AAI CARGO LOGISTICS & ALLIED SERVICES CO LTD
CHENNAI AIRPORT

Notice Inviting e-Tender

for

COMPREHENSIVE DOCUMENT MANAGEMENT FOR THE PHYSICAL RECORDS OF AAICLAS, CHENNAI AIRPORT

Tender ID: 2026_AAICL_298601_1

Integrated Air Cargo Complex, Meenambakkam,
Chennai Airport, Chennai – 600 016
Phone – 044-22569708

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AAI CARGO LOGISTICS AND ALLIED SERVICES CO LTD
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AAICLAS/MAA/3307/2026 18.11.2026

NOTICE INVITING E-TENDER (e-NIT)

1. Item rate e-tenders are invited through the e-tendering portal by Regional Manager, AAI Cargo Logistics & Allied Services Co Ltd (AAICLAS), Chennai Airport on behalf of Chief Executive Officer, AAICLAS from eligible contractors/ agency / Vendors / for the work of "**Comprehensive Document Management for the Physical Records of AAICLAS, Chennai Airport''** at an estimated cost of **Rs.63,45,378.00/- (Rupees Sixty Three Lakh Forty Five Thousand Three Hundred and Seventy Eight only)**(excluding GST)for a **period of Three(03) years.**

a. The tender shall be in prescribed form only. Separate Performa shall not be accepted.
b. The tendering process is online at Govt of India CPP portal (URL address https://etenders.gov.in/eprocure/app). Aspiring bidders may go through the tender document available in AAI website, AAICLAS Website and CPP portal.
c. Prospective tenderers are advised to get themselves acquainted for e-tendering participation requirements at "Instructions to the Contractors/Bidders for the e-submission of the bids", register themselves at CPP portal, obtain "User ID" & "Password" and go through the "self-help files" available in the home page after login to the CPP portal.
d. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their bid. The process normally takes 03 days' time.
e. Tender fee of **Rs.1,180.00 (non-refundable)** will be required to be paid in the form of Demand Draft / Bankers cheque from Nationalized or scheduled bank (excluding co-operative or Gramin Bank). The scanned copy of DD/Bankers Cheque shall be uploaded in Cover-1 (Technical bid) along with other documents.
f. EMD for the Value of **Rs.1,26,908.00/-** (Rupees One lakh, Twenty Six Thousand, Nine hundred and Eight only) shall be accepted in the form of Demand Draft / Bank Guarantee from Nationalized or scheduled bank (but not from co-operative or Gramin Bank). The scanned copy of DD/Bank Guarantee shall be uploaded in Cover-1 (Technical Bid) along with other documents.
g. The original Demand Draft against tender fee & EMD should be drawn in favor of "**AAI Cargo Logistics and Allied Services Co Ltd" payable at Chennai** and should be sent by **Speed Post** to **The Regional Manager, AAI Cargo Logistics & Allied Services Co Ltd, Integrated Air Cargo Complex, Meenambakkam, Chennai Airport, Chennai – 600 016 so as to reach on or before the stipulated date and time**. The Demand Draft physically sent, should tally with the one uploaded in Cover-1 i.e Technical Bid and the data entered during bid submission. In case any Bidder fails to submit the Tender Fee & EMD before the stipulated date and time then their tender shall be rejected out-rightly. AAICLAS shall not be responsible for any postal delay.
NOTE: EMD and tender fee in any other form shall **not** be accepted.
Refund of EMD: EMD of unsuccessful bidders received through Demand Drafts/Bank Guarantee shall be returned back to them by Speed Post to their address as per details provided in Cover-I at the time of submission of the tender. The return of EMD to bidders who fail to qualify the eligibility/technical stage shall be initiated automatically within 30 days of their rejection.

2. Tender documents and other necessary documents can be downloaded from the AAI website and CPP e–tendering portal without paying any tender fee. However, to participate

in the tender / to submit the tender document, the tenderer must pay tender fee of Rs 1,180.00 in the form of Demand Draft/Bankers Cheque as detailed in para 1(e) above.

3. The accepting authority will be The Regional Manager, AAICLAS, Chennai Airport.
4. The estimated cost is for the initial period of three years and is inclusive of manpower cost,all statutory payments like EPF, ESI & Bonus (if applicable) etc and material cost (including machines and equipment cost) but exclusive of GST.
5. AAICLAS reserves the right to accept or reject any or all applications without assigning any reasons.
6. **Eligibility Criteria / Pre-Qualifying Requirement (PQ)**:
   a. Agency specialized in the similar nature of work (definition of similar works as below) and having valid PAN and GST Registration.
      Similar works mean – Document Management, Record Keeping, Mailroom Services etc.
   b. The bidder must have completed at least three similar works, each of **Rs.25,38,151.00/-** (not less than 40% of estimated cost) or two similar works, each of **Rs.31,72,689/-** (not less than 50% of estimated cost) or one similar work of **Rs.50,76,302/-** (not less than 80% of estimated cost) during last Seven years ending on 31.03.2026. If work experience is of any non – govt/ PSU department, TDS certificates shall be attached. Work completion certificate from clients indicating nature of work, value of works, date of start and completion, as per agreement / status of ongoing work should be uploaded in Cover-I (Technical Bid).
   c. The bidder should have annualized average financial turnover of **Rs.19,03,613.00** against works executed during last three years ending 31st March 2026. As a proof, copy of CA certified (with UDIN) Abridged Balance Sheet along with Profit and Loss Account Statement of the firm should be submitted along with the application.
7. Tenderers are advised to inspect the premises where document management work is to be done and make themselves satisfy of the materials, tools, equipment to be supplied and specifications of the work.
8. Submission of a tender by a tenderer implies that he/she has read this notice and all other documents and has made himself/herself aware of special conditions of contract and specification of the supply items. A tenderer shall be deemed to have full knowledge of the document management work whether he/she inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
9. All rates quoted in tender shall be inclusive of, but not limited to, manpower cost (including statutory costs like EPF, ESI, bonus etc.), material/equipment cost and any other costs involved in providing the service for three years but exclusive of GST. However, the applicable GST rate should be shown separately in the appropriate column of BOQ file.
10. Octroi or any other tax on material, labour, services for this work shall be paid by the tenderer and AAICLAS will not entertain any claim whatsoever in this respect.
11. Tenders shall be received by the Accepting Authority up to the date and time as mentioned at **para 14 of this notice** and shall be opened on the date and time as mentioned therein**.** If the Tenderer wish they can be present on the said date and time or can send their authorized representatives.
12. **Mode of Submission of Tenders-** Following two covers shall be submitted through online at CPP portal by the bidder.
    a. Cover-1 – Fee and Technical Bid
    Scanned copies of documents mentioned below are to be uploaded in Cover-I:
       i. Payment instrument of Tender Fee
       ii. Payment instrument of EMD
       iii. Scanned Copy of duly signed & stamped Unconditional Acceptance of AAICLAS's Tender Condition (as per Annexure-C).

iv. The scanned Copy of power of Attorney/authorization letter for signing tender document/bidding on CPP portal (If Applicable),
v. Copy of duly signed & stamped Undertaking of Not Blacklisted from any Govt. Department / PSU on company letter head as per Annexure-D.
vi. Documentary evidence for agency being registered with Registrar of Companies / Firms / Central Govt. / State Govt. as the case may be.
vii. Copy of PAN Card
viii. GST Registration Certificate
ix. Work completion certificate from clients indicating value of works, date of start and completion, as per agreement / status of ongoing work. The bidder must have completed at least. three works, each of **Rs.25,38,151/-** or two works, each of **Rs.31,72,689/-** or one work of **Rs.50,76,302/-** in single contract of similar nature of work during last seven years ending on **31.03.2026** in India. Similar works mean – Document Management, Record Keeping, Mailroom Services etc. **Firms showing work experience certificate from non-government / non-PSU organizations should submit copy of Tax Deduction at Sources certificate in support of their claim for having experience of stipulated value of work.**
x. Should have annualized average financial turnover of **Rs.19,03,613.00** against works executed during last three years ending **31st March 2026.** As a proof, copy of CA certified Abridged Balance Sheet along with Profit and Loss Account Statement of the firm for **last three years** should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected. All the CA certified documents shall contain UDIN issued by ICAI.
xi. The checklist as per Proforma at "Annexure-B" (duly filled & signed) shall be submitted by tenderers.
xii. Declaration of compliance of restrictions under rule 144 (xi) of the General Financial Rules (GFR), 2017 as per Annexure-G
xiii. Copy of ibid Notice Inviting Tender duly signed on all pages as acceptance of all the terms and conditions mentioned therein.

b. **Cover-II: - The Financial Bid**
i. The bidders are required to quote the Fixed Monthly Cost for providing all the services specified in Special Conditions of Contract.
ii. All rates shall be quoted in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
iii. The rates quoted by the bidder shall be valid for three years. No escalation shall be paid during the period of contract.

13. If EMD and unconditional acceptance letter of any bidders is not meeting the AAICLAS's tender conditions then his/her e-bid response will be summarily rejected.

14. The critical dates for the tender are as under

Description	Date	Time
Tender Publish Date	21.11.2026	1230 hrs
Bid Document Download/Sale Start Date	21.11.2026	1230 hrs
Clarification Start Date	21.11.2026	1230 hrs
Clarification End Date	24.11.2026	1300 hrs
Bid submission Start Date	21.11.2026	1230 hrs

Bid Submission End Date	08.12.2026	1100 hrs
Last Date for Submission of Physical Cover containing Demand Drafts for EMD and Tender Fee	09.12.2026	1030 hrs
Bid Opening Date (Cover-I)	09.12.2026	1100 hrs
Bid Opening Date (Cover-II) Tentative	18.12.2026	1100 hrs

15. Bid Submission:
    a. Bids shall be submitted online only at CPPP website:https://etenders.gov.in/eprocure/app
    b. Tenderers are advised to follow the instructions at 'Instructions to Bidder for Online Bid Submission' provided in the "Annexure A" for online submission of bids.
    c. Further it may be noted that tenders which are duly submitted on e-tender portal (CPPP) shall only be final
    d. And tenders just saved without submission will not be available for the evaluation purpose. Bidders are requested to go through FAQ and help files available in the portal (CPPP). In case of any difficulty, bidders may contact the help desk numbers and emails ID provided in the CPP Portal. Bid documents may be scanned with 200 dpi with black and white option which helps in reducing size of the scanned document.
16. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his/her son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
17. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website http://etenders.gov.in/eprocure/app, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered /modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAICLAS.
18. **Benefits to Micro Small & Medium Enterprises (MSMEs)**
    Exemption from paying Tender Fee & Earnest Money Deposit:
    - Micro and Small Medium Enterprises (MSMEs) – registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicraft and Handloom or any other body specified by the Ministry of Micro, Small and Medium Enterprises under MSMED Act, 2006 for goods produced and services rendered-shall be issued tender documents free of cost and shall be exempted from paying earnest money deposit (EMD).
    - The firm registered with MSME & NSIC should submit a copy of documentary evidence for claiming exemption from EMD submission.

    Note:
    a) The benefit as above to MSMEs shall be available only for goods / services produced and provided by MSMEs for which they are registered.
    b) MSMEs seeking exemption and benefits shall enclose a self-certified **copy of valid registration certificate, giving details of such validity, stores/ services etc. in Cover - I, failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSMEs.**
19. AAICLAS may, at its discretion, ask any bidder for a clarification of its bid. Any

clarification submitted by a bidder that is not in response to a request by AAICLAS shall not be considered. The AAICLAS's request for clarification and the response shall be in writing.

20. If a bidder does not provide clarifications of its bid by the date and time set in the AAICLAS request for clarification, its bid may be rejected.
21. AAICLAS also reserves right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.
22. **Financial Bid Opening Procedure**
    a. The Financial Bids of all the technically qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders / their authorized representatives, who choose to be present at the time of opening of the financial bids. Absence of bidders or their authorized representatives shall not impair the legality of the process.
    b. The financial bids, as indicated in the BOQ file of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid price would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid.
23. Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the Lowest bidder to claim that he is successful in the bidding process.
24. AAICLAS reserves the right to disallow issue of tender documents to working agencies whose performances at ongoing project(s) is below par and usually poor and has been issued letter or restrain/ temporary/ permanent debar by any department of AAI/AAICLAS. AAICLAS reserves the right to verify the credentials submitted by the agency at any stage (before or after the award of work). If at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm then AAICLAS shall take the following action:
    a. Forfeit the entire amount of EMD submitted by the firm.
    b. The agency shall be liable for debarment from tendering in AAI/AAICLAS, apart from any other appropriate contractual/ legal action.
25. Consortium / JV Companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
26. Tenderers who unconditionally accept AAICLAS's tender conditions & deposit the required earnest money and submit qualifying requirements shall be considered for the tender and "Envelop II'' containing the financial bid from such qualified tenderers shall only be opened.
27. Once the tenderer has given unconditional acceptance to AAICLAS's tender in its entirety, he/she is not permitted to put any remarks/conditions.
28. Notification of awards will be made in writing to the successful bidder by the accepting authority. The work will normally be awarded to the qualified and responsive bidder offering lowest evaluated conformity with requirement of the specification and supply documents and the accepting authority shall be the sole judge in this regard. The accepting authority does not bind him/her to accept lowest bid and/or to give any reason for his/her decision.
29. A substantially responsive bid shall be one that meets the requirements of the bidding document in totality i.e., by following the procedures of para 12 above**.** The technical bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial proposals will be returned unopened.
    i. The responsiveness of the bid, i.e., receipts of duly filled, signed and accepted

bid documents in complete form, including Authorization letter.

ii. Receipt of valid EMD with requisite amount in acceptable format.

iii. Documents in proof of meeting the minimum eligibility criteria.

iv. Any other documents as required to support the responsiveness of the bidder, as per tender.

30. The accepting authority reserves to himself the right of accepting the whole or part of the tender and tenderer shall be bound to perform the same at his/her quoted rate.
31. AAICLAS reserves the right to accept or reject any or all applications without assigning any reasons, and ordering part of work as per their sole discretion. The Competent Authority has right to cancel/ postpone the tender.
32. On acceptance of tender earnest money will be treated as part of security deposit.
33. Canvassing in connection with the tender is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to rejection. The tenderer shall intimate if his/her near relative is posted as executive in any capacity in AAI/AAICLAS.
34. The contractor shall give list of AAI/AAICLAS employees related to him.
    No officer of Executive / Gazetted rank or other Executive / Gazetted Officer employed in any Department of Airports Authority of India (AAI) /AAICLAS/ Govt. of India is allowed to work as a contractor for a period of two years after retirement from Airports Authority of India /AAICLAS/ Government service, without the previous permission of AAI/AAICLAS/ Govt. of India. The contract is liable to be cancelled if either the contractor or any of his/her employee is found at any time to be such a person who had not obtained the permission of Airports Authority of India /AAICLAS / Govt. of India as aforesaid before submission of the Tender or engagement in the contractor's service.
35. The tender for work shall remain open for acceptance for a period of 180 days from the date of opening of tenders. If any tenderer withdraws his/her tender before the said period or makes any modification in the terms and conditions of tender, which are not acceptable to department, AAICLAS shall, without prejudice to other right or remedy, be at liberty to forfeit the full said earnest money absolutely.
36. This notice of Tender shall form part of the contract documents. The successful Tenderer / contractor, on acceptance of letter of award, shall within 15-days sign the contract consisting of Notice inviting Tenders, General conditions of contract, special/additional condition, General and particular specifications, Tender conditions as issued at the time of invitation of Tender and acceptance thereof with any correspondence leading there to.
37. The contract agreement shall be executed on a non-judicial stamp paper of value Rs 100/- and the cost of the same shall be borne by the Contractor
38. The rate quoted by the tenderer shall be in Indian rupees only and inclusive of all costs excluding GST. No other cost other than the quoted rate and applicable GST is payable to the contractor.
39. In the case of Item Rate Tenders, only rates quoted shall be considered. Rates quoted by the contractor in item rate tender in figures shall be accurately filled in so that there is no discrepancy in the rates.
40. **<u>Purchase Preference to Public Enterprises</u>**
    Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance. However, the Accepting Authority reserves to himself the right to allow to the public enterprises purchase preference facilities as admissible under the existing policy on the date of opening of tender.

41. If the entity participating in any of the tenders is a private or public limited company, partnership firm or proprietary firm and any of the Directors/ Partners/ Proprietor of such company is also a director of any other company or partner of a concern or a sole Proprietor having established business with AAICLAS and has outstanding dues payable to the AAICLAS, then the said entity shall not be allowed to participate in AAICLAS tenders.
42. Corrigendum, Clarifications, Modifications in bidding dates etc shall be communicated only through e-tender portal.

Sd/-
Jt. General Manager (Cargo)
for Regional Manager
AAICLAS, Chennai Airport

GENERAL CONDITIONS OF CONTRACT

1. The notice inviting tender, general conditions of contract, special conditions of contract and all other parts of tender document shall form part of the contract document. The successful tenderer on acceptance of his/her tender by Accepting Authority shall within 15 days from the date of issue of the work award letter shall sign the contract agreement consisting of Notice Inviting tenders, General conditions of the contract as issued at the time of invitation of tender and acceptance thereof together with any correspondence thereto.
2. The successful Tenderer must operate the contract for minimum 50% of the total contract period, failing which the contractor/agency shall be debarred from participating in any tender in AAICLAS for a minimum period of two years.
3. AAICLAS shall have the right to terminate the contract after serving a notice for a period of 90 days in advance. The contractor can also terminate the contract by serving a similar notice in writing. Such notices shall be served by Registered/Speed Post or by hand at the respective address. Notwithstanding the above, the contractor shall continue to provide the services as per mutual agreement till alternative arrangement is made by AAICLAS.
4. A tenderer shall submit the tender, which satisfies each and every condition laid down in this notice, failing which, the tender will be liable to be rejected. Also, if the credentials submitted by the firm found to be incorrect or have some discrepancy which disqualifies the firm then the AAICLAS shall take the following action:
   a. Forfeit the entire amount of EMD submitted by the firm.
   b. Debar the firm for minimum two years to tender for AAICLAS
5. Period of contract shall be for three years.
6. The work shall commence from the 15th day after the date on which the in-charge issues written order to commence work or from the date of handing over of site, whichever is later. If the contractor commits default in commencing the work as aforesaid, AAICLAS shall without prejudice to any other right or remedy be at liberty to forfeit the earnest money absolutely.
7. The contractor shall submit the bill with relevant documents by 7th of next month. Payment will be made as per actual work done.
8. Security deposit @ 10% of gross value of the bill will be deducted from the monthly bills. Earnest money will be adjusted first in the security deposit. The successful bidder can also deposit within 30 days from the award of work, the amount of security deposit at 10% of total contract value in the form of DD/NEFT/Bank Guarantee of any Nationalized Bank or schedule bank but not co-operative or Gramin Bank. Income tax and other deductions shall be made from all payments made to the contractor as per rules and regulations prevailing from time to time.
9. In case the security deposit is submitted in the form of Bank Guarantee, the validity of the BG should be six months beyond the expiry of contract period. The BG must be an e-BG and shall contain the below AAICLAS bank details and the same needs to be used by the issuing bank for sending SFMS IFIN 760 message:

   Bank Name ICICI Bank
   Account Holder name AAI Cargo Logistics and Allied Services Company Ltd
   Account No. 000705044092
   IFSC code ICIC0000007
   Branch Name CONNAUGHT PLACE, NEW DELHI, 110001

10. Defects Liability Period for the subject contract shall be three months.

11. The contractor shall discharge obligations as provided under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous Provisions Act,1952, the Employees State Insurance (ESI) Act, 1948, the Contract Labour (Regulation & Abolition) Act, 1970, the Inter-State Migrant workman (Regulation of employment & conditions of Service) Act, 1979, The Minimum Wages Act, 1928, 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.
12. The successful tenderer shall comply with the following:
    a. Make payment to his/her staff in accordance with relevant Minimum Wage Act and applicable Labour Law through documentary evidence.
    b. Provisions of E.P.F. & Misc. Provisions Act 1952 & ESI Act 1948 amended from time to time & rules framed there under where applicable.
    c. Inform AAICLAS his/her company's PF account Code No. & ESI Reg. No. allotted by ESI Corporation & shall continue to have its validity till actual completion of contract.
    d. Shall provide a list of contract workers engaged for the work along with their PF Account No. & ESI Registration No (if applicable).
    e. Provide a monthly statement and a copy of PF& ESI challans (if applicable) showing recoveries of contribution and proof of remittance of Provident Fund contribution and ESI to EPFO & ESIC respectively in respect of Workers engaged in contract work. (as per applicability)
    f. AAICLAS reserves the right to withhold 3% minimum amount, from the running account payments, if PF / ESI contribution are not paid by the contractor and proof to that effect have not been produced regularly on due dates.
13. No escalation on quoted rates is applicable for the entire period of contract. However, the agency will be entitled to get reimbursement of hike in minimum wages, and corresponding hike employer contribution of PF, Bonus, ESI contribution (if applicable) on production of documentary evidence.
14. **As the worksite is in operational area, the contractor is required to obtain Airport Entry Permits for his/her staff. Police Verification Certificate, Security Clearance of the Agency and other formalities in this regard as recommended by BCAS from time to time shall be done by the contractor at his/her own cost. If due to security reasons, work is hampered or postponed on any day, AAICLAS will not be responsible for it.**
15. **The contractor should obtain security clearances from BCAS** and any other statutory requirements to be fulfilled before commencement of the work. AAICLAS shall not be held responsible for delay in obtaining the clearances/permits.
16. Applicable fees for obtaining the passes shall be paid by the contractor and the rates quoted are inclusive of such fees.
17. All disputes and differences arising out of or in any way touching or concerning this contract shall be referred to the sole arbitration of a person to be appointed by the CEO of the AAICLAS. The award of the Arbitrator so appointed shall be final and binding on the parties. The Arbitrator Act & Conciliation Act, 1996 shall be applicable.
18. It will be no bar that the Arbitrator appointed as aforesaid is or has been an employee of the AAICLAS and the appointment of the Arbitrator will not be challenged or be open to question in any Court of Law, on this account.
19. In case of any dispute where legal action is compelled to be initiated by any of the party, jurisdiction of the court shall be the city/town/ district where the airport is located.

20. Work may be done in day or night as per requirement of AAICLAS.
21. Use of correcting fluid, anywhere in tender document is not permitted. Such tender is liable for rejection. Correction if any, shall be initialled.
22. Contractor shall provide for his/her workmen all safety items required for the work. During the execution of job, if any injury or damage occurs to any of contractor's worker or user/ passenger at Air Cargo Complex/Airport, AAICLAS shall not be responsible and liable to pay any compensation. Contractor will be responsible in this regard.
23. The contractor shall provide adequate manpower, material and related machinery for the work.
24. No person below the age of 18 years shall be employed for the work.
25. Water and Electricity will be provided by AAICLAS free of cost.
26. The contractor shall indemnify and keep indemnified AAICLAS against all loss and claims for injury or damage to any property whatsoever, which may arise out of or in consequence of carrying out the works by them and against all claims, demands, proceedings of or in relation thereof.
27. The rates quoted by the contractor in the unprotected cell of BOQ file in figures shall be accurately filled in so that there is no discrepancy in the rates.
28. In the case of any tender where unit rate of any item / items appear unrealistic, such tender will be considered as unbalanced and in case the Tenderer is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected.
29. No payment for the work done will be made unless contract in form of agreement is signed by the contractor.
30. The bill shall be submitted at monthly intervals or before the date fixed by the Regional Manager or his/her authorised representative for the work executed since previous bill. The contractor shall submit all the bills on the Performa prescribed by the Regional Manager or his/her authorised representative, in triplicate.
31. The payment due to the contractor shall be made within 45 days of the submission of the bill by the contractor. The payment shall be made from the AAICLAS through NEFT/RTGS directly in the Bank account of contractor.
32. The payment of wages should be made to the employed manpower/labour's bank account no. through RTGS/NEFT/Cheque by the 7th of every successive month. Delay in payment will attract a penalty of Rs. 100 per day per employee and will be paid to his/her employee along with salary.
33. Income Tax deductions shall be made from all payments made to the Contractor as per the rules and regulations in force in accordance with the Income Tax Act prevailing from time to time.
34. The contract agreement shall be executed on a non-judicial stamp paper of value Rs.100/- in the prescribed format as per Annexure-E and cost of the stamp paper shall be borne by the Contractor.
35. Contractor's tender including the letters of clarifications between the contractor and the AAICLAS prior to the award of contract shall form a part of the Contract Agreement to the extent they have been accepted by AAICLAS.
36. The Contractor shall indemnify and keep indemnified AAICLAS against all losses and claims for injuries or damage to any person or any property whatsoever, which may arise out of or in consequence of the work by them and against all claims, demands, and proceedings of or in relation thereof.
37. Security Deposit:

The successful tenderer (hereinafter called the contractor) shall permit AAICLAS at the time of making any payment to him/her for work done under the contract to deduct a sum at the rate of 10% of the gross amount of each running bill till the sum along with the sum already deposited as earnest money, will amount to security deposit of 10% of the tendered value of the work. Earnest money shall be adjusted first in the security deposit and further recovery of security deposit shall commence only when the update amount of security deposit starts exceeding the earnest money. Such deductions will be made and held by way of Security Deposit unless he/they has/have deposited the amount of Security at the rate mentioned above in the form of DD or BG of Nationalised Bank or any Scheduled Bank but not Co-Operative or Gramin Bank. All compensations or the other sums of money payable by the contractor under the terms of this contract may be deducted from, or paid by the sale of a sufficient part of his/her security deposit or from the interest arising there from, or from any sums which may be due to or may become due to the contractor by AAICLAS on any account whatsoever and in the event of his/her Security Deposit being reduced by reason of any such deductions or sale as aforesaid, the contractor shall within 10 days make good in DD or BG tendered by the Nationalised bank or Scheduled Banks (but not any Co-operative or Gramin bank) endorsed in favour of the AAICLAS, any sum or sums which may have been deducted from, or raised by sale of his/her security deposit or any part thereof. The security deposit shall be collected from the running bills of the contractor at the rates mentioned above and the Earnest money deposited at the time of tenders will be treated as part of the Security Deposit. The security deposit as deducted above can be released against bank guarantee issued by Nationalised Bank or any Scheduled Bank (but not from Co-operative / Gramin Bank), on its accumulations to a minimum of Rs.5 lakh subject to the condition that amount of such bank guarantee, except last one, shall not be less than Rs.5 lakh.

38. In case a DD or BG of any Bank is furnished by the contractor to the AAICLAS as part of the performance guarantee or security deposit and the Bank is unable to make payment against the said DD or BG, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to make good the deficit.
39. <u>When Contract can be Determined:</u>
    Subject to other provisions contained in this clause, the Regional Manager may, without prejudice to his/her any other rights or remedy against the contractor in respect of any delay, inferior workmanship, any claims for damages and/or any other provisions of this contract or otherwise, and whether the date of completion has or has not elapsed, by notice in writing absolutely determine the contract in any of the following cases:
    i. If the contractor having been given by the Regional Manager a notice in writing to rectify any defective work or that the work is being performed in an inefficient or otherwise improper or non-workman like manner shall omit to comply with the requirement of such notice for a period of seven days thereafter.
    ii. If the contractor has, without reasonable cause, suspended the progress of the work or has failed to proceed with the work with due diligence and continues to do so after a notice in writing of seven days from the Regional Manager.
    iii. If the contractor persistently neglects to carry out his/her obligations under the contract and / or commits default in complying with any of the terms and conditions of the contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him/her in that behalf by the Regional Manager.

iv. If the contractor shall offer or give or agree to give to any person in AAICLAS or to any other person on his/her behalf any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract for AAICLAS.

v. If the contractor shall enter into a contract with AAICLAS in connection with which commission has been paid or agreed to be paid by him/her or to his/her knowledge, unless the particulars of any such commission and the terms of payment thereof have been previously disclosed in writing to the Regional Manager.

vi. If the contractor shall obtain a contract with AAICLAS as a result of wrong tendering or other non-bonafide methods of competitive tendering.

vii. If the contractor being an individual, or if a firm, any partner thereof shall at any time be adjudged insolvent or have a receiving order or order for administration of his/her estate made against him/her or shall take any proceedings for liquidation or composition(other than a voluntary liquidation for the purpose of amalgamation or reconstruction)under any Insolvency Act for the time being in force or make any conveyance or assignment of his/her effects or composition or arrangement for the benefit of his/her creditors or purport so to do, or if any application be made under any Insolvency Act for the time being in force for the sequestration of his/her estate or if a trust deed be executed by him/her for benefit of his/her creditors.

viii. If the contractor being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of a creditor shall be appointed or if circumstances shall arise which entitle the court or the creditor to appoint a receiver or a manager or which entitle the court to make a winding up order.

ix. If the contractor shall suffer an execution being levied on his/her goods and allow it to be continued for a period of 21 days.

x. If the contractor does anything to the contrary as mentioned below:

   a. The contractor shall not without the written consent of the competent authority (which consent shall not be unreasonably withheld to the prejudice of the contractor) assign / sub-let this contract or any portion of the work/services. In any case maybe the whole responsibility for the entire work/services shall be of the contractor

   b. When the contractor has made himself liable for action under any of the cases aforesaid, the Regional Manager on behalf of the AAICLAS shall have powers:

      i. To determine the contract as aforesaid (of which termination notice in writing to the contractor under the hand of the Regional Manager shall be conclusive evidence). Upon such determination, the Earnest Money Deposit, Security Deposit already recovered and Performance Guarantee under the contract shall be liable to be forfeited and shall be absolutely at the disposal of the AAICLAS.

      ii. After giving notice to the contractor to measure up the work of the contractor and to take such whole, or the balance or part thereof, as shall be un-executed out of his/her hands and to give it to another contractor to complete the work. The contractor, whose contract is determined as above, shall not be allowed to participate in the tendering process for the balance work.

   c. The contractor or his/her employees shall not make a copy/capture photograph of any official record being maintained as part of the contract.

d. The contractor and his/her employee shall maintain strict confidentiality of the information/documents of AAICLAS.

In the event of above courses being adopted by the Regional Manager, the contractor shall have no claim to compensation for any loss sustained by him/her by reasons of his/her having purchased or procured any materials or entered into any engagements or made any advances on account or with a view to the execution of the work or the performance of the contract. And in case action is taken under any of the provision aforesaid, the contractor shall not be entitled to recover or be paid any sum for any work thereof or actually performed under this contract unless and until the Regional Manager has certified in writing the performance of such work and the value payable in respect thereof and he/she shall only be entitled to be paid the value so certified.

40. Contractor is liable to pay compensation even if action not taken under para 40 above. In any case in which any of the powers conferred upon the Regional Manager in said para thereof, shall have become exercisable and the same are not exercised, the non-exercise thereof shall not constitute a waiver of any of the conditions hereof and such powers shall not withstanding be exercisable in the event of any future case of default by the contractor and the liability of the contractor for compensation shall remain unaffected. In the event of the Regional Manager putting in force all or any of the powers vested in him under the preceding clause he/she may, if he/she so desires after giving a notice in writing to the contractor, take possession of (or at the sole discretion of the Regional Manager which shall be final and binding on the contractor) use as on hire (the amount of the hire money being also in the final determination of the Regional Manager) all or any tools, plant, materials and stores, in or upon the works, or the site thereof belonging to the contractor, or procured by the contractor and intended to be used for the execution of the work/ or any part thereof, paying or allowing for the same in account at the contract rates, or, in the case of these not being applicable, at current market rates to be certified by the Regional Manager, whose certificate thereof shall be final, and binding on the contractor, foreman or other authorised agent to remove such tools, plant, materials, or stores from the premises (within a time to be specified in such notice) in the event of the contractor failing to comply with any such requisition, the Regional Manager may remove them at the contractor's expense or sell them by auction or private sale on account of the contractor and his/her risk in all respects and the certificate of the Regional Manager as to the expenses of any such removal and the amount of the proceeds and expenses of any such sale shall be final and conclusive against the contractor.
41. In case, the work cannot be started due to reasons not within the control of the contractor within 1/8th of the stipulated time for completion of work, either party may close the contract. In such eventuality, the Earnest Money Deposit and the Performance Guarantee of the contractor shall be refunded, but no payment on account of interest, loss of profit or damages etc. shall be payable at all.
42. The time allowed for **commencement of the work shall be within 15 days** from the date of award letter or the extended time in accordance with these conditions shall be the essence of the Contract. If the Contractor commits default in commencing the execution of the work as aforesaid, AAICLAS shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money & performance guarantee absolutely.
43. The final bill shall be submitted by the contractor in the same manner as specified in interim bills within three months of physical completion of the work or within one month

of the date of the final certificate of completion furnished by the Regional Manager whichever is earlier. No further claims shall be made by the contractor after submission of the final bill and these shall be deemed to have been waived and extinguished. Payments of those items of the bill in respect of which there is no dispute and of items in dispute, for quantities and rates as approved by Regional Manager, will, as far as possible be made within the period of six (06) months, the period being reckoned from the date of receipt of the bill by the Regional Manager or his/her authorised representative complete with account of materials issued by the Department.

44. Foreclosure of contract due to Abandonment or Reduction in Scope of Work, if at any time after acceptance of the tender, AAICLAS shall decide to abandon or reduce the scope of the works for any reasons whatsoever and hence not require the whole or any part of the works to be carried out, the Regional Manager shall give notice in writing to that effect to the contractor and the contractor shall act accordingly in the matter. The contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he/she might have derived from the execution of the works in full but which he/she did not derive in consequence of the foreclosure of the whole or part of the works. The contractor shall be paid at contract rates, full amount for the period of work carried out.
45. All works under or in course of execution or executed in pursuance of the contract, shall at all times be open and accessible to the inspection and supervision of the Regional Manager, his/her authorized subordinates, in charge of the work and all the superior officers, at all times, during the usual working hours and at all other times at which reasonable notice of the visit of such officers has been given to the contractor, either himself be present to receive orders and instructions or have a responsible agent duly accredited in writing, present for that purpose. Orders given to the Contractor's agent shall be considered to have the same force as if they had been given to the contractor himself.
46. If it shall appear to the Regional Manager or his/her authorized subordinates in charge of the work or to the Regional Manager or his/her subordinate officers that any work has been executed with unsound, imperfect, or unskilful workmanship, or with materials or articles provided by him/her for the execution of the work which are unsound or of a quality inferior to that contracted or otherwise not in accordance with the contract, the contractor shall, on demand in writing which shall be made within 10 days of the completion of the work from the Regional Manager specifying the work, materials or articles complained of notwithstanding that the same may have been passed, certified and paid for forthwith rectify, the work so specified in whole or in part, as the case may require or as the case may be, remove the materials or articles so specified and provide other proper and suitable materials or articles at his/her own charge and cost. In the event of failing to do so within a period specified by the Regional Manager in his/her demand aforesaid, then the contractor shall be liable to pay compensation at the same rate as under penalty clause at para 29 of Special Conditions of Contract of the contract (for non-completion of the work in time) for this default.
47. The security deposit deducted from contractors can be claimed after one month from the date of final payment or after one month from the date of completion of the contract, whichever is earlier.
48. In every case in which by virtue of the provisions sub-section(i) of Section 12, of the Workmen's Compensation Act, 1923, AAICLAS is obliged to pay compensation to a workman employed by the contractor, in execution of the works, AAICLAS will recover

from the contractor, the amount of the compensation so paid, and, without prejudice to the rights of the AAICLAS under sub-section(2) of Section 12, of the said Act, AAICLAS shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by AAICLAS to the contractor whether under this contract or otherwise. AAICLAS shall not be bound to contest any claim made against it under sub-section (1) of Section 12, of the said Act, except on the written request of the contractor and upon his/her giving to AAICLAS full security for all costs for which AAICLAS might become liable in consequence of contesting such claim.

49. In every case in which by virtue of the provisions of the Contract Labour (Regulation and Abolition) Act 1970, and the Contract Labour (Regulation and Abolition) Central Rules, 1971, AAICLAS is obliged to pay any amounts of wages to a workman employed by the contractor in execution of the works, or to incur any expenditure in providing welfare and health amenities required to be provided under the above said Act or under the Rules framed by AAICLAS from time to time for the protection of health and sanitary arrangements for workers employed by AAICLAS Contractors, AAICLAS will recover from the contractor the amount of wages so paid or the amount of expenditure so incurred and without prejudice to the rights of the AAICLAS under sub section (2) of Section 20, sub section (4) of Section 21, of the Contract Labour (Regulation and Abolition) Act, 1970, AAICLAS shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by AAICLAS to the contractor whether under this contract or otherwise AAICLAS shall not be bound to contest any claim made against it under sub section (1) of Section 20, sub section (4) of Section 21, of the said Act, except on the written request of the contractor and upon his/her giving to the AAICLAS full security for all costs for which AAICLAS might become liable in contesting such claim.
50. The contractor shall obtain a valid license under the Contract Labour (R&A) Act, 1970 and the Contract Labour (Regulation and Abolition) Central Rules, 1971, before the commencement of the work, and continue to have a valid license until the completion of the work. The contractor shall also abide by the provisions of the Child Labour (Prohibition and Regulation) Act, 1986.
51. The contractor shall also comply with the provisions of the Contract Workers (Regulation of Employment & Conditions of Service) Act, 1996 and the Contract Welfare Cess Act, 1996.
52. 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 the concerned as provided under the various labour legislations including the labour license obtained as per the provisions of the Contract Labour (Regulation & Abolition) Act, 1970.
53. The contractor shall ensure regular and effective supervision and control of the personnel deployed by him/her and gives suitable direction for undertaking the contractual obligations.
54. Any failure to fulfil these requirements shall attract the penal provisions of this contract arising out of the resultant non execution of the work.
55. The contractor shall pay to labour employed by him/her wages not less than the minimum wages notified by Govt of India / Govt of Tamil Nadu from time to time as per the provisions of the Minimum Wages Act,1948, Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulation and Abolition) Central Rules, 1971 wherever applicable.

56. In respect of all labour directly or indirectly employed in the works for performance of the contractor's part of this contract, the contractor shall comply with or cause to be complied provisions of the Minimum Wages Act 1948, Payment of Bonus Act 1965, Contract Labour (Regulation and Abolition) Act, 1970, Employees‟ Provident Funds and Miscellaneous Provisions Act, 1952,Employees' State Insurance Act, 1948, the Contract Labour (Regulation and Abolition) Central Rules, 1971, Employees Liability Act, 1938, Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefits Act, 1961, or the modifications thereof or any other laws relating thereto and the rules made there under from time to time.
57. The Regional Manager shall have the right to deduct from the moneys due to the contractor or any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfilment of the conditions of the contract for the benefit of the workers, non-payment of wages or of deductions made from his/her or their wages which are not justified by their terms of the contract or non-observance of the Regulations.
58. Under the provision of Minimum Wages (Central) Rule 1950 the contractor is bound to allow to the labours directly or indirectly employed in the works one day rest for 6 days continuous work and pay wages at the same rate as for duty. In the event of default, the Regional Manager shall have the right to deduct the sum or sums not paid on account of wages for weekly holidays to any labours and pay the same to the persons entitled thereto from any money due to the contractor by the Regional Manager.
59. The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.
60. The contractor shall ensure that no amount by way of commission or otherwise is deducted or recovered by the contractor from the wage of workmen.
61. The minimum wages payable to the workmen shall be the higher of the two, i.e., minimum wages published by the Chief Labour Commissioner, Ministry of Labour and Employment New Delhi (Central Govt.) (OR) published by the State Govt.
62. In respect of all labour directly or indirectly employed in the work for the performance of the contractor's part of this contract, the contractor shall at his/her own expense arrange for the safety provisions and shall at his/her own expense provide for all facilities in connection therewith. In case the contractor fails to make arrangement and provide necessary facilities as aforesaid, he/she shall be liable to pay a penalty ofRs.200/- for each default and in addition, the Regional Manager shall be at liberty to make arrangement and provide facilities as aforesaid and recover the costs incurred in that behalf from the contractor.
63. In respect of all labour directly or indirectly employed in the works for the performance of the contractor's part of this contract, the contractor shall comply with or cause to be complied with all the rules framed by AAICLAS from time to time for the protection of health and sanitary arrangements for workers employed by the AAICLAS and its contractor.
64. The Regional Manager may require the contractor to dismiss or remove from the site of the work any person or persons employed by the contractor for the work who may be incompetent or misconduct and the contractor shall forthwith comply with such requirements.
65. The contract shall not be assigned or sublet without the written approval of Competent Authority. And if the contractor shall assign or sublet his/her contact, or attempt to do so,

or become insolvent or commence any insolvency proceedings or make any composition with his/her creditors or attempt to do so, or if any bribe, gratuity, gift, loan, perquisite, reward or advantage pecuniary or otherwise, shall either directly or indirectly, be given, promised or offered by the contractor, or any of his/her servants or agent to any public officer or person in the employ of AAICLAS in any way relating to his/her office or employment, or if any such officer or person shall become in any way directly or indirectly interested in the contract, the Regional Manager on behalf of the AAICLAS shall have power to adopt the course specified in para 40 hereof in the interest of AAICLAS and in the event of such course being adopted, the consequences specified in the said para 40 shall ensue.

66. All works to be executed under the contract shall be executed under the direction and subject to the approval in all respects of the Regional Manager who shall be entitled to direct at what point or points and in what manner they are to be commenced, and from time to time carried on.

67. Dispute Resolution Mechanism and Arbitration

Except where otherwise provided in the contract, all questions and disputes claim, right, matter or thing whatsoever, in any way arising out of or relating to the contract shall be dealt with as mentioned hereinafter:

i. Through Dispute Resolution Committee: Any dispute as stated above shall be referred in the first place to the Dispute Resolution Committee (DRC) appointed by the Regional Manager / CEO, AAICLAS.

ii. If a dispute of any kind, whatsoever, arises between the procuring entity and contractor in connection with or arising out of the contract or the execution of the works, whether during the execution of the works or after their completion and whether before or after repudiation or termination of the contract, including any disagreement by either party with any action, opinion, instruction, determination, certificate or valuation of the Officer-in-charge, the matter in dispute shall in the first place, be referred to the Dispute Resolution Committee (DRC) appointed by Regional Manager / CEO.

iii. DRC, thus constitute may act as 'conciliator' and will be guided by principles of 'conciliation' as included in part III of Arbitration & Conciliation Act 1996, DRC should take into consideration, rights and obligations of parties, usage to trade concerned and circumstances surrounding the dispute(s), including any previous business practices between parties. Efforts of DRC should be to come to an amicable settlement of outstanding disputes. If parties agree, a written settlement will be drawn up and signed by the parties. DRC will authenticate the settlement agreement and furnish a copy to each party.

iv. DRC will give its report within 45 days of its constitution. It is also a term of contract that fees and other expense if payable to DRC shall be paid equally by both the parties i.e., AAICLAS and Contractor.

v. Unless the contract has already been repudiated or terminated, the contractor shall, in every case, continue to proceed with the work with all due diligence. It is also a term of contract that if the contractor does not make any demand for Dispute Resolution Committee in respect of any claim in writing within 90 (Ninety) days of receiving the intimation from the AAICLAS that the bill is ready for payment, the claim of contractor(s) will be deemed to have been waived and absolutely barred and the AAICLAS shall be discharged and released of all liabilities under the contract in respect of these claims.

vi. Adjudication through Arbitration: - Except where the decision has become final, binding and conclusive mentioned above, disputes or differences shall be referred for adjudication through arbitration by a sole arbitrator appointed by CEO, AAICLAS. If the arbitrator so appointed is unable or unwilling to act or resigns his/her appointment or vacates his/her office due to any reason whatsoever, another sole arbitrator shall be appointed in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which it was left by his/her predecessor.

vii. It is also a term of contract that if the contractor does not make any demand for appointment of Arbitrator in respect of any claim in writing within 120 (One hundred Twenty) days of receiving the decision / award from Dispute Resolution Committee, the claim of contractor(s) will be deemed to have been waived and absolutely barred and the AAICLAS shall be discharged and released of all liabilities under the contract in respect of these claims.

viii. It is term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each such dispute along with the notice for appointment of arbitrator and giving reference to the rejection of their claims by the Dispute Resolution Committee.

ix. It is also a term of this contract that no person, other than a person appointed by above mentioned appointing authority, should act as arbitrator and if for any reason that is not possible, the matter shall not be referred to arbitration at all.

x. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (26 of 1996) and Arbitration and Conciliation (amendment) Ordinance 2015 (9 of 2015) or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

xi. It is also a term of this contract that the arbitrator shall adjudicate on only such disputes as are referred to him/her by the appointing authority and give separate award against each dispute and claim referred to him/her and in all cases where the total amount of the claims by any party exceeds Rs.1,00,000/-, the arbitrator shall give reasons for the award.

xii. It is also a term of the contract that if any fees are payable to the arbitrator, these shall be paid equally by both the parties.

xiii. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he/she issues notice to both the parties calling them to submit their statement of claims and counter statement of claims. The venue of the arbitration shall be such place as may be fixed by the arbitrator in his/her sole discretion. The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, be paid 50% by each of the parties. The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.

68. The Contractor shall arrange at his/her own expense all tools, machinery and equipment (hereinafter referred to as T&P) required for execution of the work.

69. The contractor shall provide and employ on the site only such Supervisory assistants as are skilled and experienced in their respective fields and such foremen and supervisory staff as are competent to give proper supervision to the work. The contractor shall provide

and employ skilled, semi-skilled and unskilled labour as is necessary for proper and timely execution of the work.

70. The contractor shall at his/her own expense, provide all materials required for the works. The contractor is also bound to allow deduction from his/her bills any difference in statutory taxes / royalty and penalty proposed by Local State Authorities to AAICLAS till finalization of settlement of all demands in this regard by Central / State Govt.
71. The contractor shall comply with all bye-laws and regulations of local and statutory authorities having jurisdiction over the works and shall be responsible for payment of all fees and other charges and for giving and receiving of all necessary notices and keeping the Regional Manager or his/her authorised representative, informed of the said compliance with the bye-laws, payments made, notices issued and received.
72. The contractor shall indemnify the AAICLAS against all claims in respect of patent rights, design, trademarks of name or other protected rights in respect of any plant, machine, work or materials used for or in connection with the work or temporary works and from and against all claims, demands proceedings, cost, charges and expenses whatsoever in respect of or in relation thereto. The contractor shall defend all actions arising from such claims and shall himself pay all royalties license fees, damages, costs and charges of all and every sort that may be legally incurred in respect thereto.
73. If pursuant to or under any law, notification or order any royalty, cess or the like becomes payable by the AAICLAS and does not any time become payable by the contractor to the State Government. Local authorities in respect of any material used by the contractor in the works then in such a case, it shall be lawful to the AAICLAS and it will have the right and be entitled to recover the amount paid in the circumstances as aforesaid from dues of the contractor.
74. All tendered rates shall be inclusive of all taxes and levies (except GST) payable under respective statutes. However, pursuant to the Constitution (46th Amendment) Act, 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extensions if any and the contractor thereupon necessarily and properly pays such taxes / levies, the contractor shall be reimbursed the amount so paid, provided such payments, if any, is not, in the opinion of the Regional Manager (whose decision shall be final and binding on the contractor) attributable to delay in execution of work within the control of the contractor.
75. The contractor shall not be permitted to tender for works in AAICLAS wherein his/her near relative is posted as an Officer responsible for award and execution of work. he/she shall also intimate the names of persons who are working with him/her in any capacity or / are subsequently employed by him/her and who are near relatives to any officer of AAICLAS. Any breach of this condition by the Contractor would render him, the contract liable to be rejected at any stage.

    NOTE: By the term “near relatives” is meant wife, husband, parents and grandparents, children and grandchildren, brothers and sisters, uncles, aunts and cousins and their corresponding in-laws.
76. No person or any officer employed in any department of AAICLAS shall work as a contractor or employee of a contractor for a period of two years after his/her retirement from AAICLAS service without the previous permission of AAICLAS in writing. This contract is liable to be cancelled if either the contractor or any of his/her employees is found at any time to be such a person who had not obtained the permission of AAICLAS

as aforesaid, before submission of the tender or engagement in the contractor's service, as the case may be.

77. All necessary personal safety equipment as considered adequate by the Regional Manager should be kept available for the use of the person employed on the site and maintained in a condition suitable for immediate use, and the contractor should take adequate steps to ensure proper use of equipment by those concerned while executing the work under contract.
78. Novation Clause: The contract period is 03 years or till the date of transfer of the Air Cargo Complex under the PPP mode / O&M contract, whichever is earlier. The contract may be terminated with a termination notice of 30 days without any liabilities to AAICLAS on account of anything else what so ever.
79. The Bidder shall note that "Restriction under rule 144 (xi) of the General Financial Rules (GFR's 2017): (For Countries sharing border with India)" are applicable for this tender.
80. REQUIREMENT FOR REGISTRATION: Any bidder/beneficial owner / in case of a company or Limited Liability / whether acting alone or together or through one or more juridical person, has a controlling ownership interest, whether goods, services or works or who exercises control through other means for the Firms from countries which shares border with India will be eligible to bid in for any work only if the bidder is registered with competent authority.
81. Obligations relating to Transfer:

    The AAICLAS agrees that during the Contract Period, in the event the AAICLAS transfers the rights to operate and maintain the Air Cargo Complex to a third party(s), the AAICLAS shall ensure that;

    The AAICLAS shall cause to transfer/novate this Agreement, in favor of such third party, on the principle that such transfer/novation would release AAICLAS of all liabilities and obligations arising from and after the date of transfer/novation of such rights. The Parties, along with relevant third party(s) shall execute necessary documentation or put in place necessary agreements for the aforesaid transfer/novation; and the rights and obligations under or pursuant to all contracts and other arrangements entered into in accordance with the provisions of this Agreement between AAICLAS and Contractor shall be vested in such third party.

SPECIAL CONDITIONS OF CONTRACT

1. **Scope of Work –** The following works are included as part of the contract:
    a. **Collection** of Records from all the departments
    b. **Segregation** of Records
    c. **Sorting** of Records as per serial no or page no, as the case may be.
    d. Safe **storage** of records as per the requirement of concerned department and upkeep of storage space/record rooms.
    e. **Retrieval** of records as and when requested.
    f. Preparation of digital **reports** for all the records being maintained.
    g. Segregation of Records for **Weeding out** as per the Record Retention Schedule
    h. Submission of Records to the Committee formed to decide on weeding out
    i. Assisting in physical weeding out process.
    j. Maintaining of **Central Registry** of AAICLAS, Chennai
    k. **Binding** of Records, on need basis
2. **Collection**
    a. The contractor shall collect the records, documents, files, registers etc from all the departments of AAICLAS, Chennai Airport with his/her own manpower
    b. The contractor shall deploy his/her own manpower to segregate and collect all the old files/records from all the departments of AAICLAS.
    c. The contractor shall also collect the old files/documents etc and manage as per the other terms and conditions mentioned herein.
    d. The documents generated by various sections on day-to-day basis like Import Transaction Counter, Export, Office of Shift Duty Managers, Security section, Accounts, Courier, Import, TP, CTO, ICMS, customer airlines etc. are to be collected on the next working day from the respective department.
3. **Segregation**
    a. The documents like import bank challan, gate passes, air waybill copies, manifests (airline and EDI both), export terminal charges receipts, release permits etc. along with their enclosures are to be segregated document wise, serial wise, day wise, month wise and year wise.
    b. The office file, registers collected from the respective sections are to be segregated as per the subject wise and sections wise and orderly maintained.
    c. The contractor shall also segregate all the documents/records which have elapsed record retention schedule and store separately.
    d. For Import gatepass document: AAICLAS shall provide the list of gatepasses, where action is pending by AAICLAS on daily basis. The contractor shall segregate those pending gatepasses and handover to the concerned official for further necessary action. After action is completed by the AAICLAS officials, the gatepasses shall be returned for safe keeping, as per the other procedures mentioned in the contract.
4. **Sorting**
    a. The documents/files are so collected are to be sorted serial wise, document wise, subject wise, as the case may be.
    b. Wherever, there is no page number available, the contractor shall write the page numbers manually on all the pages of the file in consultation with the concerned section.
    c. Wherever, there is any missing document in the series/set of documents, the same needs to be brought to the notice of concerned sectional head by the contractor and efforts needs to be put to trace the missing document with assistance of the concerned section.

d. Despite putting serious efforts for tracing, if the document is not traceable, a paper, duly mentioning the details of missing document and reasons for missing, if any, to be recorded in the respective location and duly certified by the concerned sectional head.
e. The contractor shall ensure that no page/document shall go missing while working with them.
f. All the lose documents found separately shall also to be placed appropriately along with the corresponding record.

5. **Storage**
   a. The documents shall be packed in a carton box (carton boxes to be provided by the contractor) and stored in the designated area in a disciplined/professional manner
   b. The existing records/documents shall also be rearranged/packed in the carton boxes by the contractor to maintain the records properly.
   c. One carton box should contain only one kind documents. Mixing of different kinds of documents is not permissible.
   d. The packed carton boxes (containing the documents) are to be marked with unique numbers and the printed list of documents stored therein, needs to be affixed on the box.
   e. The boxes then can be arranged in the space provided by AAICLAS, duly segregated according to the type of document contained by the carton box.
   f. The contractor is required to provide the carton boxes at his/her own cost. The carton boxes should be 5 ply of minimum dimensions – 15x12x18 inches each with minimum load capacity of 10kgs per box. However, the contractor can provide any other carton box of better specifications, which suits the requirement of subject work.
   g. In general, it is estimated that approximately, 7500 carton boxes might be required for the entire period of contract. In case, the period of contract is being extended, the requirement might also increase accordingly. However, the contractor is required to provide the actual number of carton boxes as required for subject contract.
   h. The contractor shall also replace the carton boxes damaged during the period of contract, irrespective of reason of damage.
   i. No additional charges shall be paid for providing carton boxes, packing materials, and other stationery items.
   j. The carton boxes provided by the contractor should be sound quality, such that, the packed carton boxes can be stacked and stored up to the height of ceiling of record room provided by AAICLAS, without any damage to the bottom most fully packed box.
   k. The racks for storage shall be provided by AAICLAS, on need basis. The records shall be shifted in to the racks as and when provided to the contractor. However, in general, the carton boxes (containing the documents) shall be stored as it is, stacked one above the other, without the use of racks.
   l. The storage space shall be maintained in a clean and tidy manner by the contractor.
   m. The office files are to be stored section wise at the storage space provided by the concerned department of AAICLAS.

6. **Retrieval**
   a. Documents and records under management by the contractor are to be retrieved and submitted as and when requested by the concerned official of AAICLAS.
   b. The retrieval of document to be done within four working hours of request. Beyond timeline attracts penalty.
   c. The request for document shall be done either verbally or in writing and the same

to be fulfilled by submitting the document at the desk/location as informed.

d. The contractor, shall provide a stool and other equipment required for retrieval of documents contained in the carton boxes.

7. **Reports**
   a. The contractor shall maintain the detailed record of all the documents under management in digital format in the format duly approved by AAICLAS.
   b. The record shall comprise of all the details for the respective document.
   c. The contractor shall produce the reports so maintained as and when requested to any authorised officer of AAICLAS, in the desired format, preferably in a excel file.
   d. With regard to office files/registers, the record should be maintained for file number, date of opening and closing, number of pages in noting and correspondence, category in record retention, due date for weeding out, section storage place and location etc.
   e. With regard to other documents like import bank challan, gate passes, export documents etc, the record should be maintained for box number (after packing in the carton box), document number from and to, date of first and last document, , document type, due date for weeding out, category of record retention, storage place and location etc.
   f. For other miscellaneous records, the records shall be maintained as per the instructions of authorised officer of AAICLAS.

8. **Weeding Out**
   a. The contractor shall assist in weeding out of old records as per policy.
   b. The contractor shall with his/her own manpower shall segregate, store, and produce all the old records for weeding out as per the Record Retention Schedule.
   c. The contractor shall with his/her manpower shall carry out the weighment, loading and unloading of all old records while disposing off.
   d. The weeding out activity shall be carried out by AAICLAS only and the contractor shall only assist AAICLAS in carrying out the process.
   e. The contractor shall have no claim over the sale proceeds received by AAICLAS as part of the weeding out process.
   f. Reconciliation of records retrieved by the agency for weeding out under the guidance of concerned department Head for final weeding out.

9. **Central Registry**
   a. A dedicated staff is to be deployed in the Admin Section by the contractor to maintain the Central Registry of AAICLAS, Chennai.
   b. The contractor shall receive the documents addressed to AAICLAS, register them and submit to the concerned officer. In case, the Regional Manager or any other officer marks the document further to other section, the same needs to be recorded in the dairy register.
   c. The contractor shall also do the physical distribution, after taking photocopies, only if required, of the documents among the respective departments as per the marking done any authorised officer of AAICLAS. The contractor shall be allowed to use the photocopier machine available with Admin Section only for this purpose.
   d. The contractor shall also dairy all the outgoing documents, as per the existing procedure of AAICLAS (or as revised by AAICLAS from time to time).
   e. The contractor shall carry the outgoing physical documents and book the same through Speed Post in the Alandur Post Office. The cost of booking with Dept of Posts shall be borne by AAICLAS. The acknowledgements obtained after booking the Speed Post Articles are to be filed properly.
   f. The documents are to be carried to the Post Office in a sealed and locked

briefcase/box, which shall be provided the contractor at his/her own cost.

g. No vehicle shall be provided by AAICLAS for carrying the documents to Post Office. The same needs to be arranged by the contractor at his own cost.
h. The dedicated person so deputed for Central Registry shall also carry out other office works (such as internal distribution of records, assisting in other office requirements etc.) assigned to him by AAICLAS.

10. **Binding**
    a. The contractor shall do the binding of any file, documents, books etc on need basis of AAICLAS.
    b. The maximum number of books/sets to be binded shall not exceed 15 per month.
    c. No additional charges shall be payable for binding works.
    d. The binding shall be done as per the requirement of the concerned official of AAICLAS i.e., spiral binding, hard binding or any other kind at no extra cost.
    e. All the material and equipment required for binding and other works under the subject contract shall be arranged by the contractor at his/her own cost.
    f. If required, the contractor, with the prior permission from the authorised officer of AAICLAS, shall be allowed to take the documents outside the Air Cargo Complex for binding purpose only. However, the documents, after binding shall be returned back within 08 hours.

11. The contractor has to ensure collection of Airline documents such as IGMs, Air waybills etc from Flight Receiving Unit, collection of documents from the Amendment desk, Import transaction counters, final Delivery gate, export Truck Dock/ bonded gate counter and export duty officer room, airlines offices, Administration offices, Security section, Courier, Import, Export, CTO, ICMS on daily basis and proper maintenance of these documents in the designated areas.
12. The contractor shall ensure proper upkeep of documents (including the old documents) in an orderly manner and provide sorting, stitching and other services for all documents and also assist in timely disposal of documents as per AAICLAS weeding out policy by way of segregating, counting, sorting, weighment, loading, unloading etc.
13. The above listed document management works includes the documents/records, which are already existing with AAICLAS and all those which are generated during the period of contract.
14. The contractor with his/her own cost shall provide at least one set of computer/laptop, printer, computer table, chair for the purpose of maintaining digital records of all the documents under management.
15. All the stationery required for carrying out subject work, including paper and toner for printing reports, carton boxes, jute threads and other materials are to be arranged by the contractor for the entire period of contract.
16. The work to be carried out only within the premises of AAICLAS, Chennai Airport. Under no circumstances, the contractor or his/her employees shall be permitted to capture photos or carry the original documents/photocopy of the AAICLAS records outside the premises of AAICLAS either physical (except for binding purpose, with prior permission from concerned officer of AAICLAS) or in digital form.
17. The contractor and his/her employees shall maintain strict confidentiality with the information/documents pertaining to AAICLAS.
18. **The contractor should obtain security clearances from BCAS and any other statutory requirements to be fulfilled before commencement of the work. AAICLAS shall not be held responsible for delay in obtaining the clearances/permits, Background check of every employee deployed at AAICLAS shall be carried out by the contractor before deployment.**

19. Necessary entry passes will be obtained from the concerned issuing authorities for working in Air Cargo Complex. Applicable fees for obtaining the passes shall be paid by the agency and the rates quoted are inclusive of such fees. Nothing extra shall be paid on this account. The tenderer has to make arrangements for Police verification and security clearance for his/her agency and staff.
20. Also, it is the duty of the contractor to ensure that AEP's / Cargo Entry Permits are treated with utmost sanctity and abide by the guidelines issued by BCAS / AAICLAS from time to time.
21. Before commencing the execution of the works the contractor (But without limiting his/her obligations and responsibilities) shall insure against any damage, loss or injury which may occur to any property (including that of the Employer) or to any person, including any employee of the employer by or arising out of the execution of the works or temporary works or in carrying out of the contract.
22. Such insurance shall be effected with any subsidiary of the General Insurance Company of India or by a company approved by the Insurance Regulatory Authority of India having total sum insured value as minimum 10% of contract value. The indemnity shall cover any one occurrence / all occurrences in aggregate during the policy period. This insurance will not cover mobile machineries for which separate insurance cover is also required. Whenever required the contractor shall produce to the AAICLAS the policy or policies of Insurance and the receipts for payments of the premiums.
23. If the Contractor could not effect a comprehensive insurance cover against risks which he/she may be required to effect under the terms of this clause, then he/she shall give his/her attention to get the best insurance cover available and even in case of effecting a wider insurance cover than the one which the subsidiary of the General Insurance Company or by a company approved by the Insurance Regulatory Authority of India could offer, such an Insurance is ought to be done after the AAICLAS's approval, by or through the subsidiary of the General Insurance Company.
24. For noncompliance of above levy equal to cost of policy of noncompliance period plus 15% shall be charged and losses during noncompliance period shall be deducted from contractor's bills.
25. The contractor shall without prejudice to his/her overall responsibility to execute and complete the work as per specifications and time schedule, progressively deploy adequate equipment, tools, tackles, material and augment the same as decided by the Regional Manager or his/her authorized representative depending on the exigencies of the work so as to suit the work requirements. Contractor is expected to deploy as per site requirement to ensure satisfactory work
26. No manpower, material, machinery or equipment shall be supplied by the AAICLAS.
27. The attendance of all staff to be engaged in each day for the job shall be submitted to the AAICLAS / Shift Duty Manager.
28. Subject to the provisions in the tender document and without prejudice to contractors' liabilities and responsibilities to provide adequate qualified and skilled personnel on the work. Contractor shall deploy site organization and augment the same as decided by the Regional Manager or his/her authorised representative depending on the exigencies of work.
29. The following Penalties as mentioned below are leviable
30. on the Contractor for non-performance of work as per the requirements of AAICLAS:

S. No.	Description	Per	Recovery Rate Per Complaint
1	Document Missing	Per missing document under the custody of the	Rs.500/- for first 05 incidents, thereafter

		contractor	Rs.2500/-
2	Document Damaged	Per document damaged under the custody of the contractor	Rs.100/- for first 05 incidents in a month, thereafter Rs.300/-
3	Wrong/Improper/no orderly storage	Per day	Rs.100/-
4	Non-Collection of the documents	Per day	Rs.100/-
5	Wrong/Improper Segregation/Sorting	Per incidence	Rs.100/-
6	Loose/Improper Packing	Per box	Rs.100/-
7	Delay in retrieval - per request	Up to 4 hours	Nil
		4 hours to 6 hours	Rs.100/-
		> 6 hours in the same day	Rs.300/-
		> 1 day	Rs.500/- per day
8	Non-Maintenance of Record of document under management	Per day of non-maintenance	Rs.500/- for first 05 days, thereafter, Rs.2500/- per day
9	Staff indiscipline like missing from designated place, lack of response	On each complaint received / each instance recorded by AAICLAS staff on daily inspection	Rs.100/-
10	Non-Maintenance of Central Registry	Per day of non-maintenance	Rs.500/- for first 05 days, thereafter, Rs.2500/- per day
11	Non-availability of minimum manpower for more than one week	Per person per day exceeding one week	Rs.1000/-

31. After the closure of day's work, all equipment and stock piled materials must be so placed that they do not cause any damage to the person /property.
32. No labour camp shall be allowed inside the Air Cargo Complex premises and no land shall be allotted for this purpose. If required, the agency may have their own arrangements outside the Cargo Complex premises at their own cost. No claim shall be entertained by AAICLAS on this account.
33. The Regional Manager or his/her authorised representative shall have full power to inspect any portion of the work, examine the materials and workmanship at the contractor’s works. Acceptance of any work shall in no way relieve the contractor of his/her responsibility for meeting the requirement of the specifications.
34. Contractor has to ensure deployment of workforce as per tender conditions. AAICLAS will not be responsible for any external influence the contractor may face during deployment of workforce.
35. AAICLAS shall provide the working and storage space for records under management as per the availability. The contractor shall utilise the space so provided in the most efficient manner.

36. The contractor shall be held responsible for any damage, resulting from his/her operations, either to building, structures, fixtures in the Air Cargo complex. The contractor shall restore, replace or repair any such damage to the complete satisfaction of the Regional Manager or his/her authorised representative and in default the Regional Manager or his/her authorised representative may cause the same to be made good by any other means and deduct the expenses from any sums due to contractor.
37. The work shall be carried out in general shift i.e., from 1000 hrs to 1800 hrs on all working days. The Regional Manager or his/her authorised representative, will be at liberty to change the working hours to suit the requirements. The contractor shall have to abide by these instructions and nothing extra shall be paid to him/her on this account.
38. Materials brought to the site by the contractor shall be stored by the contractor in a safe/dry storage space. The contractor shall be responsible for safe custody of materials at site.
39. The work shall be carried out using appropriate machines and equipment wherever possible.
40. In addition to the records specified herein, the contractor shall attend to any additional requests from AAICLAS for whatsoever reasons and the work shall be carried out with utmost satisfaction at all times as and when required.
41. Minimum Manpower Requirement:

Designation	Category	Minimum Requirement
Supervisor	Skilled	01
Worker/Helpers	Unskilled	05

42. Manpower requirement shown above is indicative only. The contractor needs to deploy necessary manpower as per requirement. However, reimbursement of increase/decrease in minimum wages as and when declared by Govt of India shall be restricted to above indicated manpower only.
43. The Contractor shall comply with minimum wages per worker as mandated by Labour Laws. The bidders are requested to consider the latest rates of minimum wages published by the Govt of India as on the date of bid submission in CPP portal. Any hike in minimum wages after the date of bid submission, as recorded in CPP portal, shall only be reimbursed by AAICLAS.
44. However, the contractor is encouraged to pay fair wages above the mentioned minimum rates and pay out incentives in order to ensure minimum attrition and minimal absenteeism. It is also encouraged to have an incentive plan for the employees based on individual performance and based on quality of work delivered, regularity in attendance and any other performance parameters. AAICLAS shall not reimburse/pay for such fair wages or the incentives given by the contractor to his/her employees.
45. Before the submission of bid documents, bidder's team is encouraged to survey the records available in Air Cargo Complex premises and form a detailed understanding of the overall scope of work.
46. On the basis of documents available and generated at Air Cargo Complex premises, contractor is expected to prepare a detailed work plan of material usage, manpower deployment (quantity and qualifications) as well as machinery plan to ensure high quality management of documents of AAICLAS.
47. The above along with any other technological innovations which the bidder intends to use during the work to ensure quality output needs to be approved by the Regional Manager before implementation.

48. The contractor shall perform all works in substantial and acceptable manner in accordance with the plans and specifications and in accordance with such further instructions as may from time to time be given by the Regional Manager or his/her authorised representative. The work must be progressed within such sections and at each time as directed by the Regional Manager or his/her authorised representative.
49. The contractor shall provide and do everything necessary for the proper document management work. It must be clearly understood that the whole of the conditions is intended to be strictly enforced and that no extra charges in respect of extra work will be allowed unless they are clearly outside the spirit and meaning of the conditions or unless such works shall have been ordered in writing by the Regional Manager or his/her authorised representative.
50. The rates quoted shall be in Indian Rupees only and inclusive of all taxes and duties (except GST), what so ever including Octroi if any, work contract tax, applicable customs duty in case of imported items, labour, tools & plants, packing freight / transportation of documents/items. GST paid by contractor for this work will be reimbursed by AAICLAS as per applicable rates.
51. The quoted rate shall include manpower cost including statutory labour components of PF, ESI and Bonus as per the prevalent Govt. guidelines. No reimbursements for the said statutory components shall be made to the contractor, until there is any increase or decrease of their rates by the Govt of India after the award of work.
52. No escalation on item rates quoted is applicable during the entire period of contract. However, the agency will be entitled to get reimbursement of hike in minimum wages, and corresponding hike in employer contribution of PF, Bonus, ESI contribution (if applicable) on production of documentary evidence.
53. The Contractor shall not at any time do, cause or permit any nuisance on the Site or do anything which shall cause unnecessary disturbance or inconvenience to owners, tenants or occupiers of other properties near the Site and to the Public generally.
54. The contractor shall have to intimate his/her Universal PF account code/ no. allotted by regional PF commissioner, ESI registration no. allotted by ESI Corporation and labour license obtained as per the provisions of the contract Labour Act, 1970 within 15 days of award of work, failing which no payment shall be released to the contractor. Where ESI is not applicable contractor has to provide medical cards.
55. The contractor shall dump garbage / wastage at the garbage collection point next to Air India Sales office or as specified / demarcated by AAICLAS with his own manpower and equipment and shall not stack garbage in other areas. In case, the Contractor is found stacking the garbage or any equipment at AAICLAS land (other than specified), he/she shall be liable to be levied penalty and also to face penal action, as decided by the Regional Manager or his/her authorized representative.
56. The contractor shall be responsible to maintain cleanliness of all the record rooms. All the cleaning materials for maintaining the record rooms shall be arranged by the contractor at his own cost.
57. Contractor shall be responsible for the below:
    i. The contractor shall ensure that the staff engaged by them doesn't have a criminal background / police case. The Police verification of each staff should be obtained before applying for the Cargo Complex entry passes.
    ii. The contractor shall obtain the Airport Entry Permits (AEPs) for his/her staff from BCAS.

iii. It shall be the responsibility of the contractor to issue and retrieve AEPs at start and end of shift in order to avoid any misuse of AEPs.
iv. All the employees should be made aware of Safety, Security, and requirements for working inside air cargo complex.
v. The Contractor should follow all the applicable legal and other requirements communicated by AAICLAS time to time.
vi. It is the responsibility of contractor to impart the training to all personnel on the basic document management, record retention etc.
vii. Contractor should take effort to reduce the resource consumption like electricity, water, etc. from its activities.
viii. Proper training to be given to the employees handling the binding equipment to avoid any incidents / injuries.
ix. AAICLAS reserves the right to interview all the employees of contractor.
x. Contractor shall ensure the record rooms are kept under lock and key at all times to avoid any loss of document.

58. If the contractor is penalized for 10% of his/her overall monthly work bill over 3 consecutive months as stipulated by conditions in the contract, the contract will be liable to be terminated.

SCHEDULE OF QUANTITY

Name of Work: Comprehensive Document Management for the Physical Records of AAICLAS, Chennai Airport

S.No	Job Description	Quantity A	Quoted Rate per each quantity (excluding GST) B	Total Cost A * B
1	Fixed Monthly Cost for Comprehensive Document Management Works for Collection, Segregation, Sorting, Storage, Retrieval, Reports, Weeding Out, Maintaining Central Registry etc as per the terms and conditions of the Notice Inviting Tender	36 Months	Rs._____/- per month	

Annexure-A

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: www.etenders.gov.in

Registration

a. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: https://etenders.gov.in/eprocure/app by clicking on the link "**Online bidder Enrolment**" on the CPP Portal which is free of charge.
b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
d. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify / nCode / eMudra etc.), with their profile.
e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
f. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Searching for Tender Documents

a. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
b. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
c. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

Preparation of Bids

a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of

documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

c. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 200 dpi with black and white option which helps in reducing size of the scanned document.
d. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor Certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents and keep it as a repository. **Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his/her Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

Submission of Bid

a. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for delay due to any issues.
b. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
c. Bidder has to select the payment option as 'offline' to pay the tender fee / EMD as applicable and enter details of the instrument.
d. Bidder should prepare the EMD and Tender fee as per the instructions specified in the tender document. The details of the Transaction/UTR number of payment instrument, uploaded should tally with the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
e. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
f. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
g. All the documents being submitted by the bidders would be encrypted using PKI Encryption techniques to ensure the secrecy of the data. The data entered Cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to Asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

h. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
i. Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
j. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. **This acknowledgement may be used as an entry pass for any bid opening meetings.**

Assistance to Bidders

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Annexure-B

CHECK LIST

(to be uploaded by the bidder along with tender application)

Name of the Work : Comprehensive Document management works for the Physical Records of AAICLAS Chennai Airport

S.No	Particulars		ATTACHMENTS/ ENCLOSURES CHECK LIST (To be uploaded /enclosed)	
1	Name & registered office Address of the Applicant.			
2	Name, address, telephone, e mail address of the authorized contact person of the agency for further communication.	Name		
		Address		
		Ph. No.		
		Mobile No.		
		E-Mail ID		
3	**COVER-I: Scanned copies of following documents to be uploaded**			
a)	Tender Fee		Copy of transaction Acknowledgement for Tender fee for an amount of **Rs.1,180/-** as per e-NIT Clause- **1(e)**	**YES/NO**
b)	EMD		Copy of Transaction Acknowledgement for EMD for an amount of **Rs.1,26,908.00** as per e-NIT Clause- **1(f)**	**YES/NO**
c)	Unconditional Acceptance Letter		As per e-NIT Clause-**12a(iii)**and **Annexure-C**	**YES/NO**
d)	Authorization Letter / Power of Attorney		As per e-NIT Clause-**12a(iv).** (If applicable)	**YES/NO**
e)	Undertaking of Not Blacklisted from any Govt. Department /PSU on company letter head.		As per e-NIT Clause-**12a(v)**and **Annexure-D**	**YES/NO**
(f)	Registration with Registrar of Companies / Firms / Central Govt. / State Govt. as the case may be		Enclose self-attested documentary proof in support of e-NIT Clause**12a(vi)**	**YES/NO**
(g)	Details of PAN card and GST Registration		Self-attested copy of PAN Card and GST Registration Certificate as per e-	**YES/NO**

		NIT Clause **12a(vii) &12a(viii)**	
(h)	Work Experience Certificates from clients of having satisfactorily completed works of similar nature **i.e.** Similar works mean- "Similar works mean– Document Management, Record Keeping, Mailroom Services etc	Completion Certificates should have the following details: - Details of similar nature works completed during last seven year showing the value of works, date of start and completion, as per agreement / status of ongoing work and satisfactory completion of works as per e-NIT Clause **12a(ix)**	**YES/NO**
(i)	Name of client		
	Name of work		
	Completion Value		
	Date of Start		
	Date of completion as per agreement		
	Actual Date of completion		
(j)	Name of client		
	Name of work		
	Completion Value		
	Date of Start		
	Date of completion as per agreement		
	Actual Date of completion		
(k)	Name of client		
	Name of work		
	Completion Value		
	Date of Start		
	Date of completion as per agreement		
	Actual Date of completion		
(l)	Annualized average financial turnover details equivalent to minimum **Rs.19,03,613.00** during last three financial years	Self-attested copy of Abridged Balance Sheet and Profit & Loss account for last three financial year as per **e-** NIT Clause**12a(x)**	**YES/NO**
(m)	Whether experience from private clients?	Scanned TDS certificates of stipulated value of works from clients as per e-NIT Clause **12a(ix)**	**YES/NO**
(n)	Check List	Signed copy as per e-NIT Clause **12a(xi)**and **Annexure-B**	**YES/NO**
(o)	Declaration of compliance of restrictions under rule 144 (xi) of the GFR 2017	Signed copy as per e-NIT Clause **12a(xii)**and **Annexure-G**	**YES/NO**

(p)	Copy of NIT duly signed on all pages	Signed copy as per e-NIT Clause **12a(xiii)**	**YES/NO**
5	**COVER-II: Duly filled BOQ file in.xls format to be uploaded**		
(a)	Price/Financial e-Bid	To be quoted online through CPP portal www.etenders.gov.in	**YES/NO**
6	Any other information		

Declaration

I, _____ hereby declare that the documents uploaded / enclosed are true and correct. In case any document at any stage found fake / incorrect, my EMD may be forfeited and action as deemed fit shall be taken by AAICLAS on our company.

Place:

Date

Signature with stamp of
Authorized Signatory of the Company

Annexure-C

(On Company's Letterhead)

The Regional Manager
AAI Cargo Logistics and Allied Services Co Ltd
Chennai Airport
Chennai- 600 016

Sub: -Unconditional Acceptance of AAICLAS's Tender Conditions

Sir,

1. Tender documents for the work "Comprehensive Document Management for the Physical Records of AAICLAS, Chennai Airport**"** have been sold to me/us by AAI Cargo Logistics and Allied Services Co Ltd (AAICLAS), Chennai Airport and I /we hereby certify that I /we have inspected the site and read the entire terms and conditions of the tender document made available to me /us by AAICLAS, Chennai Airport, which shall form part of the contract agreement and I /we shall abide by the conditions/clauses contained therein
2. I/we hereby unconditionally accept the tender conditions of AAICLAS tender documents in its entirety for the above work.
3. I/We hereby certify that I have read and examined the "conditions of tender" thoroughly. The rates quoted by us are as per various terms & conditions of the said general conditions of the work, which will form part of the agreement & I/we shall abide by the conditions/clauses contained therein. In case the provisions of the tender if found violated after opening of tender, I /we agree that the tender shall be rejected and AAICLAS shall without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.
4. The contents of terms & conditions of the tender documents have been noted wherein it is Clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks/conditions.
5. That, I /we declare that I/we have not paid and will not pay any bribe to any officer of AAICLAS for awarding this contract at any stage during its execution or at the time of payment of bills and further if any officer of AAICLAS asks for bribe/gratification, I/We will immediately report it to the appropriate authority in AAICLAS.
6. The required earnest money as specified in NIT for the work has also been submitted.

Yours faithfully,

Signature, Name & stamp of contractor

Place:

Date:

Annexure-D

UNDERTAKING OF NOT BLACKLISTED

(On Company's Letterhead)

I _____ (Name), aged _____ years, S/o _____ (Name) Proprietor / Managing partner / Managing Director of _____ (Name of Agency) _____ (Address of the agency &**E-MAIL**) do hereby solemnly affirm and state as follows:

2. I am competent to swear this affidavit on behalf of _____ (Name of Agency). I state that, my firm is not black listed / debarred firm by AAI/ AAICLAS or any Government Agencies / PSU etc.

DEPONENT

Place:

Date:

Annexure-E

AGREEMENT FORMAT

(To be printed on - stamp paper of value Rs.100/- by the successful bidder)

THIS AGREEMENT made on this ____ day of _____ Two Thousand Twenty one between the AAI Cargo Logistics & Allied Services Company Limited (A 100% subsidiary of Airports Authority of India) and having its Corporate Office at AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi – 110 003 and having its Regional Office at Integrated Air Cargo Complex, Meenambakkam, Chennai Airport, Chennai-600 016 represented by Regional Manager hereinafter called the **'AAICLAS'** (which term shall, unless excluded by or is repugnant to the context, be deemed to include its Chairman or Member, Chief Executive Officer, General Manager, Regional Managers, Officers or any of them specified by the Chairman in his/her behalf and shall also include its successors and assigns) of the One Part; and _____ having its office at _____hereinafter called the '**Contractor'** (which term shall, unless excluded by or its repugnant to the context, be deemed to include its authorized official / officer, successors and assigns) of the Other Part.

Whereas AAICLAS is desirous of getting the work of "Comprehensive Document Management for the Physical Records of AAICLAS, Chennai Airport**"** (hereinafter called work) done by means of a contract, had invited tenders for this work as per tender documents sold for this purpose.

And whereas the contractor had participated in the above referred bidding vide his/her tender application dated _____ and other subsequent referred letters. AAICLAS accepting his/her tender offer awarded the work to the contractor on the terms and conditions contained in its award letter No._____ dated_____ and documents, terms and conditions referred to therein which have been accepted by M/s._____ resulting into a contract.

NOW THEREFORE THIS DEED WITNESSTH AS UNDER:

AAICLAS has awarded the contract to the contractor, for the work of "Comprehensive Document Management for the Physical Records of AAICLAS, Chennai Airport" on the terms and conditions contained in its acceptance letter No. _____ dated _____and documents referred to therein. The award has taken effect from _____. The terms and expression used in this agreement shall have the same meaning as are assigned to them in the contract documents referred to in the succeeding articles.

Contract Documents:

The contract shall be performed strictly as per the terms and conditions stipulated herein and in the following documents attached herewith (hereinafter referred to as contract documents

S. No. Name of the Documents Page No.

01. Award letter of AAICLAS Dated: -

02. Contractor's Tender Application No. Dated:

03. Cover – I and II

04. Notice Inviting e-Tender/Tender Documents

05. Bill of Quantity / Financial Bid

06. Work Plan and other details showcased in the presentation

07. All correspondences between AAICLAS& Contractor before award of work.

All the aforesaid contract documents shall form an integral part of this agreement in so far as the same or any part thereof conform to the tender document and what has been specifically agreed to by AAICLAS on its letter of Award. Any matter inconsistent therewith, contrary or repugnant thereto or any deviation taken by the contractor in its proposal not agreed to by AAICLAS in its letter of Award or any other letter which forms a part of contract documents mentioned sake of brevity this agreement along with its aforesaid contract document shall be referred to as the agreement.

The scope of contract, consideration, terms of payment, wherever applicable, insurance, liquidated damages, period of completion and all other terms and conditions are contained in aforesaid tender documents. The contract shall be duly performed by the contractor strictly and faithfully in accordance with the terms of agreement.

This agreement constitutes full and complete understanding between the parties and terms of the presents. It shall supersede all prior correspondence to the extent of in-consistency or repugnancy to the terms and conditions contained in the tender agreement. Any modification of the agreement shall be affected only by written instrument signed by both the parties.

Any notice given by either party to the other under the agreement shall be written and shall be deemed to have been duly and properly served upon the parties here to if delivered at the address mentioned hereby in above

THIS CONTRACT AGREEMENT IS ALLOTTED THE NUMBER:

_____ Dated: _____

In witness whereof, the parties have executed these presents, day, month and year first above mentioned at _____.

Contractor's signature & Seal	**Signature for RM, AAICLAS**
WITNESS:	**WITNESS:**
1.	1.
2.	2.

Annexure-F

FORM OF BANK GUARANTEE IN LIEU OF SECURITY DEPOSIT IN INDIVIDUAL CONTRACT

(On Non-Judicial Stamp Paper)

To

The Regional Manager
AAI Cargo Logistics and Allied Services Co Ltd
Integrated Air Cargo Complex,
Chennai Airport, Chennai – 600 016

1. In consideration of the AAI Cargo Logistics & Allied Services Company Limited (A 100% subsidiary of Airports Authority of India) and having its Corporate Office at AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi – 110 003 and having its Regional Office at Integrated Air Cargo Complex, Meenambakkam, Chennai Airport, Chennai-600 016 (hereinafter called the "AAICLAS" which expression shall unless repugnant to the subject or context include its administrators, successors and assigns) having agreed under the terms and conditions of Contract Agreement No. _____dated _____made between _____ and AAICLAS in connection with the work of Comprehensive Document Management for the Physical Records of AAICLAS, Chennai Airport (hereinafter called the said contract), to accept Deed of Guarantee as herein provided' for Rs._____ (Rupees _____only) from a Nationalized Bank in lieu of the Security deposit to be made by the contractor or in lieu of the deduction to be made from the contractor's bills, for the due fulfillment by the said Contractor of the term and conditions contained in the said Contract. We, the _____bank (hereinafter referred to as "the said Bank" and having our registered office at _____ do hereby undertake and agree to indemnify and keep indemnified AAICLAS from time to time to the extent of Rs. _____ (Rupees _____ only) against any loss or damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by AAICLAS by reason of any breach or breaches by the said Contractor of any of the terms and conditions contained in the said contract and to unconditionally pay the amount claimed by AAICLAS on demand and without demur to the extent aforesaid.
2. We, the _____ Bank, further agree that AAICLAS shall be the sole judge of and as to whether the said Contractor has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by AAICLAS on account thereof and the decision of AAICLAS that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by AAICLAS from time to time shall be final and binding on us.
3. We, the said Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contracts and till all the dues of AAICLAS under the said Contract or by virtue of any of the terms and conditions governing the said Contract have been fully paid and its claims satisfied or discharged and till the Accepting Authority of the contract certifies that the

terms and conditions of the said Contract have been fully and properly carried out by the said Contractor and accordingly discharges this guarantee subject, however that AAICLAS shall have no claim under this Guarantee after 90 (Ninety) days from the date of expiry of the Defects Liability Period as provided in the said Contract, i.e., _____ (date) or from the date of cancellation of the said Contract, as the case may be, unless a notice of the claim under this Guarantee has been served on the Bank before the expiry of the said period in which case the same shall be enforceable against the Bank notwithstanding the fact, that the same is enforced after the expiry of the said period.

4. AAICLAS shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or Indemnity from time to time to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor or to postpone for any time and from time to time any of the powers exercisable by it against the said Contactor and either to enforce or forbear from enforcing any of terms and conditions governing the said Contract or securities available to AAICLAS and the said Bank shall not be released from its liability under these presents by any exercise by AAICLAS of any liberty with reference to the matters aforesaid or by reason of time being given to the said Contractor or any other forbearance, act or omission on the part of AAICLAS or any indulgence by AAICLAS to the said Contractor or any other matter or thing whatsoever which under the law relating to sureties would but for this provisions have the effect of so releasing the Bank from its such liability.
5. It shall not be necessary for AAICLAS to proceed against the Contractor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which AAICLAS may have obtained or obtain from the Contractor at the time when proceedings are taken against the Bank hereunder be outstanding or unrealized.
6. We, the said Bank, hereby state that the SFMS IFIN 760 message with regard to ibid guarantee has been sent to the below bank:

   Bank Name ICICI Bank
   Account Holder name AAI Cargo Logistics and Allied Services Company Ltd
   Account No. 000705044092
   IFSC code ICIC0000007
   Branch Name CONNAUGHT PLACE, NEW DELHI, 110001

7. We, the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of AAICLAS in writing and agree that any change in the Constitution of the said Contractor or the said Bank shall not discharge our liability hereunder.
8. Address of Regional / Controlling branch of the issuing branch of bank Guarantee is ----- ----------

In presence of: Dated this _____ Day of _____

WITNESS

1. For and on behalf of (The Bank)

   Signature _____

2. Name & Designation _____

_____

Authorization No. _____

Name & Place_____

Bank's Seal _____

The above Guarantee is accepted by AAICLAS.

For and on behalf of AAICLAS.

Signature _____

Name_____

Designation_____

Dated_____

Note:

***For Proprietary Concerns**

Mr/Ms. _____son / daughter of' _____residing at _____ _____carrying on business under the name and style of _____at _____(hereinafter called "the said Contractor" which expression shall unless the context requires otherwise include his/her heirs, executors, administrators and legal representatives).

For Partnership Concerns

1. Mr/Ms. _____son/daughter of _____resident of _____
2. Mr./Ms._____son/daughter of_____residing at _____carrying on business in co-partnership under the name and style of _____at _____ (hereinafter collectively called "the said contractor" which expression shall unless the context requires otherwise include each of them and their respective heirs, executors administrators and legal representatives).

For Companies

M/s _____a Company registered under the Companies Act, 1956 and having its registered office at_____ (Hereinafter called "the said Contractor" which expression shall unless the context requires otherwise include its administrators, successors and assigns).

Annexure-G

DECLARATION OF COMPLIANCE OF RESTRICTIONS UNDER RULE 144 (XI) OF THE GENERAL FINANCIAL RULES (GFR), 2017

(to be submitted on bidder's letter head)

I, the undersigned, _____ (full name), do hereby declare, in my capacity as _____ (designation) of M/s _____(name of bidder entity), that:

1. The facts contained herein are within my own personal knowledge.
2. I have read the Order (Public Procurement No.1, 2 & 3) dated 23.07.2020 and 24.07.2020 on the subject of Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the said Order.
3. I certify that M/s _____ (name of bidder entity) is not from such a country

   Or

   I certify that M/s _____ (name of bidder entity) is from such a country, sharing land border with India and has been registered with the Competent Authority and the copy of valid registration with the Competent Authority is enclosed.
4. I hereby certify that M/s _____ (name of bidder entity) fulfills all requirements in this regard and is eligible to be considered.
5. I understand that the submission of incorrect data and / or if certificate / declaration given by M/s _____ (name of bidder entity) is found to be false, this would be a ground for immediate termination and further legal action in accordance with law as per Clause 12 of the Public Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017.

Place:

Date:

Signature with stamp of
Authorized Signatory of the Company