiwada, Sahar Road,
Vile-Parle (East), Mumbai – 400 099
Date:

Date: _____

To

AIRPORTS AUTHORITY OF INDIA
MUMBAI AIRPORT

Note: This affidavit is to be attested by a First Class Magistrate / Notary Public on non-judicial stamp paper of Rs. 100/-.

Signature Not Verified

Digitally signed by SMITA SANJAY JANDE
Date: 2024.04.17 17:32:32 IST
Location: eProcurement System for Central PSUs