



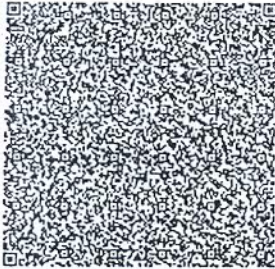
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Y.S.K.

29/6/15

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AGREEMENT

Between

NATIONAL PRODUCTIVITY COUNCIL

And

AIRPORTS AUTHORITY OF INDIA

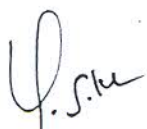
This Agreement is made and entered into on 29.06.2015 and is effective as on this date between National Productivity Council ("hereinafter referred to as "NPC") a Society under the Societies Registration Act 1860 having its registered office at Utpadakta Bhawan, 5-6 Institutional Area, Lodhi Road, New Delhi – 110 003 represented by its duly authorized representative, **Shri G. S. Krishnan, Secretary, NPC** (which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns), **First Part.**

AND

Airports Authority of India ("hereinafter referred to as AAI), an autonomous body under Ministry of Civil Aviation, Government of India, having its registered office at Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi - 110003 represented by its duly authorized representative, **Shri Anuj Aggarwal, Member (HR)** (which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns), **Second Part.**

1. NPC

NPC is a national level organisation to promote productivity culture in India. The organization specializes in whole range of services to promote



productivity, competitiveness and cost effectiveness through productivity awareness, consultancy, training and research.

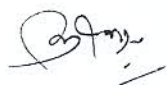
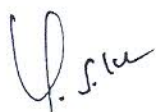
2. AAI

AAI is responsible for creating, upgrading, maintaining and managing civil aviation infrastructure in India.

Abbreviation	Full Form
AAI	Airports Authority of India
APDs	Airport Director(s)
CHQ	Corporate Headquarters
ER	Eastern Region
IAA	Indian Aviation Academy
NER	North Eastern Region
NPC	National Productivity Council
NR	Northern Region
RED's	Regional Executive Director(s)
RHQ	Regional Headquarter
RTGS	Real Time Gross Settlement
SR	Southern Region
WR	Western Region

3. MISSION

This Agreement is entered into solely for the purpose of conducting series of training programmes on "Soft Skills" by NPC for AAI. The proposal and the terms and conditions are more specifically mentioned in the ongoing paras and duly accepted by both the parties herein.



WHEREBY IT HAS BEEN AGREED AND DECLARED BY THE PARTIES HERE AS FOLLOWS:

That NPC's proposal to conduct a series of training programmes on "Soft Skills" for AAI has been agreed to by both the parties on the following terms and conditions.

4. METHODOLOGY:

The programme would be organized and conducted as follows:

4.1 On confirmation of the proposal NPC would work on the content development (background material) in English. The lecture delivery would be a combination of English & Hindi as per the requirements of the group. The approximate duration for the content development would be 30 working days.

4.2 At some of the airports, Level 3 training shall be in local language. Respective REDs/ APDs shall decide for which locations, training is to be done in local language and M/s NPC shall translate it into local language at no extra cost.

4.3 Participants shall be broadly categorized on the basis of the following levels:

S.No.	Level category	Employees covered under each level
i.	Level 1	All Group-D employees and Group-C employees of age group above 50.
ii.	Level 2	All Group-C of age group below 50 years, all Group B of non-executives and E-1, E-2, E-3 employees above 50 years of age.
iii.	Level 3	All Group-A employees of E-4 and above and E-1 to E-3 employees below 50 years of age.

[Signature]

[Signature]

4.4 One copy of the background material in soft version formatted for A4 size printing would be provided to the respective RED/ APD where training is to be conducted, one week in advance before the commencement of the respective programmes, for making necessary number of copies for distribution to the participants.

4.5 The programmes would be conducted on mutually convenient dates which would be chalked out in advance to make necessary arrangements for the faculty, travel and other logistic arrangements.

4.6 The programme delivery will include:

- i) Class Room Lectures
- ii) Case examples
- iii) Group Work
- iv) Short test / Quiz

4.7 A questionnaire would be developed for receiving the evaluation & feedback from the participants on various aspects of the programme.

4.8 NPC would award certificates on successful completion of the training to each participant. The certificates would be signed by senior officers of IAA / AAI and NPC.

4.9 Faculty for Level 1 & 2 programmes would be of the level of Dy. Director of NPC or equivalent. For level 3 programmes, it would be of the level of Assistant Director or equivalent.

U.S.K.

Q. S. K.

5. VENUE, DURATION, DATES & TIMINGS:

5.1 The venues of the programme would be as per the advice of the IAA/ AAI. For this, NPC would coordinate with REDs and APDs of Chennai & Kolkata airports. Each programme for all levels would be of 2 days duration. The training shall be imparted at 70 airports throughout India to be identified by AAI, separately for each level as defined in para 4.3. In the first instance, 24 programmes shall be conducted at the following locations.

Location	No. of programmes	Total
CHQ	2 programmes in each level	2x3=6 ✓
RHQ, NR	2 programmes in each level	2x3=6 ✓
RHQ (WR,SR,ER & NER)	1 programme in each level	4x3=12 ✓
	Total programmes	8x3=24 ✓

5.2 After completion of the above 24 programmes as per para 5.1, a review will be carried out at Regions/ other offices with reference to suggestions received from the participants during the training programmes for incorporation in future training programmes.

5.3 NPC shall devise a system/ parameters to measure the effectiveness of their training programmes within a period of 6-8 months from initiation of the programmes.

5.4 The dates would be finalized mutually by respective REDs/ APDs and NPC. The number of modules for two days session will be a maximum of 8, out of which 4-5 modules will be common for all the levels of employees while 3-4 modules will be selective for a particular level/ group.

5.5 The programme timings would be 0930 Hrs. to 1730 Hrs. with half hour lunch break and two tea breaks of 15 minutes each.

P. S. K.

Chopra

6. CHARGES

The details of charges to be paid by AAI are as follows:

6.1 Professional Fee (only for the days of the programme):
per day

6.2 Service Tax as applicable on the total billed amount.

6.3 Travel (Air/Rail/Road), Boarding & Lodging, Local Conveyance, TA/DA to be reimbursed by AAI on actual basis and certification by NPC, Head of Finance, subject to limiting the expenses as per eligibility of NPC.

6.4 An advance of Rs. 10.0 lakhs (Rupees Ten Lakhs only) would be paid by AAI on receipt of Invoice of NPC after the letter of confirmation towards initial preparation and mobilization of the teams & resources. The said advance will be deducted by the specified Regions from the very first payment due to NPC in following manner.

a) CHQ & RHQ (NR) @ Rs 2.00 Lakh each.

b) RHQ(ER, SR, WR, NER) @ Rs 1.50 Lakh each.

If, the first payment due is less than the amount of advance payment, the balance shall be recovered from the second payment due to NPC and so on.

7. PAYMENT TERMS

The payments would be made on monthly basis for the programmes completed during that month, and after raising of bill by NPC. The amounts would be payable through Cheque / DD / RTGS. The bank details would be provided after receipt of the work order, for transfer through RTGS. The payments would be made within two weeks of raising the bill by NPC, after deducting recoveries wherever applicable.

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Q. S. M.

8. OTHER TERMS & CONDITIONS

8.1 The respective REDs and APDs shall co-ordinate all activities with NPC. For CHQ, ED (HR) shall coordinate with NPC.

8.2 AAI would arrange all conference facilities including AV aids, stationery, lunch and refreshments for the participants and the faculty during the programme.

8.3 NPC would provide one set of background material in soft copy format for duplication by the respective REDs/ APDs and ED (HR) as the case may be.

Tenure: This Agreement shall come into effect from the date of signing and shall remain valid till **31.03.2017**. The agreement can be extended by mutual consent of both the parties. The agreement can be terminated prematurely by issuing three months advance written notice by either party and in such case, all scheduled programmes during the notice period shall be completed. All efforts shall be made to conduct 40% of the total programmes during the year 2015-16 and balance in the year 2016-17.

Amendment: The various terms and conditions, forming part of this Agreement may be amended by mutual written agreement between NPC and AAI.

Force Majeure: No party shall be held responsible for an unexpected and/or uncontrollable event.

Dispute resolution: All efforts shall be made to resolve any dispute arising during the tenure of this agreement amicably by the authorized officials of both the parties and any legal action or representation through any court of Law shall be avoided. However, this agreement

Y. S. K.

Q. S. K.