



REF- AIESL/DEL/CPC/2026-27/64

Issued by:
Head, Central Procurement Cell
AI Engineering Services Ltd.
New Delhi- 110003

While every care has been taken to ensure that the contents of this tender are accurate and up to date till date, the entities are advised to check the precise current provisions of extant law and other applicable instructions from the original sources. In case of any conflict between the provisions stipulated in this tender and in the original sources, such as GFR or the prevailing laws, the provisions contained in the extant law and the original instructions shall prevail.



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1. Notice Inviting Tender (NIT)

**AI Engineering Services Ltd (AIESL),
2nd Floor, CRA Building, Safdarjung Airport Complex,
New Delhi-110003
Phone no-25667831/7825
Website: www.aiesl.in**

E-Tenders are invited on GeM Portal from eligible and qualified bidders meeting Qualification Criteria for supply of the following services:

Sr. No.	Brief Description of Goods / Services /Category	Quantity (in UOM)	Earnest Money Deposit (EMD)* (in Rs.)	Remarks
1	<i>"Appointment of a Service Provider for Packaging and Preparation for Safe Dispatch of Aircraft and Non-Aircraft Goods, Including Dangerous Goods (DG) and Non-Dangerous Goods (Non-DG)." Locations: Delhi, Mumbai, Nagpur, Hyderabad, Kolkata & Trivandrum.</i>	01	₹ 2,00,000	For detailed Specifications, please see Tender Document

Tender Document bearing reference AIESL/DEL/CPC/2026-27/64 has been prepared for inviting bids through the GeM Portal under the Two-Bid System. The tender envisages a Rate Contract for a period of three (03) years, under which services shall be availed as and when required by AIESL during the contract period.

For detail, the Tender is available for downloading free of cost from AIESL website www.aiesl.in or may also be downloaded from GeM portal.

**DGM-CPC,
AI Engineering Services Limited**



DISCLAIMER

While the document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, or no responsibility or liability will be accepted by AI Engineering Services Ltd. (AIESL) or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof expressly disclaimed. The RFP is not an offer by AI Engineering Services Ltd., but an invitation. No contractual obligation on behalf of AI Engineering Services Ltd., whatsoever, shall arise from the offer process unless and until a formal contract is signed and executed by duly authorized officers of AI Engineering Services Ltd. and the Bidder.

The information is provided on the terms and conditions set out in this Tender.

This Tender is not an agreement and is neither an offer nor invitation by AI Engineering Services Ltd. to the prospective bidder(s) or any other person. The purpose of this Tender is to provide interested parties with information that may be useful to them in making their technical and commercial offers pursuant to this Tender.

AI Engineering Services Ltd. to make no representation or warranty and shall have no liability to any person or bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender or arising in any way in the tender process.

AI Engineering Services Ltd. also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any or bidder upon the statements contained in this Tender.

Any information/documents including information/documents pertaining to this Tender or subsequently provided to bidder(s) and/or successful bidder and information/ documents relating to the bidding process; the disclosure of which is prejudicial and/or detrimental to, or endangers, the implementation is not subject to disclosure as public information/ documents.

No contractual obligation on behalf of AI Engineering Services Ltd., whatsoever, shall arise from the offer process unless and until a formal contract is signed and executed by duly authorized officers of AI Engineering Services Ltd. and the Bidder.



Introduction

AI Engineering Services Ltd. has been incorporated under the Indian Companies Act 1956. AI Engineering Services Ltd. Limited is an Aviation MRO and fully owned Company of Government of India which provides maintenance, repair and related support for fleets of aircraft of Govt. organizations as well as commercial domestic and international airlines.

This RFQ is issued to invite proposals from reputed vendors with credible experience in Provision of Substations Services to State/Central Government department, State/Central Government PSUs/ Airline/MRO / large public organizations in conformance of specifications given in the tender documents as per requirement and schedule.

AIESL invites sealed bids in a two-bid stage system i.e. 1- Technical Bid and 2- Price Bid. The first stage of the bidding process shall involve the opening of the technical bid Response and the second stage shall involve the opening of the Financial Bid Response after technical bid evaluation. Bidders will submit their offer on GeM portal, as is required of the two-bid tender system. The details of Eligibility Criteria, Work Experience and Work Scope are given in the Tender Document.

The Bidders who have experience in providing similar Services and satisfy the eligibility criteria of Tender Document need only apply for this Tender.

OBJECTIVE

The purpose of this Tender document is to present the requirements of AIESL and to invite Technical and Price proposals under the two-bid tender process, from experienced, capable & reputed Vendors registered in India for *“Appointment of a Service Provider for Packaging and Preparation for Safe Dispatch of Aircraft and Non-Aircraft Goods, Including Dangerous Goods (DG) and Non-Dangerous Goods (Non-DG).”*



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1.1 Critical Data Summary

AIESL Reference No.	AIESL/DEL/CPC/2026-27/64
Description of Goods / Services /Category	<i>"Appointment of a Service Provider for Packaging and Preparation for Safe Dispatch of Aircraft and Non-Aircraft Goods, Including Dangerous Goods (DG) and Non-Dangerous Goods (Non-DG) at six locations ."</i>
Type of Tender	Nature of Procurement: Services / Rate Contract. NCB (National Competitive bidding): Two bid system
Selection Criteria	Least cost selection L1
Submission of Bids	Through GeM Portal only
Date of issue of tender	Refer portal
Place and time of pre bid conference	Refer portal
Process to raise pre bid queries	Pre-bid queries (if any) must be raised by bidders on GeM at least one day prior to pre bid meeting. Any other mode of queries will not be entertained.
Site Visit	Optional
Last date/ time for submission of Bids documents through portal ("Due Date/ Time")	Refer Portal
Date and Time of Opening of technical Bid	Refer Portal
Opening of Financial Bid	Refer Portal
Extension of Due Date/Time	The Due Date / Time of submission and opening of Bids may be extended at any time, at the sole discretion of AIESL. Bidders are advised to visit GEM Portal regularly for updates.
Estimated value of the Tender	₹ 1 CR /- plus GST
Earnest Money Deposit (EMD)	₹ 2,00,000 /- (INR two lakhs only) Beneficiary Name: AI Engineering Services Limited, Delhi Bank Name: <u>STATE BANK OF INDIA</u> Branch: 11 Sansad Marg, New Delhi- 110001 A/c No 33029526378, IFSC Code: SBIN0000691, Payable at: New Delhi The bidder may pay the EMD amount through the following online payment link: https://forms.edugfix.com/aiengineering/add
Period of Contract	3 years
Payment Terms	45 Days



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1.2 ABBREVIATIONS:

AITB	Appendix to Instructions To Bidders	MSMED	MSME Development (Act)
AEP	Airport Entry Pass	NEFT	National Electronic Funds Transfer
ADP	Airport Driven Permit	NIT	Notice Inviting Tender
BCAS	Bureau of Civil Aviation Security	PAN	Permanent Account Number
BOQ	Bill of Quantities	PC	(Indian) Penal Code
BSD	Bid Securing Declaration	PPD	Procurement Policy Division
DPIIT	Department for Promotion of Industry and Internal Trade	PQB	Pre-Qualification Bidding
EFT	Electronic Funds Transfer	PVC	Price Variation Clause
EPFO	Employees Provident Fund Organization	RAP	Reverse Auction Process
ESI	Employees State Insurance	RCM	Reverse Charge Mechanism
GCC	General Conditions of Contract	SC	Scheduled Caste
GeM	Government e -Marketplace	SCC	Special Conditions of Contract
GST	Goods and Services Tax	ST	Scheduled Tribe
GSTIN	GST Identification Number	TCS	Tax Collected at Source
GTE	Global Tender Enquiry (International Competitive Bidding)	TDS	Tax Deducted at Source
HSN	Harmonized System of Nomenclature	TIA	Tender Inviting Authority
IEM	Independent External Monitor	TIS	Tender Information Summary
IPR	Intellectual Property Rights	CT	Current T/F
INR	Indian Rupee	PT	Power T/F
ITB	Instructions To Bidders	DG	Dangerous Goods
JV	Joint Venture	Non-DG	Non Dangerous Goods
JV/C	Joint Venture/ Consortium		
LoA	Letter of Award (Acceptance)		
MII	Make in India		
MSE	Micro and Small Enterprises		
MSME	Micro Small and Medium Enterprises		



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1.3 Appendix to NIT: Tender Information Summary

Tender Document No. _____

Tender Title: *“Appointment of a Service Provider for Packaging and Preparation for Safe Dispatch of Aircraft and Non-Aircraft Goods, Including Dangerous Goods (DG) and Non-Dangerous Goods (Non-DG) at six locations i.e Delhi, Mumbai, Nagpur, Hyderabad, Kolkata & Trivandrum.”*

{Note for Procuring Entity: Parameters in regular black font are embedded ‘Doc Property’ (hint: such whole phrase would get highlighted grey when clicked), e.g., ‘Non-consultancy Services’ in Tender Title below. To change these, please read the section ‘For Internal Official only - Not for Bidders’.

Some Text within square bracket in italics grey font is either:

- 1) suggestions/ directions [e.g., Fill in Tender ID below] – which must be replaced by applicable parameter or
- 2) suggested default parameters [e.g., ‘Open Tender – Domestic’ in Tender Type below] - which may be retained (or be replaced if a different parameter is applicable).

Brackets should be removed, and the font changed to regular and black. Some sections/ rows may be added as per requirement.}

Tender Information Summary (TIS)			
1.0 Basic Tender Details			
Tender Title		Non-consultancy Services: “Appointment of a Service Provider for Packaging and Preparation for Safe Dispatch of Aircraft and Non-Aircraft Goods, Including Dangerous Goods (DG) and Non-Dangerous Goods (Non-DG)” at six locations.	
Tender Ref Number	Tend No./ 107	Tender ID	AIESL/DEL/CPC/2026-27/64
Tender Type	[Open Tender – Domestic]	Form of Contract	[Item Rate]
Tender Category	[Services and goods]	No. of stages	[Two stages]
Bidding System	[Two Stage RfP]	*Price Structure	Packaging and Preparation for safe dispatch
e-Reverse Auction to be held after financial bid opening		[No]	
the Procuring organization:	AIESL	The Procuring Entity:	AIESL
Authority on whose behalf Tender is invited	CEO	Through	DGM-CPC
Tender Inviting Authority (TIA)	CPC	Address	JEOC Complex, IGIA, T-2, New Delhi-110037
Appointing Authority for Arbitration		Head of the AIESL	
2.0 Requirement Details			
Contract Period:	Three years	Form of Contract	NA



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Schedule		<i>[Add more rows if more than one schedule]</i>	
Service Details:		<i>Packaging and Preparation for safe dispatch</i>	
Indicative HSN Code:	<i>[_____]</i>	Consignee/ State:	<i>[-----]</i>
3.0 Critical Dates			
Published Date	<i>Refer GeM</i>	Bid Validity (Days from the date of Tender Opening) –	<i>[fill up both periods (default 120 days) in days and the calculated date]</i>
Document Download Start Date & Time	<i>[Normally start on the day after publishing]</i>	Document Download End Date & Time	<i>Refer portal</i>
Clarification Start Date & Time	<i>Refer portal</i>	Clarification End Date & Time	<i>Refer portal</i>
bid Submission Start Date & Time	<i>Refer portal</i>	bid Submission Closing Date & Time	<i>Refer portal</i>
Tender Opening (techno-commercial bid) Date & Time	<i>21 days after uploading on GeM (refer gem portal)</i>	Tender Opening (Financial bid) Date & Time	<i>(refer gem portal)</i>
4.0 Eligibility to Participate			
Nature of Bidders eligible		<i>PVT Ltd./Proprietorship/ Partnership/PPP/HUF/LLP or other enterprises registered in India as per company act.</i>	
Minimum local content for eligibility to participate (Make in India Policy)		<i>[50%] - Applicable</i>	
Classes of Local Suppliers eligible to participate (Make in India Policy)		<i>[Only Class I Local Suppliers eligible (where sufficient local capacity exists)]</i>	
MSE		<i>EMD exemption</i>	
Start-ups		<i>Exemption in EMD, 2years in experience and 50% in turnover</i>	
5.0 Thresholds for Eligibility to Participate and Preference under Make in India Policy			
Classification of Local Suppliers based on Minimum local content		<i>Class-I Local Suppliers: 50%</i>	
The margin of purchase preference		<i>[20%]</i>	
Is the requirement divisible for preference		<i>[No]</i>	
Would the contract be split among more than one bidder		<i>[No]</i>	
6.0 Obtaining the Tender Document and clarifications			
Office/ Contact Person/ email for clarifications		<i>Details given on GeM.</i>	
Downloading of bid document		<i>From GeM portal</i>	
7.0 Pre-bid Conference			
Place, time, and date of the Pre-bid Conference		<i>Refer portal</i>	



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Place, time, and date before which Written queries for the Pre-bid conference must be received.		One day before of pre meeting On GeM portal	
Place, time, and date before which registration of participants for the Pre-bid conference must be received		O/o CPC, JEOC complex, AIESL, IGIA, T-2, New Delhi-110037	
8.0 Preparation and Submission and Opening of Bids			
Bids to be Addressed to		DGM-CPC, AIESL	
Instructions for Online bid Submission		Refer portal	
Tender Opening Place		Refer portal	
Alternate Bids allowed		Not allowed	
9.0 Physical submission of Originals/ Self-attested copies of Originals of Scanned Documents uploaded			
Physical documents required/ permitted to be submitted		Not Required	
10.0 Documents relating to Bid Security and Performance Security.			
[In lieu of Bid Security Bid Securing Declaration is to be submitted by all bidders as per Form-7]			
Performance Security	[Applicable @ 5% of Order value]	Form of Security and to whom to be addressed	AI ENGINEERING SERVICES LTD.
Additional Clauses			
Clause		Description	
Integrity Pact to be Signed and Submitted along with bid	Not applicable	Independent External Monitor, Name and Contact Details - YES, IF TENDER VALUE IS MORE THEN 10CR	Not applicable
Price Variation	Not applicable	Advance Payments Provided	Not applicable
Quantity Splitting/ Parallel Orders	Not applicable	If yes, the Ratio of Distribution among L-1 and others	Not applicable



2- GENERAL TERMS & CONDITIONS

AI Engineering Services Ltd. Limited reserves the right to accept or reject any/or all bids, annul the tender process and reject all bids at any time prior to the award of Contract without incurring any liability to the Tenderer(s) or without any obligation to inform the Tenderer (s) of the grounds for its action. AI Engineering Services Ltd. also reserves the right to extend the validity period of the Tender due date and has right to re-issue the Tender without Bidders having right to object to such reissue.

1. Abbreviations, Definitions, and instructions to Tenderers:

- 1.1 For abbreviations Refer clause 1.1 of NIT.
- 1.2 In this Tender, the following word (s), unless repugnant to the context or meaning thereof, shall have the meaning(s) assigned to them herein below:
- 1.3 "Applicable Law" means all the laws, acts, ordinances, rules, regulations, notifications, guidelines or byelaws, in force and effect, as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of any court of record, as may be in force and effect during the subsistence of this Contract, and applicable to the Tender.
- 1.4 "Bid"/"Proposals" means the proposals submitted by the Bidder(s) in response to this Tender in accordance with the provisions hereof including, Technical Bid and Price Bid along with all other documents forming part and in support thereof.
- 1.5 "Bidder" means eligible entity who submits the Bid along with Earnest Money Deposit and Tender Fees under this Tender within the stipulated time for submission of Bids.
- 1.6 The term "Contract/Agreement" shall mean the agreement entered into between AIESL and the Successful Bidder, confirming its acceptance of the Tender, on the terms and conditions mentioned therein.
- 1.7 "Successful Bidder" shall mean the Bidder whose technical bid and price bid has been accepted by AIESL and to whom a Letter of Acceptance is consequently issued by AIESL and the same has been accepted such Successful Bidder/Tenderer vide a letter.
- 1.8 Any other term(s), not defined herein above but defined elsewhere in this Tender shall have the meaning(s) ascribed to such term(s) therein and shall be deemed to have been included in this Section.
- 1.9 Term: The term of the proposed Contract from the date of Issuance of Purchase Order or dates described in Purchase Order.

2. Bid Submission requirement, Tender Opening and the evaluation process:

- 2.1 Tender document contains the Eligibility Criteria, detailed work scope of the item required & other terms and conditions are available on GEM portal for down-loading on free of cost.
- 2.2 Bidders are requested to carefully examine the Tender Documents, Terms & Conditions of Assignment, Specifications and if there should be or appear to be any ambiguity therein, they should immediately liaise with AI Engineering Services Ltd. Limited for necessary clarification.
- 2.3 The Bids should be neatly presented, sign all pages of the tender document and all the enclosures accompanying the tender document before submission of the Bid.
- 2.4 The tender document must be serially numbered with page numbers marked on each page and signed by the bidder.
- 2.5 The Tender shall contain the name of the authorized signatory with designation, postal address, email address, Telephone No. and Fax No. for the Bid in connection with the Tender.
- 2.6 The Tender document shall include the documentary proofs for qualifying requirements.



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- 2.7 Bidders who wish to attend pre-bid meeting may send their representative with authorization letter on their company letter head as per Format-2 duly signed & stamped by their authorized signatory for presenting the same to the Tender Committee at the time pre-bid at given address, time and date.
- 2.8 AIESL shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive bidding process. However, AIESL reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing contained herein shall be taken or read as compelling or requiring the AIESL to respond to any question or to provide any clarification.
- 2.9 The complete bidding document shall be published on GEM for the purpose of downloading.
- 2.10 A successful bidder will be selected on the criteria described in this Tender.
- 2.11 Bidders are advised to study this Tender document carefully, before submitting their proposals, in response to the Tender Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this Tender document with full understanding of its terms, conditions and implications.

3. Tender Fee

The tender document can be downloaded & submitted on GEM portal free of cost.

4. Submission of Bids:

The Bidders should submit their Bids in a two-bid format

(a) Technical Bid &

(b) Price Bid

❖ **Technical Bid: Bidders are advised to submit all relevant documents on GeM. Bids will be evaluated on the basis of attached supporting documents. The required conditions must be followed and required documents must be properly attached on GeM, AIESL will not ask for documents against such criteria.**

❖ **Price Bids: Price bids will be opened on GEM only of those bidders who found technically qualified.**

- 4.1 Prospective Bidders must submit both their technical bid and Price bid responses properly.
- 4.2 The Bidders should sign on all pages of the Technical Bid and the Price Bid. Further, all pages of the bid document shall be electronically numbered serially and stamped by the authorized signatory along with supporting documents as asked in the Technical Bid, as an index of submissions. The individual signing the Tender or other documents in connection with the Tender must certify the capacity in and/or authority in which they are signing the bid.
- 4.3 **Masked/ Erased Price bid**-Bidders must submit a copy of their price bid response WITHOUT MENTION OF ANY PRICE WHETHER IN FIGURES OR WORDS (with price XXXX) along with the Technical Bid.
- 4.4 The price bid should remain valid for acceptance for a minimum period of 120 (one hundred and twenty) days from the date of opening of the Technical Bids. However, the validity of the bid must be extended as required, upon request from AIESL to enable completion of the evaluation of the bids and finalization of the Successful Bidder.
- 4.5 AIESL reserves the right to accept/reject any/all bids. Further, incomplete bids are also liable to be rejected.
- 4.6 For any query please write to:
O/o DGM-CPC
AI Engineering Services Ltd, JEOC Complex
I.G.I. Airport, T-2, New Delhi-110037, INDIA Tel: + 91 11 25667831/25656625
E-mail: ak.jaiswal1@aiesl.in

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4.7 AIESL has the right to amend, cancel and/or re-issue the Tender document without the applicant(s) /bidder(s) having any right to object to such reissue.

5. Pre-bid Meeting and site visit:

AIESL will convene a pre- bid meeting to address clarification sought by prospective Bidders and incorporate suggestion suitable to AIESL, if any. A site visit is to be done by bidders on or before pre-bid, to see or check all equipment's for their serviceability and their records of past schedule maintenance. After award of contract, they will be reliable for any damage and will be responsible for their serviceability and to keep in working conditions. No communication and relaxation will give by the company.

6. Tender Opening:

6.1 On the date of opening of the technical bid only the technical bids would be opened.

6.2 The Price Bids of only those Bidders, who qualify in the Technical Bid evaluation, would be opened at a later date.

6.3 The bids should be neatly presented. No overwriting or cutting/usage of white correction ink would be accepted in the Tender Document.

6.4 AIESL reserves the right to award the contract(s) to Successful Bidder as it may deem fit as per its operational requirements.

7. Grounds for Rejection of Bids without being evaluated, on the following grounds:

- i. In case the relevant experience certificates in each field are not attached with proper marking that for which field it is provided.
- ii. All relevant supporting documents attached with the said bids are not duly signed by the Bidder.
- iii. In case the bids are not accompanied by any and all supporting documents, the bid shall be liable to be rejected.
- iv. If the Tender has not been signed by the authorized signatory of the Bidder. If the undertaking by the bidders for the same is not attached with the bid.
- v. If the technical bid has been received without EMD or the EMD has been submitted in a mode other than as specified in the Tender.
- vi. If the information given in response to the Tender is incomplete, ambiguous, without requisite supporting documents, unverified, unattested and/or submission of illegible copies or unexplained materials and/or bids not received as per the desired formats & bidding instructions.
- vii. If the price bid indication has been provided in the technical bid response.
- viii. If the complete bid is not filled neatly and corrections if any are not duly authenticated with full authorised signatures of the person who has signed the bid document,
- ix. If the bid has been received without the undertaking of acceptance of all terms & conditions.
- x. If the bid (technical/price) is incomplete.
- xi. The above list is only illustrative and there can be other relevant grounds of rejection of bids.

8. Eligibility Criteria:

8.1 The Bidders must have PAN / GSTIN at the time of application of tender. Self-attested copy of PAN/GSTIN Number must be enclosed along with the Technical Bid. (The self-attested scanned copy of PAN & GSTIN should be attached).

8.2 The Bidders must have a minimum average annual Turnover of Rs 50,00,000/- (Rupees Fifty Lakhs) for the last three financial Years i.e 2023-24, 2024-25 & 2025-26. Audited Copy(s) of *Profit & Loss statement showing the sales figures* for the said Financial Years are to be submitted as proof of above to be enclosed.

8.3 The Bidder must be a Company registered under the Indian Companies Act or Proprietorship or partnership or PPP.

8.4 Experience: The Bidder must have at least Three years' experience of providing same or similar services on 24x7 basis to Govt. Dept. / PSU's/ reputed institutions etc. from 1st April 2021.

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Details of experience should be filled up in **Form-2** and PO copies/ agreements with satisfactory performance certificate (issued by the user) for each order, be attached in support of Form-2 & be submitted with Technical Bid as proof of the experience failing which tender shall be liable for rejection. And no clarifications will be asked by AIESL in this regard.

Experience criteria:

- a) The bidder must have at least three years' experience (ending month of March prior to the bid opening) of providing similar type of services (SIMILAR SERVICES w.r.t the experience criteria means party should have work experience in packaging, crating, preservation, industrial packing, logistics packaging, handling and/or dispatch services for aviation or aerospace materials to central/state Government/PSUs/ Airline/MRO / Reputed Organizations etc. Service rendered with list of such Central/State/PSUs/Airline/MRO/ other organizations etc. with duration of service shall be furnished.
- b) The Bidder must have successfully executed/completed similar services (definition of similar services" should be clearly defined) over the last three FYs.
Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimate cost of bid.

Or

Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost of bid.

Or

One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost of bid.

- 8.5 The Bidders must submit self-attested copy of Income Tax Return along with computation of last three Financial Years 2023-24, 2024-25 & 2025-26 with the Technical Bid.
- 8.6 The bidder/company or any of its subsidiary, must not have been blacklisted by AIESL or any other Govt./Public Sector Undertakings. If so, the details must be provided.
- 8.7 The Bidders must furnish all information along with supporting document as per eligibility criteria.
- 8.8 The bidder(s) shall have adequate experience, infrastructure, trained manpower and technical capability for packaging and safe dispatch of Aircraft and Non-Aircraft Goods, including Dangerous Goods (DG) and Non-Dangerous Goods (Non-DG). For handling of Dangerous Goods, the bidder shall ensure that all activities are carried out by appropriately trained and competent personnel and in compliance with the prevailing requirements of DGCA, ICAO Technical Instructions, applicable IATA Dangerous Goods Regulations (DGR), and other statutory requirements, as applicable to the scope of work. The successful bidder shall obtain and maintain all licences, approvals, permissions, certifications and statutory registrations, if any, required for performing the services under the Contract.

8.9 Mandatory Documents

1. PAN;
2. GST Registration;
3. Legal status/Registration certificate;
4. Experience documents;
5. Details of manpower;
6. Details of packaging infrastructure;
7. Details of tools/equipment;
8. DG-trained personnel details, wherever DG activities are included;

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9. Declaration of compliance with Scope of Work;
 10. Acceptance of Bid Terms and Conditions.
- 8.10 No overtime or extra payment will be paid by the Aiesl for extra stay or odd working hrs in any case, as this is a maintenance contract not for a manpower.

9. Amendment

Amendments, corrigendum, clarifications, and due date extension if any, to this Tender will be hosted on GeM and no separate Notice Inviting Tender (NIT) would be issued in the newspapers or anywhere else. AIESL will also not intimate the Bidders individually of the same. The Bidders are therefore, advised to visit the website regularly till the date of closing of the Tender (or extended date, if any).

10. Modification of Bids

- i. On account of any amendments, being made to the Tender the Bidders shall have a right to modify their bid after the bid submission but prior to the due date (or extended due date, if any) on GeM, if possible, by GeM. The last modified bid of the Bidder received by AIESL before the due date (or extended due date, if any) and as submitted to AIESL shall be final and binding on the Bidder. This will be as per GeM process and bidders to do follow up with Gem if any problem persists. AIESL will not be responsible for any delay or wrong attachments.
- ii. At any time prior to the last date for submission of bids, AIESL may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidders, modify this Tender document by an amendment. In order to afford reasonable time to Bidders to take such amendments into account for preparation and submission of their bids, AIESL may, at its discretion, extend the last date for the submission of bids through an announcement on GeM.

11. Withdrawal of Bids

The last modified bid of the Bidder received by AIESL before the due date (or extended due date, if any) and as submitted to AIESL shall be final and binding on the Bidder. If GEM allowed.

12. Evaluation criteria for the technical bids, Commercial bids & method of arriving at L-1 bidder.

12.1 Technical bid:

- i. The technical bids submitted would be evaluated to verify the suitability and compliance of the bidder as to whether the applicant to the tender has the required capability, capacity and / or expertise to provide the required services under this tender. Assessment would be made to determine whether the bidders meet the requirement under Scope of Work of AIESL, as per the pre-qualification criteria and compliance to other terms and conditions of the tender.
- ii. It may be noted that all those bidders who fully and unconditionally meet all of the Eligibility criteria listed above would be declared qualified in the technical evaluation process.
- iii. The bidder's offers would be evaluated based on their response to the Eligibility criteria and the response to the technical information. All the conditions indicated as "MANDATORY" conditions given in forms, work scope and formats, are to be mandatorily fulfilled and along-with the said Annexure, the supporting documents thereof are to be given, to qualify for the evaluation of the technical bid. The bidder must also have submitted the requisite amount of EMD of Rs 2,00,000 (Rs two lakhs) along-with the technical bid response to qualify the technical evaluation. Any exceptions, conditions, covenants or qualifying remarks submitted by the bidders will not be accepted.
- iv. AIESL reserves the right to confirm the authenticity of the bid documents or to seek more clarifications from the references quoted by the Bidders in their bids, for compliance with the requirements as mentioned in the Tender, without the knowledge of the concerned Bidders.
- v. The verification of the information submitted by the bidder through a site visit by the Technical Committee may also be the part of the Technical Evaluation.
- vi. The bids will be evaluated to verify compliance with the pre-qualification criteria.



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12.2 Price bid: The Price Bids of only those bidders who qualify and are short listed on evaluation of their Technical Bids would be opened. The bidder will have to submit the Price Bid in prescribed format only and final value with GST should be entered in GEM to get final cost of project. AIESL may seek price break-up during the evaluation.

12.2.a Method of evaluation of PRICE BIDS and arriving at L-1 offer

- 1) Total cost for each service with GST will be the criteria to arrive L-1.
- 2) **Other points to be noted while submitting the Bid:**
 - i. AIESL will not accept inclusion of any additional costs, if requested for after opening of the tender.
 - ii. **Increase in Govt. Duties / taxes/Levies etc.** if any, that may be applied by the Govt. of India/State Govts., after the award of the contract, **will be borne by AIESL**, if requested for by the Bidders, subject to the Bidders providing documentary proof of the same. In case of any decrease in basic price and/or Govt. Duties / Levies etc. by the Govt. of India after award of the contract, the benefit of the same should be extended to AIESL by the Bidders, effective from the date of change.

13. Disqualifications: Even though the Bidders meet the aforesaid criteria, they are subject to be disqualified if the following are observed during evaluation:

- a. Bidder has made misleading or false representation in the forms, statements, and attachments submitted.
- b. Records of poor performance of work (whether for AIESL, or any other company/organization) during the last 3 (three) years march ending, as on the date of submission of the bid, such as abandoning the work, rescinding of the contract for which the reasons are attributable to the non-performance of the Bidder or its constituents, inordinate delays in completion, history of litigation / arbitration awarded against the Bidder or any of its constituents or financial failure due to bankruptcy etc.
- c. The bidder has been into any kind of legal dispute or arbitration in the past or at present with AIESL or its sister companies.
- d. The Bidder has been blacklisted anywhere in India; he shall not be allowed to participate in the tender.
- e. The bid offer has been made by an intermediary/agent/middleman.

14. Award of the Contract, Acceptance and Commencement

- a. The Contract shall be awarded to the Successful Bidder vide the Letter of Award (LOA) issued by AIESL, based on the evaluation of the bids by AIESL and order will be released through GeM.
- b. The Successful Bidder has to convey acceptance of the LOA within 7 days of its receipt.

15. Zero deviation:

Bidders are advised to quote strictly as per terms and conditions of tender document and not to stipulate any deviation / exceptions.

16. Earnest Money Deposit: The Bidders may submit an EMD of Rs 2,00,000 (Rs two lakhs) through below link in favour of AI Engineering Services Ltd. Ltd. If the Bidders is seeking exemption from submission of EMD as per Para 17 of this tender, they must submit the relevant documents and should apply for MSE on GeM.

16.1 EMD will be interest free.

16.2 EMD of the unsuccessful bidders will be refunded within 60 (sixty) days after completion of the Tender process and after the award of the Contract.

16.3 EMD of the Successful Bidder will be returned after receipt of security deposit or bank guarantee in lieu thereof as stated in the clause of Security deposit EMD will be forfeited in the event of Bidder withdrawing or modifying their bid or fails to abide by any terms of the Tender, after opening of the bids or deviates or derogates from the conditions of the Tender

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or if the successful Bidders declining/refuses to accept the Letter of Award (LOA) and execute the contract, or declining to furnish the security deposit.

- 16.4 The EMD must be submitted through net banking using the following details/link:
<https://forms.eduqfix.com/aiengineering/add?formType=8489935188309188>

16.5 Bidder has to upload scanned copy / proof of submission of EMD along with bid. Failure of proof bids may be rejected.

17. Exemption for Micro & Small Enterprises (MSEs) & Start-ups: Bidders seeking benefits under the Public Procurement Policy for MSEs and the Start-up India initiative must be registered and apply through the Government e-Marketplace (GeM). Only bidders who furnish valid supporting documents (Udyam Registration Certificate, Start-up Recognition Certificate, etc.) on GeM will be considered for purchase preference, EMD exemption and other applicable benefits. Bidders not registered on GeM will not be eligible for such benefits. As per Public Procurement Policy for Micro, Small & Medium Enterprises (MSMEs) Order, 2012 issued vide Gazette Notification No. 503 dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of govt. of India, MSEs must be registered with any of the following in order to avail the benefits/preference available vide Public Procurement Policy MSEs Order, 2012.

- (a) District Industries Centers (DIC)
- (b) Khadi and Village Industries Commission (KVIC)
- (c) Khadi and Village Industries Board
- (d) Coir Board
- (e) National Small Industries Corporation (NSIC)
- (f) Directorate of Handicraft and Handloom
- (g) Any other body specified by Ministry of MSME

17.2 MSEs participating in the tender must submit the latest certificate of registration with any one of the above agencies indicating the details of the particular tendered item along with their bid.

17.3 The MSMEs registered with District Industries Centers must submit the 'Acknowledgement of Entrepreneur Memorandum (EM) Part-II' along with their bid. The MSMEs registered with National Small Industries Corporation (NSIC) must submit the valid NSIC registration certificate along with their bid.

17.4 The Micro & Small Enterprises not registered for the particular trade/item for which the tender is relevant, would not be eligible for exemption for EMD submission.

17.5 The registration certificate issued from any one of the above agencies must be valid as on close date of the tender. The successful bidder should ensure that the same is valid till the end of the contract period.

17.6 The MSEs who have applied for registration or renewal of registration with any of the above agencies/ bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/preference.

17.7 Exemption from submission of Earnest Money Deposit (EMD) – The MSEs registered in same category with above mentioned agencies/bodies are exempted from payment of Earnest Money Deposit (EMD). Else, they will be treated as Non-MSE.

17.8 The successful Bidders will however be required to submit the Security Deposit equivalent to 5% of the Contract/PO value.

17.9 **Purchase Preference** - The MSEs registered and applied on GeM with above mentioned agencies/bodies for the tendered item and quoting price within a price band of L1 + 15 percent

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shall be allowed to supply by bringing down their price to L1 price in a situation where L1 price is from other than an MSE. All preferences will be given as per gem procedures.

- 17.10 Benefits for Start-ups will be given as per Govt. of India policies subject to meet quality and technical specifications in accordance with the relevant provision & policy circular no-1-2-1/2016-MA of Ministry of Micro, small & Medium Enterprises. Start-ups are exempted for 2 years in experience and 50% in terms of turnover however they will have to follow all other criteria to meet technical qualification.

18. Security Deposit/ ePBG/PBG:

- 18.1 The Bidders who qualifies for award of Contract/Purchase Order will have to deposit with AIESL 5% of the total value of the Purchase Order value towards **interest free Security Deposit**, within 2 weeks of receipt of the Purchase Order. The Security Deposit may be submitted in the form of:

i. Successful Bidder must submit the Performance Security or security deposit by using below link

<https://forms.eduqfix.com/aiengineering/add?formType=8489935188309188>

ii. By execution of a Bank Guarantee for an equivalent amount. The expenses incurred towards submission of Security Deposit / Bank Guarantee will have to be borne by the Bidders.

- 18.2 The Security Deposit / Bank Guarantee will be refunded / returned after 2 months of successful completion of deliveries against the completion of the warranty.

- 18.3 In case, Security Deposit is not deposited in time, the bills shall not be processed for payment. In exceptional case, if the shortlisted Bidders desires, the Security Deposit amount can be deducted from the shortlisted Bidders' bills and the balance payment released, for which the vendor will have to give a specific request to our Finance Department.

19. Invoices, Billing and Payment:

19a Invoice: The successful Bidder or service provider will submit user verified Invoices/ completion report, giving details of items delivered to CPC section for further payment process. CPC will send the verified invoices to finance after certifications to release payment against the such invoice.

19b. Billing: As per invoice submitted

19c. Payment:

- 19c.1 The payment terms will be 45 days and payment will be released after submission of invoices.
19c.2 The service provider shall, without extra charge, provide all assistance with every appliance, technical manpower and other things necessary for verification of measurements and recording levels.
19c.3 Payment of the undisputed amounts will be made through ECS (Electronic Clearance Service) mode or by cheque if ECS is not available.
19c.4 The payment shall be made after deduction of all applicable taxes including Tax Deducted at Source (TDS).

20. Execution of services:

The successful Bidder should start work within 15 days after award of contract.

21. NEGOTIATION: Negotiation is not a practice of AIESL therefore bidders are requested to quote in reasonable price, however:

- 21.1 The AIESL may, if deem necessary, would convene the negotiation meetings. Negotiations would be carried out by the Tender Committee members to clarify items related to terms & conditions, quota allocation in case of MSE bidder etc.

- 21.2 In case L1 bidder does not attend the negotiation but sends a revised bid with reduction in prices

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or extend other benefits to AIESL, the same will be considered. The terms and conditions of the tender document would be applicable. In case of any variation on terms and conditions, the clarifications should be sought in writing through email/ letter.

22. Price, Contract Validity:

The validity of the Contract would for 3 years. The price will be remained same for entire period of contract.

23. coverage of parts during contract period:

Successful bidder shall be responsible to provide the services listed in work scope during the contract period.

24. Penalties and Liquidated damages:

A penalty shall be imposed for non-compliance of T&C which will be recovered from invoice value.

A) A penalty of Rs. 500 per occasion shall be imposed in case of delay in the packaging. (as per work scope)

B) Quality of Material and packaging - in case of non-adherence of quality standards, AIESL may impose penalty of Rs.500/- per occasion. The responsibility of re-packaging and the cost associated there off shall be borne by bidder.

C) **Liquidated Damages (LD):** In case of delay in execution of the contract beyond the stipulated delivery/completion schedule, the contractor shall be liable to pay liquidated damages at the rate of 0.5% (half percent) of the contract value per week of delay or part thereof, subject to a maximum of 10% of the total contract value. The imposition of LD shall not restrict the purchaser's right to terminate the contract or take other remedial actions as per terms and conditions.

25. Representations to be given by the Successful Bidder in the Contract:

The Successful bidder should provide the following representations and warranties as regards to the Contract to be executed, which shall remain true and valid throughout the term of the Contract:

25.1 It has the requisite power, authority and legal right and has taken all actions necessary on its part, to validate, execute and deliver this Contract and the performance of the obligations thereunder.

25.2 The Contract shall constitute a legal valid and binding obligation against it, and is enforceable against it in accordance with the terms herein.

25.4 The execution, delivery and performance of the Contract shall not conflict with, result in the breach of, or constitute a default under any law, rule, regulation, authorization or approval of any government agency or body, or under the terms of any covenant, agreement, understanding decree or order to which it is a party or by which it or any of its properties or assets is bound or affected and does not result in a violation of applicable laws.

25.5 The payment of salaries, wages, provident fund, gratuity, Bonus etc., to personnel employed by the successful bidder, shall solely be the responsibility of the Successful Bidder. It is hereby clarified that, the personnel of the Successful Bidder shall not be deemed to be employees of AIESL.

25.6 Successful Bidder undertakes to comply with various labour laws, both Central and state as applicable from time to time and further shall be solely responsible for any cost and consequences on account of any breach and/or non-compliance of any other provisions of labour Laws and shall indemnify AIESL against any claim/cost/remedies and penalties in respect of breach of any of the provisions of laws in force.

25.7 Successful Bidder shall compensate AIESL for any damage or loss or caused to the premises/equipment/property of AIESL or any third party on account of negligent act/performance on the part of its personnel.

25.8 Successful Bidder shall perform all its obligations under the Contract with due care and diligence and in a skillful and business-like manner.

25.9 Successful Bidder shall comply with all such directions issued by AIESL from time to time.

25.10 Successful Bidder has complied with all applicable laws in all material respects and has not been

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subject to any fines, penalties, injunctive relief or any other civil or criminal liabilities which, in the aggregate, has or may have a material adverse effect on its ability to perform its obligations under the Contract.

25.11 There are no actions, suits, proceedings, or investigation pending or, to its knowledge, threatened against it at law or in equity before any court or before any other judicial, quasi-judicial or other authority, the outcome of which may result in a breach of the Contract or which individually or in the aggregate may result in any material impairment or its ability to perform its obligations under the Contract.

25.12 It is and shall be able to pay its debts as they fall due for payment and is otherwise solvent as per applicable laws, it has not compounded with or negotiated any composition with or called any meeting of its creditors, a receiver, trustee or manager has not been appointed for the whole or any part of its assets or any right, it has not committed any act of bankruptcy or insolvency or passed any resolution for or otherwise entered into any liquidation, winding up or administrative order or taken or suffered any action analogous to any of the foregoing.

25.13 It is not in breach of any agreement with any person who has provided loans, deposits, advances, guarantees or other financial facilities to it.

25.14 All taxes due and payable by it have been paid, and all tax return and reports required to be filed by it have been correctly filed and on time. There are no claims now pending or matter under dispute with any taxing authority in respect of any tax of the successful Bidder.

25.15 It shall be responsible for the payment of all and any taxes including income tax and all similar taxes and levies in respect of its fees, duties, fines, penalties, etc., by whatever name called as may become due and payable under any laws, rules and/ or regulations as may be prevalent and as amended from time to time in relation to the services rendered under the Contract.

25.16 It shall obtain the necessary permissions and licenses from the concerned authorities for the purposes of the Contract. Further, to keep the said permissions and licenses valid and subsisting at all times during the term of the Contract. In the event that it omits or fails to obtain any requisite permission or license from the concerned authorities then it shall indemnify and keep indemnified AIESL against all losses, costs, or damages that may be suffered by AIESL as a result of such omission or failure.

26. Subcontracting:

The essence of the Tender is that there will be no sub-contracting or delegation or outsourcing of any of the Services to any entity other than the applicant/bidder. If still it is required then successful service provider will take approval from Competent Authority of AIESL.

27. Recovery of sums due

27.1 Whenever under this Contract any sum of money is recoverable from the Bidder, AIESL shall be entitled to recover such sum from the monthly bills and the security deposit held by AIESL.

27.2 In the event of the said security deposit being insufficient, the balance of total amount recoverable shall be deducted from any sum due in invoice to the Bidder under this or any other Contract with AIESL.

27.3 Also, should this amount be insufficient to cover the said amount recoverable, the Successful Bidder shall pay to AIESL on demand the balance amount, if any, immediately but not later than 14 (fourteen) days of the demand along with the interest @ 18 % (eighteen percent) per annum from the due date specified in the demand notice.

27.4 If any amount due to AIESL is so set off against the said security deposit, the Successful Bidder shall have to make good, the said amount immediately but not later than 14 (fourteen) days, in order to restore the Security Deposit to its original value. Non restoration of such Security Deposit will be treated as event of default, leading to right of AIESL to take appropriate remedial action, including termination.

27.5 AIESL reserves the right to deduct from the Successful Bidder's invoice, for any loss or damage

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caused to AIESL Employees/ cargo/ plant / equipment / machinery / building or any other property of AIESL or any damage caused to any third party by negligence or due to any other reason attributable to the Successful Bidder including its employees.

28. Confidentiality

- 28.1 The Bidder/Successful Bidder/AIESL shall at all times keep confidential, all information acquired in consequence of this Tender, including (without limitation) the information concerning the technology, technical processes, business processes, procedures, personal data, business affairs, financial affairs of each other (hereinafter referred to as Confidential Information). Confidential information means information that is designated as 'confidential' or which by its nature is clearly confidential.
- 28.2 The Bidder/Successful Bidder/AIESL shall not disclose the confidential information to any other third party, without the prior written consent of each other, or required to be disclosed at law.
- 28.3 However, they may be entitled or bound to disclose such Confidential Information under compulsion of law and to comply with applicable laws or under a valid order of a competent court where requested by governmental or regulatory agencies or to their professional advisers where reasonably necessary for the performance of their professional services.
- 28.4 As such, the Bidder/Successful Bidder/AIESL agree to keep such Confidential Information as strictly confidential and shall disclose the same to their employees/professional advisers only on a 'need to know' basis.
- 28.5 The Bidder/Successful Bidder/AIESL agree that any such information received by it shall be:
- (1) protected and kept in strict confidence, using the same degree of care and safeguards as it uses to protect its own information of like importance, but in any case, no less than a reasonable degree of care,
 - (2) not to use Confidential Information for any purpose other than to carry out its respective obligations under this Tender.
- 28.6 A breach of this confidentiality may result in the Contract being terminated in addition to any other remedy the Bidder/Successful Bidder/AIESL may have.

29. Extension/Termination of Agreement/Contract: If applicable,

The Contract may be terminated under the following circumstances:

- 29.1 The validity of the contract/agreement comes to an end *Ipsa Facto* by efflux of time unless otherwise renewed / terminated. The contract period shall come into force on the day of award of contract or described in purchase order. There shall be no lock-in period under the contract.
- 29.2 If there is a breach or non-observance/non-fulfilment by the Successful Bidder of any one or more of its obligations under the contract and/or contractual documents, if any, and such breach or non-observance/non-fulfilment continues for a period of more than three months after receipt of notice from AIESL to remedy such breach or non-observance/non-fulfilment, then AIESL shall without prejudice to its other rights under any contract and/or contractual documents, if any, shall have the right to terminate the Contract or any relevant part thereof. In such case, the Successful Bidder shall not be entitled to any compensation whatsoever for costs incurred or to be incurred on this account.

30. **Contract survivability:** In the event the Successful Bidder is acquired by, or merges with another company/entity/organization by operation of law or in any other manner, the terms and conditions of the Tender/Contract applicable to the Successful Bidder shall remain in full force and effect on the new entity and the Successful Bidder shall at all times remain liable to AIESL, with regard to the obligations mentioned herein. AIESL shall, however, have the discretion and option to terminate the Contract in such an event.

31. **Contract Severability:** If any clause, section, or provision of this Contract is found to be invalid, illegal, or unenforceable, by the provisions of the applicable law, such invalidity, illegality, or

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unenforceability shall not render the remaining clauses, sections, or provisions hereof invalid, illegal, or unenforceable. In such a case, the Parties shall amend this Contract as appropriate, seeking to achieve the minimum extent necessary to make this Contract, legal valid and enforceable.

32. Compliance with the applicable laws:

The Successful Bidder shall comply with all laws in force in India and comply with all the laws whether prevailing in India with regard to the Services as mentioned in this Tender. The laws will include all national, provincial, municipal, or other laws that affect the performance of the contract and are binding upon the Successful Bidder. The liabilities of all statutory /legal mandatory regulations /obligations regarding product / services will be borne by the Successful Bidder. The Successful Bidder must indemnify AIESL from any breach of any government regulation/infringement of laws- such as copyright act, trademark act, PF regulation, ESI regulation, Labour laws, Minimum wages act, **Bombay Labour Welfare Fund Act-1953**, Delhi Shops & Establishment Act etc, more particularly as mentioned in the clause herein below.

33. Indemnification

33.1 The Successful Bidder shall indemnify AIESL against the payment of penalty/third party claims/damages/loss of property of AIESL, its subsidiaries or any other party arising due to the negligence on part of the Successful Bidder and/or its employees.

33.2 The Successful Bidder shall also indemnify AIESL for making good any claim/penalty/loss or damages, including costs (including counsel fees and legal cost) thereof, in respect of any breach or violation of any provisions of any law, including labour laws governing the employees of the Successful Bidder. In case of any failure to make good the above/any losses/expenses to AIESL, the same shall be deducted from the amounts to be paid to Successful Bidder, as per the bills raised, or may be deducted from the security deposit or from any payments to be made to the Successful Bidder under the Contract.

33.3 For the avoidance of any doubt it is hereby clarified that the Successful Bidder shall be solely liable for accidents, injuries, death and/or damages caused to any individual/s and/or property of AIESL and/or any third party, due to negligence of its employees, during performance of their duties under the Contract and shall indemnify AIESL and/or its employees, from costs or liabilities, arising therefrom (including counsel fees and legal cost).

33.4 The Successful Bidder shall be liable to keep AIESL indemnified against any claim or claims whatsoever and any liabilities, that may arise on account of the Successful Bidder's failure to comply or adhere with any statutory obligations, legislations, regarding the laws governing intellectual property rights whether in India or any other country as applicable. AIESL shall be entitled to deduct any amounts to make good the above/any losses/expenses incurred by AIESL on account of such claims or liabilities. The decision of AIESL as to the amounts to be deducted shall be final and binding on the Successful Bidder.

33.5 The provisions of this Article shall survive the termination or expiration of the term of the Contract.

34. Dispute resolution and arbitration

34.1 Any dispute arising between the Successful Bidder and AIESL in respect of the construction, interpretation, application, meaning, scope, operation or effect of this document or the validity or breach thereof, shall first be settled by negotiations between the authorized representatives of the Successful Bidder and AIESL (Parties).

34.2 If the dispute remains unresolved after a period of 90 days from the date when the negotiation has started, then the unresolved dispute/difference shall be settled by arbitration in accordance with Arbitration and Conciliation Act, 1996, and the award made in pursuance thereof shall be final

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and binding on the Parties. The arbitral tribunal shall consist of a sole arbitrator to be mutually appointed by the Parties. The venue of arbitration shall be Delhi and the arbitration proceedings shall be carried out in English. The cost of the arbitration shall be borne by the Parties as per the award of the Sole Arbitrator.

35. Jurisdiction:

The construction, interpretation, validity and performance of this Tender and/or Contract shall be governed by the laws of India. Any dispute whatsoever, arising out of or in connection with the Tender and/or Contract shall be subject to the jurisdiction of the courts of Delhi only, subject to the clause of dispute resolution and arbitration aforesaid.

36. Force Majeure:

36.1 The Bidder/Successful Bidder/AIESL (herein referred Party/Parties) shall not be liable for, nor be in default by reason of any failure or delay in discharge of its obligations under this Tender/Contract, where such failure or delay is caused by any act, including but not limited to any act of God, action or inaction of government authorities, fire, flood, gales, storm, lightning, earthquake, explosions or other catastrophes, accidents, weather, power failure or shortage of power, riot, war declared or undeclared), warlike operations, act of terrorism, boycott, embargo, rebellions, sabotage, epidemics, quarantines, lock out, restrictions on travel based on travel advisories of any governmental entity, unavailability of the usual means of transportation, hostilities, revolution, civil commotion or public disorder or any other cause beyond its control.

36.2 The Party encountering and affected by such causes and event shall inform the other in writing immediately of such an occurrence event and will shall use its best reasonable efforts to minimize the economic and other effects and rectify as soon as possible any harm or delay created thereby shall reasonably allocate its available resources, giving priority to their obligations under this Tender/Contract.

36.3 For the avoidance of any doubt it is clarified that, payment obligations of AIESL shall be excused due to an event of Force Majeure.

37 Anti-Corruption/Anti-Bribery Representations and Warranties:

37.1 Both Parties represent and warrant that it is in compliance with Indian laws, including all anti-corruption and anti-bribery laws, and will remain in compliance with all such laws during the Term of this Agreement. The Parties further represent and warrant that it has not made, authorized or offered to make payments, gifts or other transfers of value, directly or indirectly, to any government official or private person in order to (1) improperly influence any act, decision or failure to act by that official or person, (2) improperly induce that official or person to use his or her influence with a government or business entity to affect any act or decision by such government or entity or (3) secure any improper advantage.

37.2 Both Parties agree that should it learn or have reason to know of any payment, gift or other transfer of value, directly or indirectly, to any government official or private person that would violate any anti-corruption or anti-bribery law, it shall immediately disclose such activity to the other Party. If, after consultation by all Parties to the Agreement, any concern cannot be resolved in the good faith and reasonable judgment of the non-infringing Party, on written notice to the other Party, it may withdraw from or terminate this Agreement.

37.3 Either Party shall have the right to terminate this Agreement if the other Party breaches this, or any other, representation, warranty or undertaking set forth in this clause 19 of the Agreement.

38 **Notices:** Any notice, consents, approvals, report, demand, acknowledgement or other

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communication which under the terms of this Agreement or otherwise must be given or made by either Party shall, unless specifically otherwise provided in this Agreement, be in writing, in English and shall be personally delivered to, left at, sent by registered post, email, courier or speed post by the respective Parties at the addresses mentioned at para 4.8 above.

39 Compliance of Security regulations:

- a) The Service provider shall ensure that all the safety and security regulations of AIESL security, CISF, or any other agency associated with airports activity are strictly adhered to if becomes applicable to this contract any time during service period.
- b) Any violation of security regulations and indulging in illegal activities by his personnel deployed for AIESL will be at the cost / risk of service provider.
- c) The service provider must ensure verification of character and antecedents of his personnel by Local Police before deployment.
- d) The Personnel deployed must carry/ display photo identity cards provided by the service provider under his signatures, company's name, and seal.
- e) Any lapse noticed on the part of Service provider's employee involvement in theft/pilferage/malpractices, shall be inquired into by AIESL Security/other officials of AIESL and a suitable action including penalties / legal proceedings may be taken for breach of contractual liability.
- f) The Service provider shall take responsibility for good conduct of his/her employees in AIESL premises / Airport. If any such employee is involved in any theft / pilferage of property of AIESL / PAX Baggage / Cargo consignments/AIESL property also in their areas of work as assigned by AIESL, AIESL reserves the right to impose penalty on the bidder apart from the legal provisions.
- g) It will be the responsibility of the Service provider to ensure that no unauthorized personnel other than the Personnel deployed for duty gains access to AIESL premises/ Airport.

40 Interpretation:

In the event of any difference in the interpretation of any of the clauses of the Service Agreement and/or the Tender documents, the interpretation put forth by GM (Engg), AIESL shall be final and binding.

41 Non-Disclosure: The bidder/contractor shall treat all documents, data, and information received in connection with this tender/contract as strictly confidential. Such information shall not be disclosed to any third party or used for purposes other than contract execution without prior written consent of the purchaser.

3- SCOPE OF WORK

1. AI Engineering Services Limited (AIESL), Northern Region, invites online bids through the Government e-Marketplace (GeM) portal from eligible, experienced and technically competent Service Providers for providing services for packaging and safe preparation for dispatch of Aircraft and Non-Aircraft Goods, including Dangerous Goods (DG) and Non-Dangerous Goods (Non-DG), as per the Scope of Work and terms and conditions contained in this Bid Document. Service provider shall provide packaging services for AIESL in Delhi, Mumbai, Nagpur, Hyderabad, Kolkata & Trivandrum, six days a week and maintain data/record. In case of urgent requirements, the work may also be required to be carried out on weekly offs/ holidays.
2. For the purpose of this bid, "Similar services" shall mean:
Provision of packaging, crating, preservation, industrial packing, logistics packaging, handling and/or dispatch services for aviation or aerospace materials etc.

3. GENERAL SCOPE

The Service Provider shall provide complete services for inspection, preservation, packaging, crating, marking, labelling, documentation support, handling and safe preparation for dispatch of Aircraft and Non-Aircraft Goods, as and when required by AIESL.

The services shall cover:

1. Non-Dangerous Goods (Non-DG); and
2. Dangerous Goods (DG), wherever specifically required.

The scope shall be on an **as and when required basis** during the Contract period.

AIESL does not guarantee any minimum quantity or value of work during the Contract period unless specifically mentioned in the Bid. However, on previous experience, the expected average volumes of 400 packaging jobs to be done monthly across PAN India. 95% of shipments are expected to be non-DG and 5% shipments expected to be DG.

D) NON-DG PACKAGING SERVICES

The Service Provider shall undertake packaging of, but not limited to:

Aircraft spare parts, Aircraft components, Rotable components; Repairable components, Avionics and electronic equipment, Engine components, Ground Support Equipment (GSE) parts, Tools and equipment, Machinery and engineering items, Consumables and stores, Fragile and sensitive equipment, High-value materials, Oversized and heavy items, Other Aircraft and Non-Aircraft materials as instructed by AIESL.

i. PRE-PACKAGING INSPECTION

Before commencement of packaging, the Service Provider shall:

- a) Inspect the physical condition of the material;
- b) Assess dimensions and weight;
- c) Assess fragility and handling requirements;
- d) Identify suitable packaging methodology;
- e) Check for visible damage, leakage or unsafe condition;
- f) Bring any abnormality to the notice of AIESL before proceeding with packaging.

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The Service Provider shall not proceed with packaging of visibly leaking or unsafe material without instructions from the authorized representative of AESL.

ii. PACKAGING MATERIALS

The Service Provider shall provide suitable packaging materials, as required, including:

Corrugated boxes, Plywood boxes, Wooden crates, Pallets, Bubble wrap, Foam, Cushioning materials, Anti-static materials, Moisture barrier materials, Shrink/stretch wrapping materials, VCI/anti-corrosion materials, Strapping materials, Dunnage, and Other protective packaging materials.

The packaging material shall be appropriate for the nature, weight, dimensions and transportation requirements of the goods.

iii. PRESERVATION

Wherever required, the Service Provider shall provide preservation and protection against:

Moisture; Corrosion; Dust; Shock; Vibration; Static electricity; Environmental exposure. Appropriate anti-corrosion and moisture protection shall be used wherever required.

iv. WOODEN CRATING

The Service Provider shall provide suitable wooden/plywood crates, pallets or other specialized packaging, wherever required.

The Service Provider shall ensure:

- a) Adequate strength of crate;
- b) Proper support of material;
- c) Blocking and bracing;
- d) Prevention of movement inside the crate;
- e) Safe lifting and handling arrangements.

For international dispatch, wooden packaging shall comply with applicable international phytosanitary requirements, including ISPM-15/ATA 300, wherever applicable.

v. PACKAGING OF ELECTRONIC AND SENSITIVE ITEMS

For electronic, avionics and sensitive items, the Service Provider shall provide suitable:

- a) Anti-static protection;
- b) Cushioning;
- c) Shock protection;
- d) Moisture protection;
- e) Appropriate handling instructions.

vi. HEAVY AND OVERSIZED MATERIAL

For heavy and oversized material, the Service Provider shall provide:

- a) Suitable pallets/skids/crates;
- b) Adequate structural support;
- c) Blocking and bracing;
- d) Proper securing arrangements;
- e) Centre of gravity marking, wherever required;

E) DANGEROUS GOODS (DG) SERVICES

i. GENERAL

DG-related activities shall be carried out only when specifically instructed by AIESL and only by appropriately trained and competent personnel.

The Service Provider shall comply with applicable statutory and regulatory requirements relevant to the particular mode of transportation.

ii. DG SCOPE

Subject to the actual requirement and competency of the Service Provider, the DG scope may include:

- a) Inspection of available DG information;
- b) Verification of information provided by the manufacturer/consignor;
- c) Selection of suitable packaging;
- d) Use of appropriate packaging specifications;
- e) Inner and outer packaging;
- f) Application of applicable marks and labels;
- g) Overpack preparation, where applicable;
- h) Safe handling and segregation;
- i) Preparation of packages for dispatch;
- j) Documentation support, wherever included.

iii. DG CLASSIFICATION

The Service Provider shall not independently change or alter:

- a) UN Number;
- b) Proper Shipping Name;
- c) Hazard Class;
- d) Subsidiary Risk;
- e) Packing Group;
- f) Other regulatory information,

unless the Service Provider is specifically authorized and competent under the applicable regulations to perform such activity.

The basic technical and safety information relating to the material shall be obtained from the appropriate manufacturer, shipper, technical documentation or authorized source.

iv. DG PACKAGING

Where required, DG packaging shall be undertaken using appropriate packaging and procedures as applicable for the type and DG classification.

The Service Provider shall ensure, wherever applicable:

- a) Correct packaging;
- b) Compatibility of packaging material as per the DG classification;
- c) Prevention of leakage;
- d) Prevention of movement within packaging;

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- e) Adequate cushioning;
- f) Closure of package as required;
- g) Application of relevant marks and labels.

It shall be the responsibilities of service provider to ensure that suitably DG certified personnel is deployed at location while handling DG packaging.

v. DG DOCUMENTATION

The Service Provider may provide documentation support as specifically included in the Work Order. However:

Any statutory declaration or DG document requiring certification, authorization or signature shall be prepared and/or signed only by an appropriately DG authorized and competent person/entity in accordance with the applicable regulations.

4. MARKING AND LABELLING

The Service Provider shall ensure appropriate marking of packages, including, wherever applicable:

- a) Consignor details;
- b) Consignee details;
- c) Package number;
- d) Material description;
- e) Part Number;
- f) Purchase Order/Work Order reference;
- g) Gross weight;
- h) Net weight, wherever applicable;
- i) Dimensions;
- j) Handling instructions;
- k) Fragile marking;
- l) Keep Dry marking;
- m) This Side Up/orientation arrows;
- n) Centre of Gravity marking;
- o) Other applicable safety instructions.

For DG consignments, applicable hazard markings and labels shall be affixed as per applicable regulatory requirements.

5. PACKAGING QUALITY REQUIREMENTS

The Service Provider shall ensure that:

- a) Packaging is suitable for the material;
- b) Material is adequately protected;
- c) Packages can withstand normal handling and transportation;
- d) Material does not move freely inside the package;
- e) Sharp edges are protected;
- f) Fragile materials are adequately cushioned;
- g) Heavy materials are properly secured;
- h) Electronic materials are protected against electrostatic discharge, wherever required;

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i) Moisture-sensitive material is adequately protected.

6. MANPOWER REQUIREMENT

The Service Provider shall deploy adequate manpower, including:

- a) Site Supervisor;
- b) Skilled Packaging Personnel;
- c) Packaging Technicians;
- d) Helpers;
- e) DG-trained/competent personnel, wherever required.

The manpower requirement shall depend upon the actual workload, however, minimum of one suitable staff shall be available during the working hours to accept the shipments. Additional manpower, as required, according to shipment type and size will be arranged.

6.1 SUPERVISOR

The Service Provider shall nominate a responsible Supervisor/Single Point of Contact (SPOC) for coordination with AIESL.

The Supervisor shall:

- a) Coordinate with AIESL;
- b) Receive work instructions;
- c) Ensure deployment of manpower;
- d) Ensure quality of packaging;
- e) Maintain records;
- f) Ensure compliance with safety requirements.

7. TOOLS AND EQUIPMENT

The Service Provider shall provide adequate tools and equipment, including, as required:

- a) Measuring instruments;
- b) Weighing scales;
- c) Cutting tools;
- d) Strapping equipment;
- e) Sealing equipment;
- f) Pallet trucks/trolleys;
- g) Material handling equipment;
- h) Other packaging tools.
- i) Service provider shall be responsible to make arrangement of forklift for movement and handover of Odd size shipments, as and when required

All equipment shall be maintained in safe and serviceable condition.

8. MATERIAL HANDLING

The Service Provider shall:

- a) Handle AIESL material carefully;
- b) Prevent damage during movement;
- c) Use suitable handling methods;

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d) Follow instructions issued by AIESL;

e) Ensure safe movement of heavy materials.

Specialized lifting equipment, if required, shall be arranged as per the approved scope and requirement.

9. RESPONSE TIME AND AOG REQUIREMENT

The Service Provider shall commence the required activity within:

Normal Requirement: 08 hours/days from receipt of instruction.

Urgent/AOG Requirement: 04 hours from receipt of instruction.

The Service Provider shall maintain the capability to provide priority support for urgent operational requirements. Packaging of goods to be carried out at AIESL premises on same day if Item received before 12:30 Hrs and next day before 12:30 Hrs if received after 12:30 pm.

10. PLACE OF WORK

The services may be required at:

- a) AIESL facilities at Delhi, Mumbai, Nagpur, Hyderabad, Kolkata & Trivandrum
- b) AIESL warehouses/stores/sterilized area at airport;
- c) Hangars;
- d) Workshops;
- e) Other locations specified by AIESL within the approved geographical scope.

11. WORKING HOURS

The services shall normally be provided during AIESL working hours.

However, depending upon operational requirements, services may be required:

- a) Beyond normal working hours;
- b) On Saturdays/Sundays;
- c) On holidays;
- d) For urgent/AOG requirements.

The bidder shall quote rates considering the requirements specified in the BOQ.

12. PERFORMANCE STANDARDS

The Service Provider shall ensure:

- a) Timely response;
- b) Adequate manpower;
- c) Availability of packaging material;
- d) Proper packaging;
- e) Safe handling;
- f) Compliance with applicable DG requirements;
- g) Proper marking and labelling;
- h) Maintenance of records.

12.1 DELAY IN COMMENCEMENT: If the Service Provider fails to commence the assigned work within the stipulated response time without valid reasons acceptable to AIESL, appropriate action/penalty may be taken as per the Contract and applicable GeM provisions.

12.2 DEFECTIVE PACKAGING

If packaging is found defective due to the Service Provider's failure or negligence, the Service Provider shall rectify/repackage the material at its own cost.

F) INSPECTION AND ACCEPTANCE**13. INSPECTION**

All completed packaging work shall be subject to inspection by the authorized representative of AIESL. AIESL may reject packaging that is found:

- a) Inadequate;
- b) Unsafe;
- c) Damaged;
- d) Improperly secured;
- e) Improperly marked;
- f) Non-compliant with agreed requirements.

The Service Provider shall rectify the deficiencies without additional cost to AIESL where the deficiency is attributable to the Service Provider.

G) SAFETY AND STATUTORY COMPLIANCE**14. GENERAL COMPLIANCE**

The Service Provider shall comply with all applicable:

- a) Central Government laws;
 - b) State Government laws;
 - c) Labour laws;
 - d) Safety regulations;
 - e) Environmental regulations;
 - f) Airport security requirements;
 - g) Aviation safety requirements;
 - h) Service provider shall require to take all safety and security measure of men and material for covering their staff and worker with suitable insurance policy/ESI, Provident fund and all other statutory state/central rules and regulations
-

14.1 DG COMPLIANCE

For Dangerous Goods intended for air transportation, the Service Provider shall ensure that activities performed by it are in accordance with applicable requirements, including:

- a) Applicable Indian aviation regulations;
 - b) Applicable DGCA requirements;
 - c) ICAO Technical Instructions;
 - d) Applicable airline/operator requirements;
 - e) Applicable IATA Dangerous Goods Regulations, where contractually or operationally applicable;
 - f) Other requirements applicable to the particular mode of transportation.
-

H) AIRPORT SECURITY



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15. SECURITY REQUIREMENTS

Where work is carried out within airport premises, the Service Provider and its personnel shall comply with:

- a) Airport Entry Permit (AEP) requirements;
- b) Vehicle Entry Permit (VEP) requirements, wherever applicable;
- c) BCAS requirements;
- d) Airport Operator security requirements;
- e) Security screening requirements.

The Service Provider shall ensure that its personnel comply with all security instructions applicable to the work location.

I) LIABILITY

19. RESPONSIBILITY FOR MATERIAL

The Service Provider shall exercise due care while handling AIESL materials.

Any damage caused due to:

- a) Negligence;
- b) Improper handling;
- c) Improper packaging;
- d) Failure to follow agreed procedures;
- e) Improper securing,

shall be dealt with in accordance with the Contract terms and applicable law.

J) RECORDS

20. RECORD MAINTENANCE

The Service Provider shall maintain records for the entire contract period, wherever applicable, including:

- a) Date of packaging;
- b) Description of material;
- c) Quantity;
- d) Package number;
- e) Dimensions;
- f) Weight;
- g) Type of packaging;
- h) Photographs before packaging and after packaging;
- i) DG-related records, wherever applicable.

Photographs and Documents (Invoice, Packing List, E-way Bill, Shipping Note etc.) generated for dispatch/export of shipment shall be maintained by the service provider at respective AIESL locations. The documents must be preserved as per the requirement of AIESL (For a period of one year after completion of contract period) and shall not be destroyed without prior permission from AIESL. Such records shall be submitted to AIESL on expiry of contract. Bidder shall provide weekly report to AIESL on every Monday for the last week and get it certified/verified from AIESL nominated store officer.

-----*-----*



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4- Bidding Forms

FORM 1: BID FORM (Covering Letter)

**(To be submitted as part of Technical bid, along with supporting documents, if any)
(on Bidder's Letter-head)**

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

To,

DY GM

AI Engineering Services Ltd

Ref: Your Tender Document No. ----- Tender Title:

Sir/ Madam,

Having examined the abovementioned Tender Document, we, the undersigned, hereby submit/ upload our Techno-commercial and financial bid (Price Schedule) for the performance of Services and incidental Goods/ Works in conformity with the said Tender Documents.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) Our Credentials:

a) We are submitting this bid -

☐ on our behalf, and there are no agents/ dealers involved in this tender, and hence no agency agreement or payments/ commissions/ gratuity is involved.

Our company law and taxation regulatory requirements and authorization for signatories and related documents are submitted in Form 1.1 (Bidder Information).

Or

☐ as agents/ associates of our foreign principals. Our foreign principal's law and taxation regulatory requirements and authorization for signatories and related documents are submitted in Form 1.4 (Declaration by Agents/ Associates of Foreign Principals).

b) We..... hereby certify that ☐ We/ ☐ Our Principals M/sare a firm of proven, established, and reputed Service Provider having Experience, past performance, Personnel, Machinery and Financial capability, with offices at -----

2) Our Eligibility and Qualifications to participate

We comply with all the eligibility criteria stipulated in this Tender Document, and the relevant declarations are made along with documents in Form 1.2 of this bid-form. We fully meet the qualification criteria stipulated in this Tender Document, and the relevant details are submitted along with documents in Form 4: 'Qualification Criteria - Compliance. We authorize the AIESL to contact our Banker to seek references and clarifications.

3) Our Bid to deliver Services:

AI Engineering Services Limited

Central Procurement Cell,

JEOC complex, IGI Airport, T-2, New Delhi-1100037.India

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We offer to deliver the subject Services of requisite Performance Standards and within Delivery Schedules in conformity with the Tender Document. The relevant details are submitted in Form 2: 'Schedule of Requirements - Compliance and Form3: 'Performance Standards and Quality Assurance - Compliance' (and its sub-forms).

4) Prices:

We hereby offer to perform the Services at our lowest prices and rates mentioned in the separately uploaded Price-Schedule. It is hereby confirmed that the prices quoted therein by us are:

- (a) based on terms of delivery and delivery schedule confirmed by us; and
- (b) Cost break-up of the quoted cost, showing inter-alia costs (including taxes and duties thereon) of all the included incidental Goods/ Works considered necessary to make the proposal self-contained and complete, has been indicated therein, and
- (c) Based on the terms and mode of payment as stipulated in the Tender Document.

We have understood that if we quote any deviation to terms and mode of payment, our bid is liable to be rejected as nonresponsive, and

- (d) The prices in this offer have been arrived at independently, without restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to:

- iv) those prices; or
- v) the intention to submit an offer; or
- vi) the methods or factors used to calculate the prices offered.

- (e) The prices in this offer have neither been nor shall be knowingly disclosed by us, directly or indirectly, to any other bidder or competitor before bid opening or contract award unless otherwise required by law.

5) Affirmation to terms and conditions of the Tender Document:

We have understood the complete terms and conditions of the Tender Document. We accept and comply with these terms and conditions without reservations, although we are not signing and submitting some of the sections of the Tender Document.

Deviations, if any, are submitted by us in Form 5: 'Terms and Conditions - Compliance'.

We also explicitly confirm acceptance of the Arbitration Agreement as given in the Tender Document.

6) Bid Securing Declaration

We have submitted the Bid Securing Declaration (BSD, in lieu of Bid Security) in stipulated format vide Form 7: 'Documents Relating to bid security'.

7) Abiding by the Bid Validity

We agree to keep our bid valid for acceptance for a period upto -----, as required in the Tender Document, or for a subsequently extended period, if any, agreed to by us, and are aware of penalties in this regard stipulated in the Tender Document in case we fail to do so.

8) Non-tempering of Downloaded Tender Document and Uploaded Scanned Copies

We confirm that we have not changed/ edited the contents of the downloaded Tender Document. We realise that any such change noticed at any stage, including after the contract award, shall be liable to punitive action in this regard stipulated in the Tender Document. We also confirm that scanned copies of documents/ affidavits/ undertakings uploaded along with our Technical bid are valid, true, and correct to the best of our knowledge and belief. If any dispute arises related to the



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validity and truthfulness of such documents/ affidavits/ undertakings, we shall be responsible for the same. Upon accepting our Financial bid, we undertake to submit for scrutiny, on-demand by the AIESL , originals, and self-certified copies of all such certificates, documents, affidavits/ undertakings.

9) A Binding Contract:

We further confirm that, if our bid is accepted, all such terms and conditions shall continue to be acceptable and applicable to the resultant contract, even though some of these documents may not be included in the contract Documents submitted by us. We do hereby undertake that, until a formal Contract is signed or issued, this bid, together with your written Letter of Award, shall constitute a binding contract between us.

10) Performance Guarantee and Signing the contract

We further confirm that, if our bid is accepted, we shall provide you with performance security of the required amount stipulated in the Tender Document for the due performance of the contract. We are fully aware that in the event of our failure to deposit the required security amount and/ or failure to execute the agreement, the AIESL has the right to avail any or all punitive actions laid down in this regard, stipulated in the Tender Document.

11) Signatories:

We confirm that we are duly authorized to submit this bid and make commitments on behalf of the Bidder. Supporting documents are submitted in Form 1.1 annexed herewith. We acknowledge that our digital/digitized signature is valid and legally binding.

12) Rights of the AIESL to Reject bid(s):

We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred Tender Document.

.....

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

[name & address of Bidder and seal of company]



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Form 1.1: Bidder Information

(To be submitted as part of Technical bid)

(on Company Letter-head)

(Along with supporting documents, if any)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____

Date.....

Tender Document No. Tender No./ xxxx; Tender Title: Non-consultancy Services

Note: Bidder shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. Bidder shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Bidder's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such Bids shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanors in the Tender Document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) Bidder/ Contractor particulars:

a) Name of the Company:.....

b) Corporate Identity No. (CIN):

c) Registration, if any, with The AIESL :

d) GeM Supplier ID (if registered with GeM, it is mandatory at the time of placement of Contract)

e) Place of Registration/ Principal place of business"

f) Complete Postal Address:

g) Pin code/ ZIP code:

AI Engineering Services Limited

Central Procurement Cell,
JEOC complex, IGI Airport, T-2, New Delhi-1100037.India



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h) Telephone nos. (with country/ area codes):

i) Mobile Nos.: (with country/ area codes):

j) Contact persons/ Designation:

k) Email IDs:

Submit documents to demonstrate eligibility as per NIT-clause 3 and ITB-clause 3.2 - A self-certified copy of registration certificate – in case of a partnership firm – Deed of Partnership;

in case of Company – Notarized and certified copy of its Registration; and in case of Society

– its Byelaws and registration certificate of the firm.

2) Taxation Registrations:

a) PAN number:

b) Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.):

c) GSTIN number: in Contractor and Service Site States

d) Registered/ Certified Offices from where the Services would be supported and Place of Service Site for GST Purpose:

e) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):

Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration

3) Trade Registrations and Licences

We have the following registrations/ licences required for the performance of this Service (tick as applicable). Authenticated copies of these are enclosed herewith:

☐ EPF

☐ ESI

☐ Labour Licence

☐ Private Security Agency under relevant Act

☐ Any other required -----.

4) Authorization of Person(s) signing the bid on behalf of the Bidder

a) Full Name: _____



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b) Designation: _____

c) Signing as:

☐ A sole proprietorship firm. The person signing the bid is the sole proprietor/constituted attorney of the sole Proprietor,

☐ A partnership firm. The person signing the bid is duly authorised being a partner to do so, under the partnership agreement or the general power of attorney.

☐ A company. The person signing the bid is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.

☐ A Society. The person signing the bid is the constituted attorney.

Documents to be submitted: Registration Certificate/ Memorandum of Association/Partnership Agreement/ Power of Attorney/ Board Resolution.

5) Bidder's Authorized Representative Information

a) Name:

b) Address:

c) Telephone/ Mobile numbers:

d) Email Address:

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

[name & address of Bidder and seal of company]

DA: As above



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Form 1.2: Eligibility Declarations

(To be submitted as part of technical bid)

(On Company Letter-head)

(Along with supporting documents, if any)

Tender Document No. Tend No./ xxxx; Tender Title: Non-consultancy Services

Bidder's Name_____

[Address and Contact Details]

Bidder's Reference No._____ Date.....

Note: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.]

Eligibility Declarations

(Please tick appropriate boxes or cross out any declaration not applicable to the bidder)

We hereby confirm that we comply with all the stipulations of NIT-clause 3 and ITB-clause 3.2 and declare as under and shall provide evidence of our continued eligibility to the AIESL as may be requested:

1) Legal Entity of Bidder:_____

2) Bidder/ Agent Status: _____

3) We solemnly declare that we (including our affiliates or subsidiaries or constituents):

(a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;

(b) (including our Contractors/ subcontractors for any part of the contract):

i) Do not stand declared ineligible/ blacklisted/ banned/ debarred by the AIESL or its Ministry/ Department from participation in its Tender Processes; and/ or

ii) Are not convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for offences mentioned in Tender Document in this regard. We have neither changed our name nor created a new "Allied Firm", consequent to the above disqualifications.



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(c) Do not have any association (as bidder/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of AIESL , as counter-indicated, in the Tender Document.

(d) We certify that we fulfil any other additional eligibility condition if prescribed in Tender Document.

(e) We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/ unethical/ anticompetitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.

4) Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017

“We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:

a) we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). and;

b) we shall not subcontract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

5) MSME Status:

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

a) We are - Micro/ Small/ Medium Enterprise/ SSI/ Govt. Deptt. / PSU/Others:.....

b) We attach herewith, Udhyam Registration Certificate with the Udhyam Registration Number as proof of our being MSE registered on the Udhyam Registration Portal. The certificate is the latest up to the deadline for submission of the bid.

c) Whether Proprietor/ Partner belongs to SC/ST or Women category. (Please specify names and percentage of shares held by SC/ ST Partners):.....

6) Start-up Status

Authorized OEM distributors are eligible if they fulfil the start-up criteria.

7) Make in India Status:

“Only Class-I local suppliers as per DPIIT MII Order shall be eligible.”

Bidders to **submit MII certificate per tender**, specifying:

- Local content %

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- Class-I or Class-II status
- Model / plant location

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

a) Self-Certification for the category of suppliers:
(Provide a certificate from statutory auditors/ cost accountant in case of Tenders above Rs 10 Crore for Class-I or Class-II Local Suppliers). Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age	
Location(s) of value addition	

Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

☐ Class-I Local Supplier/

☐ Class-II Local Supplier/

☐ Non-Local Supplier.

b) We also declare that.

☐ There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for the offered Services, or

☐ We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Services

8) Self-Declaration by Indian Agents of Foreign Principals

a) Self-attested documentary evidence about their identity (PAN, Aadhar Card, GSTIN registration, proof of address etc.), business details (ownership pattern and documents, type of firm, year of establishment, sister concerns etc.) to establish that they are a Bonafide business as per Indian Laws – are submitted as part of Form 1.3 annexed herewith.

(c) Agency Agreement shall be submitted with Form 1.3. It shall cover

- i) the precise relationship, services to be rendered, mutual interests in business - generally and/ or specifically for the tender and
- ii) any payment the agent or associate receives in India or abroad from the foreign principal, whether a commission or a general retainer fee.



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b) Our Foreign principals, explicitly authorizing us to make an offer in response to the tender, either directly or in association with them, are listed in Form 1.3 annexed herewith. That also indicates their name, address, nationality, status (i.e., whether manufacturer or agents of manufacturer holding the Letter of Authority of the Principal).

c) The amount of commission/ remuneration included in the price (s) quoted by Bidder for agents or associated bidder is detailed in Form 1.3.

d) Confirmation is given in Form 1.3 herewith from the foreign principals that the commission/ remuneration, reserved for Bidder in the quoted price(s), if any, shall be paid by the AIESL in India, in equivalent Indian Rupees on satisfactory completion of the Project or delivery of Services.

9) Penalties for false or misleading declarations:

We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties as mentioned in this Tender Document.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

.....

[name & address of Bidder and seal of company]

DA: As in Sr 9 to 13 above, as applicable



REF- AIESL/DEL/CPC/2026-27/64

Form 1.3: Declaration by Agents/ Associates of Foreign Principals

(Required only for Agents/ Associates of Foreign Principals)

(On Company Letter Head)

(Along with supporting documents, if any, To be submitted as part of Technical bid)

Agent's Name _____

[Address and Contact Details]

Principal's Reference No. _____

Date.....

To

Dy. Gen. Manager - PPMM

AI Engineering Services Limited

Dear Sirs,

Ref. Your Tender Document No. Tend No./ xxxx; Tender Title: GOODS

- 1) We,, are a bonafide business as per Indian Laws. We have been retained as agent/ associates by our foreign principals/OEM, Messrs..... (name and address of the principal) to associate with them for participation in this Tender Process.
- 2) We understand that any failure or non-disclosures, or mis-declarations by us, shall be treated as a violation of the Code of Integrity. Our Bids shall be liable to be rejected as nonresponsive, in addition to other punitive actions by the AIESL as per the Tender Document.
- 3) The required details are as follows.
 - a) Name of the Agent/ Associate:.....
 - b) Documents regarding ownership pattern: as appropriate – Bye Laws/ Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution.
 - c) Year of establishment:.....
 - d) Sister Concerns:.....,
 - e) Corporate Identity No. (CIN):
 - f) Aadhar Card of Owner/ CEO/ Partner
 - g) PAN number:
 - h) Complete Postal Address:
 - i) Pin code/ ZIP code:
 - j) Telephone nos. (with country/ area codes):
 - k) Mobile Nos.: (with country/ area codes):
 - l) Contact persons/ Designation:
 - m) Email IDs:
 - n) Type of GST Registration (Registered, Unregistered, Composition, SEZ, RCM etc.):
 - o) GSTIN number: in Consignor and Consignee States
 - p) Registered office from where agency/ association services would be mainly provided for GST Purpose:
 - q) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):

AI Engineering Services Limited

Central Procurement Cell,

JEOC complex, IGI Airport, T-2, New Delhi-1100037.India



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4) Details required regarding the foreign principal/ OEM are given below.

- a) Name of the Company:.....
- b) Nationality/ Country of operation/ incorporation.....
- c) Status:
 - (i) manufacturer or
 - (ii) (ii) agents of manufacturer holding the Letter of Authority of the Principal, specifically authorizing the agent to make an offer in India in response to tender either directly or through the agents/ representatives.
- d) Complete Postal Address:
- e) Telephone nos. (with country/ area codes):
- f) Mobile Nos.: (with country/ area codes):
- g) Contact persons/ Designation:
- h) Email IDs:

5) Because of price-sensitive information, agency/ dealership/ any other agreement with foreign principals/ OEM shall be submitted as per ITB-clause 3.5, on-demand, after the Financial bid opening. It shall contain details of payments of all commissions, gratuities, or fees concerning the tender process or execution of the contract that we have paid/ received, or shall pay/ receive, as per the following format:

Name of Recipient	Address	Services to be provided	Amount and Currency

- 6) Our principals have authorized us to confirm that the commission/ remuneration, if any, to us under the contract shall be paid in India, in equivalent Indian Rupees, on satisfactory completion of the Project or supplies of Goods and Spares.
- 7) We enclose herewith: as appropriate, our ----- Bye-Laws/ Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/Board Resolution.

Yours faithfully,

[signature with date, name, and designation]

for and on behalf of Messrs.....

[name & address of the OEM and seal of company]



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Form-2: Experience Details
(To be attached with technical Bid on company letter head)

To,

Dy. General Manager- CPC
AI Engineering services Ltd.
JEOC, IGI airport, Terminal-2,
New Delhi-110037

Subject: Details of experience in name of our company.

SN	Description	Type of service	Owner name to whom services are provided	valid from	valid up to	Copy of contract (against only as per clause no- 8.4)
1.						
2.						
3.						
4.						
5.						
6.						

Add lines, if required.

Signature of authorized signatory:

Name & designation:

Co. Name and seal:

Date:

Place:



REF- AIESL/DEL/CPC/2026-27/64

Form 3: Performance Standards and Quality Assurance - Compliance

(To be submitted as part of Technical bid)

(on Company Letter-head)

Tender Document No. Tend No./ xxxx; Tender Title: Non-consultancy Services

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

<i>Note to Bidders: Also highlight deviations from Performance and Quality Assurance requirements maintaining the same numbering and structure. Add additional details not covered elsewhere in your bid in this regard. Sl. No.</i>	Ref of Performance Standards and Quality Assurance Clause	Subject	Confirmation/ Deviation/ Exception/ reservation	Justification/ Reason
Section		Clause/ sub-clause		

We shall comply with, abide by, and accept without variation, deviation, or reservation all Performance Standards and Quality Assurance requirements in the Tender Document, except those mentioned above. If mentioned elsewhere in our bid, contrary terms and conditions shall not be recognised and shall be null and void.

.....

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

.....

[name & address of Bidder and seal of company]

DA: Relevant documents like technical data, literature, drawings, and other documents



REF- AIESL/DEL/CPC/2026-27/64

Form 4: Qualification Criteria – Compliance

(To be submitted as part of Technical bid)

(Along with supporting documents, if any)

(on Company Letter-head)

Tender Document No. Tend No./ xxxx; Tender Title: Non-consultancy Services

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

Note to Bidder: Furnish stipulated documents in support of the fulfilment of qualifying criteria.

The list below is indicative only. You may attach more documents as required. Non submission or incomplete submission of documents may lead to rejection of the bid as nonresponsive. Also highlight in this form deviations, if any, from Section VIII: Qualification Criteria.

Listed below are the various eligibility & pre-qualification requirements, for which AIESL seeks confirmation of compliance, from the Bidders.

S.No	Description	AIESL condition	Vendor Response	Documentary proof
1.	Name of the Company/Establishment	MUST	Yes/No	To be submit
2.	Full Address of Registered Office	MUST	Yes/No	To submit documentary proof
3.	Nature of company (Whether Proprietorship Firm / Partnership Firm / Limited Company / Corporation / Any Other (Specify) (Enclose Proof)	MUST	Yes/No	To be submit
4.	Name /Telephone No./ Mobile No. of Authorized Person	MUST	Yes/No	To be submit
5.	E-mail id	MUST	Yes/No	To be submit
6.	Certificate of Incorporation	MUST	Yes/No	To be submit
7.	If the Bidder is an MSE/Start-ups enterprise, submit proof	MUST	Yes/No	To be submit



REF- AIESL/DEL/CPC/2026-27/64

8.	a. Average Annual financial turnover of during the last three years, ending 31st March of the previous financial year, should be at least 50% (Fifty percent) of the estimated tender cost. b. Liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the contract, of no less than the amount specified in the tender. Turnover Certificate, Balance Sheets, P&L Account Statements, ITR & Solvency Certificate duly signed by CA (Chartered Accountant) must be submitted.		Yes/No	To be submit
9.	The Bidder must have at least three years' experience of handling similar services during the last three financial years for providing similar type of services to Central/State Government/ PSU / Reputed organization or aviation sector. Services rendered with list of such Central/ State/ PSU /Reputed organization or aviation sector shall be furnished.	MUST	Yes/No	To be submit
10.	The Bidder must have successfully executed /completed similar services over the last three years i.e. the FY 2023-24, 2024-25 & 2025-26. • Three completed services costing not less than the amount equal to 40% of the estimated tender cost, or • Two similar completed services costing not less than the amount equal to 50% of the estimated Tender cost, or • One similar completed service costing not less than the amount equal to 80% of the estimated tender cost. For ongoing contracts, minimum 90% of the contract value have been completed.	MUST	Yes/No	To be submit
11.	Bidder should confirm compliance to the stated work-scope in entirety and confirm that they have submitted their Commercial Bid in the same format as given in bid document.	MUST	Yes/No	To be submit
12.	Bidder should provide escalation matrix.	MUST	Yes/No	To be submit
13.	Bidder should provide solvency certificate	MUST	Yes/No	To be submit



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14.	Bidder has enclosed an EMD of Rs. _____, by way of Demand Draft, Banker's Cheque, or ECS as a part of the Technical Bid. (MSE/Start-ups enterprises should submit Bid Security Declaration)	MUST	Yes/No	To be submit
15.	Bidder agrees to pay non-interest-bearing deposit @ 5% of PO/Contract Value or equivalent Bank guarantee as Security deposit, for the period of contract.	MUST	Yes/No	To be submit
16.	Bidder agrees that the payment would be made after satisfactory completion of job.	MUST	Yes/No	To be submit
17.	PAN and GST Number	MUST	Yes/No	To be submit

Note:

Bidders to note that MUST conditioned mentioned in the above paras are the qualifying elements of the technical bid and hence response of "YES" only is expected from vendors with documentary evidence failing which vendors may be disqualified and rejected in the technical evaluation exercise. Relevant documents must be submitted in support of each of the MUST condition above.

I am authorized to sign this document(s).

Signature : _____

Name : _____

Designation : _____

Company Seal : _____



REF- AIESL/DEL/CPC/2026-27/64

Form 4.1: Performance Statement

Statement of Performance of Services During Last Three Years and Outstanding Current Orders
(To be submitted as part of Technical bid)
(on Company Letter-head)

Tender Document No. Tend No./ xxxx; Tender Title: Non-consultancy Services

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ **Date**.....

Note to Bidder: Bidder must fill in this form to prove conformance to Criteria 1 – Experience and Past Performance in Section VIII – Qualification Criteria. Mention contracts in which Bidder is or has been a party, whether as a Service Provider, affiliate, associate, subsidiary, Subcontractor, or any other role. The list below is indicative only. You may attach more documents as required to showcase your past performance. Add additional details not covered elsewhere in your bid in this regard. Statements and Documents may be mentioned/attached here

Contracting Entity – Name and Address	Contract Title, Number and Date	Role in Contract	The total value of the order	Status as on date - ---

.....
(Signature with date)

.....
(Name and designation)
Duly authorized to sign bid for and on behalf of

.....
.....
[name & address of Bidder and seal of company]
DA: Performance records/ contracts



REF- AIESL/DEL/CPC/2026-27/64

Form 4.3 Financial Capability Statements
(To be submitted as part of Technical bid)
(on Company Letter-head)

Tender Document No. Tend No./ xxxx; Tender Title: Non-consultancy Services

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

Note to Bidders: Fill this Form for Bidder and each member of a joint venture or other association that is a party to Bidder to highlight conformance to Criteria 3: Financial Capability. The list below is indicative only. You may attach more documents as required. Add additional details not covered elsewhere in your bid in this regard.

Form 4.3.1: Financial Statements and Ratios

Note: Each Bidder or member of a Joint Venture/Consortium making up a Bidder must fill in this form.

Financial Data for Previous Three (3) Years			
	Year 1:	Year 2:	Year 3:
Information from Balance Sheet			
Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Information from Income Statement			
Total Revenues			
Profits Before Taxes			
Profits After Taxes			
Financial Ratios (Bidders to fill this table. The AIESL shall verify during the review process)			
Current Ratio			
Debt Ratio			

☐ Attached are copies of financial statements (either audited financial statements supported by audit letters or certified financial statements supported by tax returns) as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of Bidder or a member of a Joint Venture or other Association and not a sister or parent company.
- A Chartered accountant must audit historical financial statements.
- Historical financial statements must be complete, including all notes to the financial statements.
- Historical financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted)



REF- AIESL/DEL/CPC/2026-27/64

Form 4.3.2: Average Annual Turnover
(on Company Letter-head)

Tender Document No. Tend No./ xxxx; Tender Title: Non-consultancy Services

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

Note: Each Bidder or member of a Joint Venture/Consortium making up a Bidder must fill in these forms

Annual Turnover Data for the Last Three (3) Years (Services only)	
Year	Turnover Amount
2023-24	
2024-25	
2025-26	
Average Annual Construction Turnover	

Form 4.3.3: Financial Resources
(Along with supporting documents, if any)
(on Company Letter-head)

Tender Document No. Tend No./ xxxx; Tender Title: Non-consultancy Services

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

Note: Each Bidder or member of a Joint Venture/Consortium making up a Bidder must fill in this form, specifying proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total cash flow demands of the subject Contract or contracts as indicated in Section VII: Qualification Criteria.

No	Source of Financing	Amount (Rs lakh)

Note: Attach Supporting Documents – i.e., Statement from Bankers etc



REF- AIESL/DEL/CPC/2026-27/64

Form 4.3.4: Current Contract Liabilities/ Works in Progress

*(To be submitted as part of Technical bid)
(on Company Letter-head)*

Tender Document No. Tend No./ xxxx; Tender Title: Non-consultancy Services

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

Note: Each Bidder and each member of a Joint Venture/Consortium making up a Bidder should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued

Title, No., and date of Contract	Title, No., and date of Contract	Value of outstanding work Rs Lakh	Estimated completion date	Avg monthly invoicing over last six months (Rs Lakh)
Total Monthly Commitment				



REF- AIESL/DEL/CPC/2026-27/64

Form 5: Terms and Conditions - Compliance
(To be submitted as part of Technical bid)
(on Company Letter-head)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

Tender Document No. Tend No./ xxxx; Tender Title: Non-consultancy Services

Note to Bidders: Fill up this Form regarding Terms and Conditions in the Tender Document, maintaining the same numbering and structure. Add additional details not covered elsewhere in your bid in this regard

Sl. No.	Ref of Tender Document		Subject	Confirmation/ Exception/ reservation	Deviation/	Justification/ Reason
	Section	Clause				

We shall comply with, abide by, and accept without variation, deviation, or reservation all terms and conditions of the Tender Document, except those mentioned above. If mentioned elsewhere in our bid, contrary terms and conditions shall not be recognised and shall be null and void.

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign bid for and on behalf of

.....

.....
[name & address of Bidder and seal of company]

DA: If any, at the option of the Bidder



REF- AIESL/DEL/CPC/2026-27/64

Form 6: Checklist for Bidders
(To be submitted as part of Technical bid)
(on Company Letter-head)

Note to Bidders: This check-list is merely to help the bidders to prepare their bids, it does not over-ride or modify the requirement of the tender. Bidders must do their own due diligence also.

Sr	Sr Documents submitted, duly filled, signed	Yes/ No/ NA
1.	Form 1.- bid Form (to serve as covering letter and declarations applicable for both the Techno-commercial and Financial bid)	
2.	Form 1.1: Bidder Information along with Power of attorney and Registration Certificates etc.	
3	Form 1.2: Eligibility Declarations, along with supporting documents	
3 a	Self-attested copy of Registration certificate for bidders/subcontractors from restricted neighboring countries	
3 b	Self-attested copy of MSME registration	
3 c	Self-attested copy of Start-up registration/ status	
3 d	Self-attested copy of the certificate of Local Supplier Status for Make in India policy, from auditors/ cost accountant.	
4	If applicable, Form 1.3: Declaration by Agents/ Associates of Foreign Principals	
4 a	Self-attested copy of Registration certificates etc., of the agent/dealer	
4 b	Self-attested copy of Power of Attorney etc. authorizing signatories on stamp paper to sign Form 1.3 of Agent Dealer	
5	Form 2: Schedule of Requirements – Compliance (Work scope)	
6.	Form 3: Performance Standards and Quality Assurance - Compliance	
6 a	Form 3.5 to support Form 3	
7	Form 4: Qualification Criteria - Compliance	
7 a	Form 4.1, 4.2, 4.3 to support Form 4	
8	Form 5: Terms and Conditions – Compliance	
9	Form 6: This Checklist	
10	Form 7: Documents relating to Bid Security	
11	If applicable, Form 8: Duly signed Integrity Pact, If stipulated in AITB	NA
12	Auditor certificate for annual turnover for the year 2022-23, 2023-24 & 2024-25 in Lakhs along with separate mention of turnover from same services rendered by the bidder	
13	Any other requirements, if stipulated in TIS/ AITB; or if considered relevant by the Bidder like electrical license.	
14	Site visit certificate and undertaking that bidder has seen all equipment in serviceable condition	
15	Letter of authorization for signing the bid document issued by the director/ proprietor	
16	Tender document duly signed and stamped in all aspects.	
17	All Undertakings	
18	Orders copies	

(Signature with date)

.....

Name, designation & address of Bidder
with seal of company

AI Engineering Services Limited

Central Procurement Cell,
JEOC complex, IGI Airport, T-2, New Delhi-1100037.India



REF- AIESL/DEL/CPC/2026-27/64

FORM 7 : FORMAT OF BID SECURITY DECLARATION FROM BIDDERS

IN LIEU OF EMD

(for MSE/STRATUP Enterprises)

(to be submitted in Bidder's Company Letter Head duly signed and stamped)

Ref: Tender Document No. Tend No./ xxxx; Tender Title: GOODS

Sir/ Madam,

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in AIESL for 1 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

- 1) withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
- 2) being notified within the bid validity of the acceptance of our bid by the AIESL :
 - a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.

- b) Fail or refuse to sign the contract

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) receipt by us of your notification
 - a) of cancellation of the entire tender process or rejection of all bids or
 - b) of the name of the successful bidder or
- 2) forty-five days after the expiration of the bid validity or any extension to it.

(Signature with date)

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on day of [insert date of signing]



REF- AIESL/DEL/CPC/2026-27/64

Format 1.2 Price acceptance undertaking

Instruction to bidders: An Excel sheet containing the prescribed **price-bid format along with formula-based calculations** is attached with the GeM bid for the purpose of rate quotation and calculation. A sample for understanding is attached as **Annexure-1** in this bid document.

1. The bidder shall fill/enter rates only in the designated coloured fields provided in the Excel sheet.
2. All other fields containing formulas shall not be modified or overwritten by the bidder.
3. The applicable calculations, including the item-wise amounts and Grand Total, shall be automatically derived based on the rates entered by the bidder.
4. The Grand Total value generated by the Excel sheet shall be treated as the bidder's final quoted amount for the purpose of evaluation.
5. The bidder shall accordingly enter the same Grand Total amount as the Final Quote on the GeM portal.
6. For determination of L-1, the final quote/Grand Total submitted on GeM shall be considered, subject to the terms and conditions of the bid.
7. Any alteration/deletion of the prescribed formulas or submission of rates in fields other than the designated coloured fields may render the bid liable for rejection.
8. The bidder shall verify all calculations before submission and ensure that the Grand Total in the Excel price-bid sheet exactly matches the Final Quote entered on GeM.
 - a) Lowest Bidder inclusive all, will be awarded on the calculation of Total (H) in table 3.
 - b) A single service provider will be appointed for packaging activities across India.
 - c) *Price Bids submitted by any party will be inclusive of administration service/charges and GST.*

Undertaking:

1. I have carefully gone through and have understood the General Terms & Conditions, Work scope of the Tender and agree to accept the same.
2. The Price bid shall be valid for 120 days from the date of opening of Technical Bid Part A.
3. I hereby confirm that I am authorized to sign the Tender document.
4. Unit rate will prevail, if any discrepancy found in bidding format.
5. All the pages of the Price Bid have been signed.
6. I hereby certified that the above quoted rate follows all the statutory provisions and rules as applicable. The above rate is inclusive of GST or any other tax payable to the Government/concerned authority.

Date: _____

Signature: _____

Place: _____

Name: _____

Company seal _____



REF- AIESL/DEL/CPC/2026-27/64

Format 1.3: Bank Guarantee Format for Performance Security

To
Dy. Gen. Manager - PPM
AI Engineering Services Ltd
Tender No

Tender Subject: **Tender for appointment of a service provider for _____**

WHEREAS (Name and address of the bidder) (Hereinafter called "the service provider") has undertaken, in pursuance of contract no.....datedto supply (description of services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the service provider shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the service provider such a bank guarantee.

NOW THEREFORE, we Bank, hereby affirm that we are guarantors and responsible to you, on behalf of the service provider, up to a total of (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the service provider to be in default under the contract and without cavil or argument, any sum, or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the service provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the service provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until the day of 20....

(Signature of the authorized officer of the Bank)

Name and designation of the officer's name & address of the Bank Branch



REF- AIESL/DEL/CPC/2026-27/64

**Format 1.4: No Claim Certificate
(On company Letter-head)**

Contractor's Name _____

[Address and Contact Details]

Contractor's Reference No. _____

Date.....

To

Dy. Gen. Manager - PPMM

AI Engineering Services Ltd

No Claim Certificate

Sub: Contract Agreement no. ----- dated -----for the supply of -----

We have received the sum of Rs. (Rupees _____ only) as final settlement due to us for the supply of under the abovementioned contract agreement.

We have received all the amounts payable to us with this payment and have no outstanding dispute of any description whatsoever regarding the amounts worked out as payable to us and received by us.

We hereby unconditionally and without any reservation whatsoever, certify that we shall have no further claim whatsoever, of any description, on any account, against the AIESL, under contract above. We shall continue to be bound by the terms and conditions of the contract agreement regarding its performance.

Yours faithfully,

Signatures of contractor or
officer authorised to sign the contract documents.
on behalf of the contractor
(company Seal)

Date:

Place



REF- AIESL/DEL/CPC/2026-27/64

Format 2: Authorization for Attending Pre-bid Conference

To
Dy. Gen. Manager - PPMM
AI Engineering Services Ltd

Subject: Authorization for attending pre-bid Meeting.
Tender Ref No

Subject: Authorization for attending Pre-bid Conference on _____

Dear Sir,

The following person(s) are hereby authorized to attend the Pre-Bid Conference for the Tender mentioned above on behalf of

Sr. No	Name	E-mail ID	Contact No.	Signature
1.				
2.				

Authorized Signatory

Name of the Signatory _____

Designation of the Signatory _____

Seal of the Company

Note:

1. Maximum of two representatives (carrying valid Government photo IDs) shall be permitted to attend the Pre-bid opening. An alternate representative shall be permitted when regular representatives are not able to attend.
2. Permission to enter the hall where the pre-bid conference is conducted may be refused if authorization as prescribed above is not submitted.



REF- AIESL/DEL/CPC/2026-27/64

FORMAT 3

LETTER OF AUTHORIZATION FOR SITE VISIT

(to be submitted in Bidder's Company Letter Head duly signed and stamped)

(To be filled by Bidder)

To,

DGM, EFPM, NR

AIESL, NR, Delhi

Subject: Certificate of pre-bid cum site visit at AIESL. (Bid Reference no: _____)

I/we, -----representative of M/s-----
-----have visited the site and seen all equipment's. I have understood the scope of work and terms & conditions detained in the tender.

Authorized Signatory

Signature _____

Name & Designation _____

(With company seal)

To be filled by Convenor, AIESL:

This is to certify that Mr./Smt./Ms. -----representative of M/s-----
----- has visited the site for evaluation of the work as per the scope of work.

Authorized Signatory _____

Company Seal _____

Date of visit _____

(a copy is to be Submitted to PPMM office, NR at the time of visit)

Receipt :

AI Engineering Services Limited

Central Procurement Cell,
JEOC complex, IGI Airport, T-2, New Delhi-1100037.India



REF- AIESL/DEL/CPC/2026-27/64

FORMAT 4

UNDERTAKING FOR SECURITY DEPOSIT

(to be submitted in Bidder's Company Letter Head duly signed and stamped)

To
Dy. Gen. Manager - PPMM
AI Engineering Services Ltd

Tender No

Tender Subject: **Tender for appointment of a service provider for** _____

I/We, the undersigned declare that:

"After qualifying for the subject Contract, we agree to deposit 5% (Five percent) of the total value of the Contract towards an interest-free security deposit within two weeks of receipt of the LoA/Contract."

The Security Deposit will be paid by way of Bank Guarantee (BG), Demand Draft, Banker's Cheque or transfer to AIESL account (ECS) in favor of AI Engineering services Limited(AIESL), payable at Delhi. The validity of the SD / BG would be till 60 days after the scheduled completion of all obligations under the Purchase Order/ Contract.

Authorized Signatory

Name of Signatory _____

Designation of Signatory _____



REF- AIESL/DEL/CPC/2026-27/64

Seal of Company

FORMAT 5

(To be printed on bidder's company letter head and submitted along with Technical Bid)

To

Dy. Gen. Manager - PPMM

AI Engineering Services Ltd, NR, IGIA, New Delhi

Tender Subject : **Tender for appointment of a service provider for _____**

ACCEPTANCE OF TERMS AND CONDITIONS

Dear Sir,

1. I/We have carefully gone through and have understood and hereby agree to unconditionally abide by all the terms and conditions, required work scope/service details and specifications governing the Tender.
2. I/we hereby confirm that I/we are authorized to sign Bid documents and the information given in the Tender is true and correct to the best of my/our knowledge and belief and nothing material is concealed.
3. It is confirmed that the registrations and licenses under all the applicable local and central taxes and laws and to be specified separately under each applicable tax/law/act (i.e., GST/ Income Tax Act, PF, ESI etc.) shall be produced for verification/checking of AIESL or to third party authorized by AIESL / Law abiding agencies of Govt. of India.
4. Rates quoted by us in the Price Bid Format will remain firm for a period of 120 days from the date of opening of the Technical Bid.
5. We confirm that the prices/ rates and taxes as quoted by us in the Price Bid are final and no additional Cost shall be applicable to AIESL . We also confirm that there is no hidden cost to AIESL over and above those indicated in the Price Bid format.
6. In case AIESL decides to place contract on us, we agree to maintain our quoted rates firm till completion of the Contract.
7. We confirm that the benefit of reduction in Statutory Taxes/Levies, if any arising during the Contract Period, if awarded in our favor would be passed on to AIESL wherever applicable.
8. I/we confirm that /we do not have any relative who is an employee of AIESL or its subsidiaries and is likely to benefit us during the Award/implementation of the Contract.
9. I/we also indemnify that any subsequent detection of direct or indirect beneficiary of any application/award of any contract to any employee of the organization may result in disqualification/termination. AIESL will have the sole discretion to do so, and such cases cannot be referred for arbitration.
10. All the Pages of tender documents are duly stamped and signed.

Authorized Signatory

Name of Signatory _____

Designation of Signatory _____

AI Engineering Services Limited

Central Procurement Cell,

JEOC complex, IGI Airport, T-2, New Delhi-1100037, India



FORMAT 6

**Undertaking Regarding Non-Blacklisting
(To be submitted on the bidder's letterhead)**

To
Dy. Gen. Manager - PPMM
AI Engineering Services Ltd

Sir/Madam,

In response to your Tender No. **[insert tender number]** dated **[insert date]** for **[name of work/supply/service]**, we, **[name of the bidder/firm/company]**, having our registered office at **[address]**, do hereby solemnly affirm and declare that:

1. We have **not been blacklisted, debarred, suspended, or banned** by any **Central Government / State Government / Public Sector Undertaking / Autonomous Body / or any other Government Authority** in India or abroad for participating in any tender or for any other reason.
2. We further declare that no criminal case or vigilance inquiry is pending against our firm or any of its directors/partners/proprietor that could disqualify us from participation in this tender.
3. We understand that if any information furnished by us is found to be false or misleading at any stage, our bid may be rejected, and we shall be liable for any action as deemed fit by the tendering authority, including **termination of contract and forfeiture of performance security**.

We hereby declare that the information provided above is true and correct to the best of our knowledge and belief.

Authorized Signatory: _____

Name: _____

Designation: _____



REF- AIESL/DEL/CPC/2026-27/64

~~FORMAT 7 (Deleted)~~

**~~Undertaking for Acceptance of Warranty Period
(On Bidder's Letterhead)~~**

~~FORMAT 8~~

**~~OEM Authorization Certificate
(On Bidder's Letterhead)
(To be submitted as part of Technical bid)~~**



REF- AIESL/DEL/CPC/2026-27/64

FORMAT 9

UNDERTAKING FOR PAYMENT TO BE MADE AGAINST DUPLICATE

To

The DGM (Engg.-PPMM), AIESL

.....

.....

Subject: Undertaking for payment against duplicate challan/ invoice

Purchase Order No.

Purchase Order Date:

Invoice No.

Invoice Date:

Challan No.

Challan Date:

This is to state that this is a duplicate invoice / challan and no payment has been received by us against the above-mentioned PO. However, if it is later found that payment has been received, the same would be refunded to AIESL .

Authorized Signatory

(with Stamp)



Price bid format for sample

Table 1		A	B	C
S/N.	Description of Packaging	Rate (₹/CFT)	Weightage	Weighted Amount (₹/CFT)
1	New carton box (18 mm) with bubble & inner packaging + shrink wrap, incl. carpenter charges		0.55	0
2	New wooden box with bubble & inner packaging + shrink wrap, incl. carpenter/manpower charges		0.05	0
3	Old wooden box, only bubble & inner packaging + shrink wrap and carpenter charges		0.1	0
4	Old carton box, only bubble & inner packaging + shrink wrap and packaging charges		0.3	0
5	Total Weighted Average Rate (Z)		1	0

Table 2		D	E	F
S/N	Description	Rate (₹)	Estimated Quantity	Evaluated Amount (₹)
1	DG Label and Marking Charges		500	0
2	DG Packing Charges in addition to the normal packing as given in table A Inner and Outer Packaging		500	0
3	DG Declaration Certificate		100	0
4	Forklift Charges (Rate for per event)		20	0
5	Crane Charges, (Rate for per event)		5	0
6	Fumigation charges (Rate for per event)		50	0
7	Total Evaluate amount (₹)	X	X	0

Table 3		G	H
S/N	Component	Estimated Volume	Amount (₹)
1	Estimated packaging volume for 3 years (40000 CFT)	40000	0
2	General Packaging charges	XXX	0
3	DG total evaluated amount (Total value is taken from table 2)	XXX	0
4	Total charges (SN-2+3) (Excl. GST)	XXX	0
5	GST @ 18% (On SN 4)	XXX	0
6	Grand Total (Incl. GST)	XXX	0

Note to bidders:

Values will be filled by bidders in this colour's field.