



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. AAI/RHQ-NR/SECURITY/DGR GUARDS/2025-26/17-19 Dated: 27.03.2025

To,

6162/Sqn Ldr Smriti Dixit (Retd) Security Agency

F -36/2, Gali No 16,
Sadh Nagar, Palam Colony,
Jat Dharamshala,
New Delhi-110045

Sub: Providing Security & Allied Services at RHQ-NR, NATS Complex, Kendriya Vidyalaya and Transit Guest House, Rangpuri, New Delhi

Sir,

Reference is drawn to DGR letter No. 73120/SA/AAI/2024/Delhi/ 6162/6727/ 6446/7137/Emp dated 14.10.2024 on the above mentioned subject.

2. The Competent Authority is pleased to accord approval for award of Watch & Ward Contract in favor of **M/s. 6162-Sqn Ldr Smriti Dixit (Retd) Security Agency**, F -36/2, Gali No 16, Sadh Nagar, Palam Colony, Jat Dharamshala, New Delhi-110045 for 01 year w.e.f. 01.04.2025 for deployment of 29 (Twenty nine) Security Personnel on behalf of the Chairman, Airports Authority of India for an amount of Rs. **1,58,20,460/-** [Rupees One Crore Fifty Eight Lakhs Twenty Thousands and Four Hundred Sixty only [Exclusive of GST), break-up of which is as follows :-

Security Guards without Arms per month - 23 Nos. @ 44520.48*

Security Guard with Arms per month - 03 Nos. @ 48088.04*

Security Supervisor per month - 03 No. @ 50045.50*

***Subject to revision of rates from time to time.**

3. The aforesaid rates includes EPF, Adm. Charges, EDLI, Bonus, HRA, Uniform Allowance, Weekly off, Service Charges etc. No other payment on any account shall be paid by AAI. Details of wage structure of security guards per month per guard as per DGR "Notice of Revision of Minimum Wages for One Day w.e.f. 01st Oct. 2024 (subject to revision of rates from time to time" is as follows :-

Sl.No	Description	Percentage	M/s. 6162-Sqn Ldr D Smriti Dixit SA		
			S/G w/o Arms (Skilled)	S/G with Arms (Skilled)	Supervisor
	BASIC PLUS VDA FOR ONE DAY		954.00	1035.00	1268.82
(a)	BASIC PLUS VARIABLE DEARNESS ALLOWANCE (VDA) FOR ONE MONTH (26 DAYS)		24804.00	26910.00	32989.32
(b)	EMPLOYEE STATE INSURANCE (ESI)	3.25% of (a)	0.00	0.00	0.00
(c)	EMPLOYEE PROVIDENT FUND (EPF)	12% ON Rs. 15000/-	1800.00	1800.00	1800.00
(d)	EMPLOYEE DEPOSITE LINKED INSURANCE (EDLI)	0.5% ON Rs. 15000/-	75.00	75.00	75.00
(e)	ADMINISTRATION CHARGES (EPF & EDLI)	0.5% ON Rs. 15000/-	75.00	75.00	75.00
(f)	HOUSE RENT ALLOWANCES (HRA)	24% OF BASIC +VDA OR Rs. 5400/- (WHICH EVER IS HIGHER)	5952.96	6458.4	7917.44
(g)	ESI ON HRA	NOT APPLICABLE	0.00	0.00	0.00
(h)	BONUS	8.33% OF (BASIC+VDA)	0.00	0.00	0.00
(i)	UNIFORM OUTFIT ALLOWAMCES	5% OF (BASIC+VDA)	1240.2	1345.5	1649.47
(j)	UNIFORM WASHING ALLOWANCES	3% OF (BASIC+VDA)	744.12	807.3	989.68
(k)	SUB TOTAL (a) TO (j)		34691.28	37471.2	45495.91
(l)	RELIEVING CHARGES	1/6 OF TOTAL OF SERIAL NO. (k)	5781.88	6245.2	0
(m)	TOTAL COST PER HEAD PER MONTH	SUM OF (k) & (l)	40473.16	43716.4	45495.91
(n)	SERVICES CHARGES	@10% OF (m)	4047.32	4371.64	4549.59
(o)	TOTAL COST PER HEAD	SUM OF (m) & (n)	44520.48	48088.04	50045.5
(p)	TOTAL COST OF 23 GUARDS WITHOUT ARMS FOR ONE YEAR		1,22,87,652.48		
(q)	TOTAL COST OF 03 GUARDS WITH ARMS		17,31,169.44		
(s)	TOTAL COST OF 03 SUPERVISOR		18,01,638.00		
(t)	TOTAL AMOUNT (21+03+3)(p to q)		1,58,20,459.92 rounded off to Rs. 1,58,20,460		
(u)	CGST@18% ON TOTAL AMOUNT	As per prevailing rate			

4. The establishments which have to be provided round the clock security are as follows:-

Name of the Building/Locations	Shift	No of Supervisor/ Guards		
		Supervisor	Guard with Arms	Guard without Arms
RHQ-NR (NATS)	1	03		
	3		03	
	3			08 (03 at main gate, 03 in Patrolling and 02 at Reception of NATS Building.
Operational Office, RHQ-NR, Rangpuri	3			03
Kendriya Vidyalaya, AAI	3			03
AAI Guest House	3			09 (03 for Main Gate, 03 for Patrolling and 03 for Guest House Building)
Total		03	03	23

5. The following instructions/guidelines shall be strictly adhered to by the Security Agency:

(A) Terms and Conditions

(a) The Agency will be guided by DGR "Notice revision of Minimum Wages for One Day w.e.f.-1st Oct.2024"(Subject to revision of rates from time to time).

(b) As per DGR norms an amount of Security Deposit@10% of one month bill amount is required to be deposited by Security Agency vide demand draft payable at New Delhi drawn in favor of Airports Authority of India before commencement of the contract.

(c) The Security Agency is required to deploy all ex-servicemen security guards for guarding RHQ, NR, NATS Building, Kendriya Vidyalaya and Transit Guest House, Rangpuri, New Delhi.

(d) The agency shall get registered with EPF & Labour Authority, if not registered and shall submit copy of registration to this office within 10 days of award of work.

(e) The agency will ensure that age of Security Guards should not exceed 65 years as on 01.04.2025.

(f) As per DGR instructions, the payment to ex-servicemen security guards to be made every month shall be by Cheque/ATM/Electronic means and the concerned records should be produced to AAI. The agency shall submit a monthly certificate to the effect that wages to the guards have been disbursed as per DGR guidelines/any other law in force.

(g) Uniform Allowance as fixed by DGR has to be followed during the contract period. It will be the responsibility of Agency to provide 02 sets of uniform per year to each security guard including the woolen clothes and submit proof of issue of uniform to the guards every six month. Any guard found not wearing neat and clean uniform or the uniform of not proper size, such guard shall be removed from the duty and appropriate recovery will be affected from the Agency.

(h) The uniform allowance as per DGR to be paid to the Supervisors in lieu of Uniform during the contract period with monthly salary.

(i) The Security Agency is required to maintain proper account of payment including statutory benefits i.e. Basic Pay, ESI, EPF, Bonus, HRA, Gratuity, Terminal Benefits, Uniforms, EDLI, Weekly Off/National Holidays, OTA etc.

(j) The payment shall be released to the Agency on submission of bills along with proof of disbursement of salary and deposit of EPF etc. with appropriate authority.

(k) As per the Directorate of Security Guidelines the subletting of watch and ward contract by the authorized DGR sponsored agency to other agency is not permitted. Agency to given an undertaking to this effect.

(l) The Agency will provide whistle, torch and lathi to the security guards. If it is observed that the guards are not provided with the same, it shall be purchased at the risk and cost of Agency and shall be distributed among the security guards.



(m) The security agency shall be solely responsible to absorb and comply with all Statutory provisions of Minimum Wages, Labour Laws, DGR Guidelines and other applicable laws, Rules and Regulation as applicable from time to time for payment of wages to the security guards and for fulfilling all the local formalities for employment of such guards as may be applicable to the guards engaged by them.

(n) In case of theft due to security lapse, the proportionate penalty, as decided by the competent authority shall be imposed on the agency which will not exceed one month service charges, per incident.

(o) The agency will provide reliever instead of putting the same guard on overtime.

(p) Security Agency is required to intimate the Telephone/Fax number with full address.

(q) The Security Agency should submit bank Account Certificate authenticated by the Branch Manager giving details of account of security agency and person operating the account.

(r) The following letters shall also form part of the agreement:-

i) DRZ (West), GOI, MoD, HQ Western Command, Chandimandir letter No 73120/SA/AAI/2024/Delhi/6162/6727/6446/7137/Emp dated 14.10.2024

ii) Tender Details: Tender Reference No. AAI/RHQ- NR/SECURITY/DGR GUARDS/137 dt. 12.02.2025.

iii) DGR "Notice of Revision of Minimum Wages for One Day w.e.f. 01st Oct. 2024.

(B) Period of Contract

The period of contract will be **ONE YEAR** which shall be reckoned w.e.f. **01.04.2025 to 31.03.2026.**

1. Security Agency will execute the agreement on stamp paper of adequate value and shall also affix his latest attested photograph on it and each page of the agreement should be duly signed by security agency and Security-in-Charge.
2. The wages to the Ex-Servicemen shall be made as per DGR guidelines. Any changes/variation in DGR wages issued by DGR shall be applicable.



3. Welfare measures, if any required by the security guards shall be provided by the Agency at their end and at their own cost.
4. In case of security guard does not report for duty, it will be the responsibility of Agency to provide an alternate person in his place in all circumstances, failing which, recovery at double the rate will be effected from the bills of the Agency.
5. Agency to submit police verification of all the guards to be deployed within 15 days of issue of this letter.
6. Agency to submit copy of valid Arms License of Armed Security Guards and complete all the codal procedure with local police station for deploying them at AAI Operational Offices and submit the proof thereafter.

(C) Duties & Responsibilities

1. The complete security arrangement of the above building is to be provided by the Agency including emergency requirement like on noticing of fire or any untoward incidence and notifying it to the concerned fire authorities.
2. Any theft noticed or any person caught while attempting to commit theft in the building shall be dealt properly and the FIR to be lodged with the concerned police station and matter shall be reported to management soon after such incidence.
3. Complete patrolling of the areas during duty periods has to be ensured to take care of any unpleasant situations, particularly at night and on holidays.
4. The Agency shall carry out weekly surprise check and the action taken report shall be submitted to the Security-in-charge.
5. No unauthorized person should be allowed to enter in the areas covered by the security under the control of Agency.
6. No material shall be allowed to be taken out of the premises without prior approval of the Security-in-Charge with proper Authority Gate Pass.
7. Proper record of all the persons/vehicles entering the premises/leaving the premises during or after office hours is to be maintained in the registers provided by the management.

8. The Agency shall ensure proper supervision from time to time and also ensure performance of duties of the Security Guards. The agency shall also carry out surprise checks at night hours and on holidays and in case any security guard is found by the management not performing the duty properly, management shall be within the rights to recommend removal of such guard from the duty.

(D) EPF & Bonus

The payment arising out of EPF & Bonus shall be paid purely on reimbursement basis after submitting the complete details like Original Challan, Original Demand Notes, and Pass Books received from the concerned authorities and challans having deposited the said amount with the concerned authorities.

(E) Photo Identification Card

The agency shall provide Photo Identity Cards to all the security guards deployed in connection with the above cited contract and the cost of the same shall be borne by the Agency.

(F) Salary Disbursement

1. The agency shall disburse the salary of the security guards on or before 07th of every month through Electronic clearing and proof of the same has to be submitted to the Security-in-Charge.
2. The agency shall submit the Duty Roaster of the Manpower deployed for manning the installations on the first day of each month in the O/o Security-in-Charge.

(G) Contract Termination/Extension

The contract can be terminated/foreclosed by AAI giving one week notice without assigning any reason and no claim whatsoever in this regard shall be entertained.

(H) Details of Manpower deployed

The agency shall submit the credentials of Ex-Servicemen deployed at site such as Ex-serviceman Certificate, Aadhaar Card and Pan Card etc. The manpower can be increased/decreased at the discretion of the management at any given time.

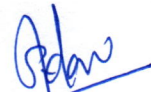


6. The security agency shall ensure to comply all norms, instructions and guidelines issued by DGR and an undertaking should be submitted by the agency that it is fulfilling all norms and guidelines of DGR. The DGR sponsored security agency should submit his acceptance before deploying the guards for adhering the DGR/AAI terms and conditions as laid down from time to time.

7. In case of any dispute the decision of Regional Executive Director (RED), RHQ - NR shall be final and binding. This contract shall be subject to the exclusive jurisdiction of the Court of Delhi/New Delhi.

8. In case of acceptance of the aforesaid term and conditions, you are requested to attend this office along with a Non-judicial Stamp Paper of Rs.100/- (Rupees One Hundred only) to complete the formal agreement, within ten (10) days of issue of this letter.

Yours faithfully



(Santosh Yadav)

Asstt General Manager (Security)
Offg. Regional Chief Security Officer - NR
For Regional Executive Director - NR

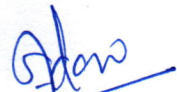
Copy to: For information only

Internal

1. GM (F&A), AAI, RHQ, NR.

External:

1. Director General Resettlement Zone (West), Govt. of India, Min of Defence
C/o HQ Western Command, Chandimandir - 134107 Letter No.
73120/SA/AAI/2023/Delhi/6178/6559/6286/Emp dated 31.01.2023.



(Santosh Yadav)

Asstt General Manager (Security)
Offg. Regional Chief Security Officer - NR
For Regional Executive Director - NR

Signature Not Verified

Digitally signed by MANOJ KUMAR
Date: 2025.04.02 15:14:22 IST
Location: eProcurement System for Central
PSUs