



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA



सं.No.AAI/CB/HR/DGR/2025-26-1636

दिनांक/ Date : 11.12.2025

सेवा में To

M/s M Nazeer Security Agency,  
No.2/26, Street I,  
Vayakkavilai, Killiyoor PO,  
Kanyakumari, Tamilnadu – 629171

**Sub: Provision of DGR staff at Coimbatore International Airport – reg.**  
**(NIT NO 2025 AAI 255283 1)**

Sir,

1. Reference may please be made to NIT No. NIT NO 2025\_AAI\_255283\_1 published on the CPP for provision of 06 Supervisors and 04 unarmed Security Guards at Coimbatore International Airport, and your bid submitted on the CPP portal.
2. Approval of the Competent Authority is hereby conveyed for award of contract for deployment of 06 Supervisors and 04 unarmed Security Guard (without arms), to **M/s M Nazeer Security Agency, No.2/26, Street I, Vayakkavilai, Killiyoor PO, Kanyakumari, Tamilnadu – 629171**, at DGR specified rates/wages besides services charges @ 10% for a period of one year **w.e.f. the date of taking over of the contract**, subject to following terms and conditions.
3. The contract shall be one year from the date of taking over. The contract shall be extended for further period of one more year at the discretion of the Competent Authority subject to satisfactory performance and as per same terms and conditions except minimum wages.
4. Payment for the engagement of manpower by the agency would be as per the rates/wages as specified by Directorate General of Resettlement (DGR), Ministry of Defence, Government of India from time to time.
5. The duties and responsibilities assigned to the staff would be at the sole discretion of AAI and it is the responsibility of the agency/DGR staff shall carry out the duties and responsibilities as assigned to them from time to time. The planned deployment details are placed at Appendix A
6. The DGR personnel shall be competent Ex-Servicemen only from the Defence. The agency shall submit the list of personnel along with valid proof of their personnel ex-servicemen status, bio-data with photo prior deployment of manpower. In case of any violation, the contract shall be terminated without any further reference.

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कोयम्बतूर अन्तरराष्ट्रीय हवाई अड्डा/COIMBATORE INTERNATIONAL AIRPORT  
कोयम्बतूर /COIMBATORE-641014

Tel: 0422- 2571941/ 2571956/2573603/2573602/2573561/ Fax 0422 – 2592384/2573223  
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7. Agency shall deploy Ex-servicemen with age limit as prescribed by DGR norms. The agency shall verify the character and antecedents of personnel prior to deployment to AAI. In case of any lapse on the part of personnel so deployed, the agency is fully responsible for the action of their personnel.
8. The DGR staff engaged will report to the Airport Director or any other designated officer and carry out the duties as assigned from time to time. Personnel so deployed will not leave the place of duty at any time without any reliever or substitute being arranged from the agency.
9. AAI will evaluate the performance/service provided by the agency. In case, AAI finds the performance of an individual is not satisfactory, agency shall provide suitable replacement immediately so the services remain uninterrupted.
10. In case of service rendered by the agency is not satisfactory in the opinion of AAI for whatsoever reasons, AAI shall be at liberty to terminate the contract forthwith by giving notice on short notice.
11. It is the responsibility of the agency to provide necessary equipment (Torch, Laathi, Whistle, Reflective jackets, raincoats etc), uniform, shoe, name-plate, and any other materials so required, at their own cost to the personnel deployed at AAI.
12. AAI shall not be responsible or otherwise for any injury that occurs to the personnel so deployed by your agency in course of performing their job at AAI.
13. The agency shall not entrust the job of providing manpower to any sub-contractor of any other agency under any circumstance.
14. In case of any loss, theft/sabotage caused/attributable by the personnel deployed, AAI reserves the right to claim the damage from the agency.
15. The agency shall abide by the provisions of DGR Norms and Rules & Regulations, Contract Labour (R&A) Act, 1970 and other statutory rules and regulations as stipulated by the Government from time to time.
16. The personnel so deployed by the agency will not join any Union/Association.
17. The agency shall carryout all the orders issued by the Authority from time to time with regards to these services.



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18. In accordance to the BCAS instructions vide their letter No. STATUS REPORT/2021 dated 29.04.2021, the below mentioned terms and conditions form part and parcel of the award letter.

(a) The Temporary Aerodrome Entry Permit (TAEP) initially for a period of 30 days will be issued by Airport Director, Airports Authority of India (AAI), Coimbatore International Airport, Coimbatore, following the due procedures, to commence business inside the Airport.

(b) Immediately, thereafter, the agency has to comply with the instructions of BCAS i.e. obtaining Provisional Security Clearance/Security Clearance through E-Sahaj Portal and submission of Security Programme, are to be strictly adhered to. Necessary assistance / guidelines, if required may be obtained from AAI/BCAS in this regard. The above are mandatory requirements of continuing business in the Airport premises.

(c) The agency who have already obtained Security clearance for their operations in other region(s), should intimate RO, BCAS, Chennai accordingly duly enclosing (i) Intimation Letter regarding establishing their business (ii) Security clearance issued by BCAS, HQ (iii) Provisional Security Clearance(s) issued by the RO, BCAS, of other Region(s), (iv) Written contract Agreement (v) Authority Signatory of the Airport and (vi) Security Programme.

Failure to comply with any of the above instructions will entail suspension or withdrawal of TAEP/AEP issued.

PAYMENT TERMS:-

19. The bill for the service rendered shall be submitted by the Agency to the Airport Director or Designated Officer on the last day of the particular calendar month in duplicate. In case, the last day of the month happens to be a holiday, the bill may be submitted on the next working day. The bill will be accepted by AAI subject to satisfactory performance.

20. The agency shall submit the following certificate/documents every month for receiving the payment in duplicate. It may be noted that releasing of payment for the services rendered would be subject to submission of the following documents.

Certified copies of monthly PF ECR Challans for the deployed personnel.

Certified copies of monthly service tax challans remitted.

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Wage proof of monthly wages disbursement/monthly wages duly received by the concerned personnel. Wages are to be paid to deployed personnel by crediting to their personnel bank accounts. Details of bank account to be submitted.

Certificate by the pay disbursing officer to the effect that the wages in full have been paid to the employees.

Copies of the Attendance sheet duly certified by the employer.

21. In addition, the agency should submit the monthly and half-yearly statement of the payment of ESI, PF etc., whichever is applicable, wherein the amount deposited and names of the personnel on rolls should appear.

22. Agency shall be responsible for paying monthly wages to the personnel deployed before 7th of each calendar month. The wages must be paid only through cheque or credit in their account through ECS and agency shall produce the copies of remittance challans for the payment effected regularly. In case of receipt of any complaint to this effect, AAI reserves the right to take action which may include termination of the contract.

23. AAI will pay the admissible amount to the agency on monthly basis. It is the responsibility of the agency to deposit the PF, ESI, Taxes etc as applicable to the concerned authorities on regular basis for all the personnel so deployed to AAI.

24. The agency at their own cost should renew their empanelment with DGR well in advance and submit a copy of the same to AAI.

25. The contractor shall enter into an agreement with AAI within 7 days from the date of receipt of this offer on a non-judicial stamp paper of value of Rs.100/- as per format enclosed. Cost of the stamp paper shall be borne by the agency.

26. In the event of any dispute, AAI's contention/decision will be the final and binding on agency.

27. Penalty : If any shift of any site goes without any Supervisor/Guard or if there by any shortfall of any Supervisor/guard at any point of time, a deduction proportionate to the wages rates of that period will be made from the monthly bill of the Security Agency. If any alternative arrangement is made by the AAI to post Supervisor/guard during such period and in case any theft or loss to the property of AAI occurs during such period of absence of security Supervisor/guards, the Security Agency shall be liable to pay compensation to AAI to the extent of the loss.



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28. Acceptance of the offer in writing, shall be furnished by the agency at once and the Agency shall produce all original documents at the earliest.

29. The provisions of the NIT along with agreement will be part and parcel of this Contract.

Yours faithfully,

(B Rajkumar)

Asst General Manager(HR)

For Airport Director

Encl : As above.

Copy to :-

1. The Director Security, AAI Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – 110 003.
2. The General Manager (HR), AAI, RHQ SR, Chennai – 600 027.
3. Directorate General of Resettlement, South Zone, Pune

Internal

1. Airport Director
2. Chief Security Officer
3. HOD(Finance)

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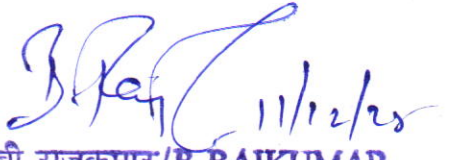


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Appendix A

Details of deployment of DGR staff at Coimbatore International Airport

| Sl No. | Category                                          | Nos. | Reporting officer | Remarks                     |
|--------|---------------------------------------------------|------|-------------------|-----------------------------|
| 1.     | Supervisor                                        | 02   | HOD ATM           |                             |
| 2.     | Supervisor                                        | 04   | CSO               |                             |
| 3.     | Security Guard (without reliever)                 | 01   | CSO               |                             |
| 4.     | Security Guards without arms (including reliever) | 03   | HOD HR            | 24x7 round the clock duties |



बी. राजकुमार / B. RAJKUMAR

सहायक महाप्रबंधक (भा सं) / Asst. Gen. Manager (HR)  
भारतीय विमानपत्तन प्राधिकरण / Airports Authority of India  
कोयंबतूर अन्तरराष्ट्रीय हवाई अड्डा / Coimbatore Intl. Airport  
कोयंबतूर / Coimbatore - 641 014.

Signature Not Verified

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Digitally signed by PARAPPIL GOPAL  
GOPALAKRISHNAN  
Date: 2025.12.26 17:32:10 IST  
Location: eProcurement System for  
Central PSUs