



AI ENGINEERING SERVICES LIMITED
MRO COMPLEX, NEAR GATE NO. 3, RGI AIRPORT, SHAMSHABAD,
HYDERABAD-500108, TEL.NO: 23477516/519

Tender No: AIESL/MRO/HK/2022/988

Date: 21.10.2022

Subject: Tender for Award of Rate Contract for providing Housekeeping and Gardening Services at AI Engineering Services Limited, RGI Airport, Shamshabad, Hyderabad.

AI Engineering Services Limited (AIESL), Hyderabad invites sealed tenders from Recognized/ licensed and registered vendors with 2 years' experience as on 30.09.2022 to enter into rate contract for providing Housekeeping and Gardening Services at AI Engineering Services Limited, MRO Complex, Near Gate No.3, RGI Airport, Shamshabad, Hyderabad.

The Contract will be for a period of **Two years and can be extended by One more year**, if required, on the same rates, terms and conditions. The tender is invited under Two Bid Systems (i.e. Technical Bid and Financial Bid/Price Bid). **Tender Form can be downloaded, on free of cost, from our website www.aiesl.in** Please keep referring the Tender on website till due date 11.11.2022 for any changes, amendments and modification to the tender.

Bids should be submitted in the Tender box kept at the following address:

HR Dept., 1st Floor, AI Engineering Services Limited,
MRO Complex, Near Gate No: 3, RGI Airport,
Shamshabad, Hyderabad-500108
Phone No. 040-23477516/519

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Tender No: AIESL/MRO/HK/2022/988

Date: 21.10.2022

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For clarifications, if any, you may contact Shri.BSSNRao, Asst. Manager – Pers.
Tel. No. 040-23477516/519, Email id - aieslhr.sr@aiesl.in

Last date and time for submission of Tender: 11.11.2022 by 1400hrs.



General Manager-Engineering, Hyd
महा प्रबंधक (इंजी.)/General Manager (Engg.)
एआई इंजीनियरी सर्विसेस लिमिटेड
AI Engineering Services Limited
एम.आर.ओ. कॉम्प्लेक्स आर जी आई एयरपोर्ट
MRO Complex, RGI AIRPORT
गेट नं. 3, के पास/Near Gate No.3, शमशाबाद/ Shamshabad
हैदराबाद/Hyderabad-500 108 तेलंगणा/ T.S.
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AI ENGINEERING SERVICES LIMITED :: HYDERABAD

Tender No: AIESL/MRO/HK/2022/988

Date: 21.10.2022

Subject: **Tender for Award of Rate Contract for providing Housekeeping and Gardening Services at AI Engineering Services Limited, RGI Airport, Shamshabad, Hyderabad.**

I. INVITATION OF BIDS:

AI Engineering Services Limited (AIESL), Hyderabad is proposing to enter into a rate contract for a period of **Two years** extendable by one more year, **if required, on same rates, terms and conditions** for providing Housekeeping and Gardening services at AI Engineering Services Limited, MRO Complex, Near Gate No: 3, RGI Airport, Shamshabad, Hyderabad-500108.

The Tender is under Two-Bid System i.e. Technical Bid and Commercial/Financial Bid.

Tender Form can be downloaded from our web site www.aiesl.in from Tender Date.

II. ELIGIBILITY CRITERIA:

1. **Experience:** Tenderer shall have registration, licensed and have Head Office or Branch Office at HYDERABAD, with an experience of 2 Years as on **30.09.2022** in the field of operation of Housekeeping and Gardening.
2. **Turn Over of the firm in any of the TWO financial years during last 3years:** The firm should have annual turnover of **Rs.50lakhs** or above in any of the TWO financial years during **2019-20, 2020-21 & 2021-22**. Financial Balance Sheets to be enclosed duly attested by Chartered Accountant/ Cost Accountant.
3. **Works executed in any TWO years during the last 3 years:** The Bidding Firm (or) Company (or) Tenderer must have had rendered the subject services to Govt. Departments, PSU, Institutions, Corporate or Reputed Organizations (or) Firms in any TWO years during the last 3 years as on **30.09.2022** and successfully completed the contract. The self attested copies of Service Contract (or) Purchase Orders (or) Working Certificates are required to be enclosed with the Technical Bid.

Note: Any of the TWO years during last THREE years is considered taking into account the Covid-19 scenario.

III. SUBMISSION OF BIDS:

1. The Tender is under Two-Bid System i.e. Technical Bid and Commercial Bid.
2. **Technical Bid:** Technical Bid Contains: Scope of Works, Bidder/Company Details and Technical Pre-Qualification Criteria etc. - **Should NOT contain Commercial/ Price Details.**
3. **Commercial Bid/Price Bid/Financial Bid:** Should be **submitted mandatorily in a separate Sealed Envelope**. Only those Vendors (or) Bidders (or) Tenderers who are Technically Qualified under (or) against the Pre-Qualification Criteria of the Technical Bid would be eligible for participation in the Commercial Bid opening and Evaluation.
4. The Bid Documents shall be submitted in different Envelopes as under:

A. Envelope-1: Technical Bid - Should contain the following.

- i. The duly filled in Technical Bid strictly as per the format provided.
- ii. The Technical Bid pages should be duly signed and stamped by the authorized representative.
- iii. All the mandatory supporting documents asked for in the Technical Bid.
- iv. **EMD of Rs.5000/-** to be submitted along with Technical Bid.



- v. The Technical Bid Envelope should be sealed and Super-scripted as “Technical Bid for: **AIESL/MRO/HK/2022/988 Date: 21.10.2022** for providing Housekeeping and Gardening services at AI Engineering Services Limited, Hyderabad”.
- vi. Technical Bid Should NOT contain your Price Bid /Commercial Bid details (or) Indication.
- vii. If the Commercial/Price Details are indicated, mentioned or found in an open condition inside the Technical Bid, then your Bid will be disqualified and your neither the Technical Bid nor the Commercial Bid will be considered.

B. Envelope-2: Commercial Bid/Financial Bid/Price Bid - Should be mandatorily Sealed and contain the following.

- i. Only Financial/Price Details/Bid should be kept in this envelope.
- ii. The Financial Bid pages should be signed and stamped by the authorized representative.
- iii. The Financial Bid offer **should be strictly in the format provided. Non-Compliance of this condition would lead to disqualification and rejection of your offer/bid.**
- iv. The envelope containing duly filled in Financial Bid should be sealed and super-scripted as “Financial Bid/Price Bid for: **AIESL/MRO/HK/2022/988 Date: 21.10.2022** for providing Housekeeping and Gardening services at AI Engineering Services Limited, Hyderabad”.
- v. **If the Commercial/Financial Bid/Price Bid is received /put in an open condition inside the Technical Bid or the Master Envelope, then your Bid will be disqualified** and neither your Technical Bid nor the Commercial Bid will be considered.
- vi. Quotes should be **in numerals and in words**. In case of any discrepancy between the two (Figures/Words), **those written in words shall take precedence** unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

Note: Technical & Commercial Bids: Bidders should initial all corrections; sign all pages of the tender/bid document and all the enclosures accompanying their bid document before submission.

C. Envelope-3: (Master Envelope) should contain the following, independently sealed :

- i. Envelope-1 (Technical Bid)
- ii. Envelope-2 (Commercial/Financial/Price Bid)
- iii. Envelope-3 must be super-scripted as “**AIESL/MRO/HK/2022/988 Date: 21.10.2022** for providing Housekeeping and Gardening Services at AI Engineering Services Limited, Hyderabad”.
- iv. Bids should be submitted on or before due date & time i.e., **11.11.2022 at 1400** hours at the following address:

Assistant Manager - Pers.
HR Dept., 1st Floor, AI Engineering Services Limited,
MRO Complex, Near Gate No: 3, RGI Airport,
Shamshabad, Hyderabad-500108
Phone No. 040-23477516/519

- v. Opening of Technical and Financial Bids will be held in the above referred office.

IV. IMPORTANT DATES:

Closing date/time for Submission of Tenders	On (or) before 1400 hrs of 11.11.2022
Date/Time for opening of Technical Bids	At 1430 hrs on 11.11.2022
Date/Time for opening of Financial Bid	Will be intimated only to the Technically Qualified parties/bidders.



V. **EXTENSION OF TENDER DUE DATE:**

- a. Due date of the tender may be extended, at the sole discretion of AI Engineering Services Limited, at any time during the tendering process, including after the declared date of closing of the tender and before opening of bids.
- b. Extension of tender due date, amendments and clarifications, if any, to this tender will be hosted on the website of AI Engineering Services Limited at www.aiesl.in and AI Engineering Services Limited will not intimate the Tenderers individually of the same. The Tenderers are, therefore, advised to visit AI Engineering Services Limited website regularly till the date of closing of the tender. The last amendment, if any, will be hosted a minimum of seven days before the closing date of the tender.

VI. **REJECTION OF BID:**

1. Non submission of Bid Security Declaration Form along with Technical Bid is liable to be rejected.
2. AI Engineering Services Limited reserves the right to close the tender at any stage of the tendering process at its sole discretion.
3. Bids/Quotations received after the due date/time, received by Fax, Email, received unsigned, Price Bid in unsealed or open condition, would be rejected.
4. Incomplete and Conditional Bids and offers liable to be rejected.
5. Prospective bidder has to quote for all the services i.e. all the line items, as per price bid format failing which their bids liable to be rejected.
6. Tender in which both Technical Bid and Price Bid in open condition are found in the same envelope would be rejected.
7. AI Engineering Services Limited reserves the right Not to consider the bid of a bidder and blacklist such bidder for 3 years, if it is found (or) determined (or) noticed at any stage during the tendering process or after release of Contract that the bidder has directly or indirectly engaged in any misrepresentation, corrupt, fraudulent, collusive, coercive practice in order to bid (or) obtain the contract. This will also have an impact on other Contracts / POs, the bidder may have with AI Engineering Services Limited
8. AI Engineering Services Limited reserves the right to reject/not consider at its sole discretion the bids of such bidders who have been involved in any litigation with AI Engineering Services Limited in the last 5 years/ongoing litigation or arbitration with AI Engineering Services Limited.
9. AI Engineering Services Limited reserves the right to reject / not consider at its sole discretion the bids of such bidders who have been blacklisted/debarred by any PSU (or) Government Institutes/agencies.
10. Bidders are required to declare if they have any ongoing legal disputes with any government agencies such as Income tax, EOW etc. Suppression (or) Misrepresentation of such facts whenever it comes to light can lead to disqualification and AIESL reserves the right to take appropriate action as deemed fit including discontinuing business dealings with the party.
11. The Annexures and documents submitted should be neatly presented. Corrections, if any, should be duly authenticated with full signature of the person who has signed the Bids, failing which such Bids are liable to be rejected.
12. The prospective vendor who does not have branch office at Hyderabad their bids will be rejected.



VII. SUBMISSION OF DOCUMENTS:

All documents submitted in support of the requirement of the tender should be in English or Hindi or Telugu only. Documents in other Indian languages can be submitted along with a translated copy in English or Hindi or Telugu duly notarized failing which the bids may not be considered.

VIII. PAYMENT TERMS:

- a. The Service Provider shall submit their monthly bills for the service provided by them during the previous month (1st to end of the month). After providing service, a statement of a summary of the service provided for the month should be submitted in triplicate to the designated authorities for verification and certification, which will form the basis for payment of the monthly bills submitted by the Service provider. If any other additional service was provided, a separate bill shall be raised. The bills in triplicate towards the service rendered shall be submitted to HR Dept, AIESL, Hyderabad along with the certified copies of the daily summary/statements on or before 7th of the following month enclosing therewith a copy of proof of remittance of ESI / PF contributions and Salary disbursements or alternatively a certificate to that effect, for scrutiny, certification and onward dispatch to Executive (Finance), AIESL, Hyderabad for payment action.
- b. Payment will be made within 60 days from the date of submission of the Bills in original. The payment to **MSME vendor shall be made within 45 days** from the receipt of original invoice.

IX. PENALTIES

- a. In case, AIESL finds the services of one or more personnel unsatisfactory, or the personnel so deployed indulging in any activity other than fulfilling their obligations under the Contract of the Successful Bidder, the same shall be communicated in writing to the Successful Bidder by AIESL. The Successful Bidder shall replace such personnel without any delay, but not later than seven (7) days, failing which, such personnel shall not be allowed to enter AIESL Premises & it shall be treated as absenteeism. This shall invite the penalty of **Rs.500** per person per day.
- b. In case of failure on the part of the Successful Bidder to comply with any other listed conditions mentioned in scope of the work, AIESL reserves the right to levy penalty which will be proportionate to the area to be cleaned & the monthly charges payable there off.
- c. In case of any staff / employees of the service provider is found under the influence of alcohol / in toxicants penalty shall be levied without prejudice to the above penalty clauses, AIESL reserves the right to take all the remedial actions provided under the law in case of non-fulfillment of contractual obligations by the Successful Bidder.
- d. If cleanliness is not observed up to the satisfaction of the User Department, a penalty will be imposed on the contractor depending on the objective criteria as above.
- e. Hygienic, prompt, punctual, efficient, safe and courteous services are the essence of this contract, lapses due to service provider will be viewed seriously and penalties will be imposed on the service provider. If the minimum manpower as indicated is not provided for the service, prorated deduction will be levied apart from the penalty as under.
- f. Category of penalty and exponential increase in penalty for repeated default will be decided by General Manager (Engineering), AIESL, Hyderabad or the Officer so authorized by him and decision taken accordingly will be final and binding.



- g. Some of the instances in which penalty would be imposed, are enumerated below. But these are not exhaustive and penalty may be imposed on any violation, breach or contravention of any of the terms and conditions as well as assigned duties.

Sl. No.	DESCRIPTION	PENALTY per occurrence
1.	Manpower- The Service provider shall make his own arrangement for the service as per Scope of work, at his own cost and expenses to maintain services at various timings mentioned at Annexure I and II. However, a minimum of work men comprising of a. Manager/ Supervisor - 01 (For Overall Supervision) during service time or Shift b. Housekeeping Staff – 14 minimum 50% should be female c. Gardening Staff – 02	Any short engagement in the minimum manpower will attract a penalty of Rs.500/- per person per day
2.	Cleaning of Wash rooms on regular intervals (minimum 6 times)	Rs.1000/-
3.	Cleaning of Reception door and main entrance glass door and frames on both sides on daily basis	Rs.500/-
4.	Cleaning of fans, lights, doors, window panes, netting and floor, wall and roof of the entire premises & removing cobweb every fortnight.	Rs.500/-
5.	The drainage has to be cleaned and kept free of choking	Rs.750/-
6.	The Service provider shall provide uniform to his workmen at his own expenses and ensure that the said workmen are in a neat and proper uniform when on duty.	Rs.100/- per person
7.	Periodical waste removal from common areas and site to areas designated by State Government.	Govt. Penalty plus Rs.5000/-
8.	Reduced quantity of cleaning materials OR not procuring branded items listed.	Rs.1000/-
9.	More than 15 min delay from AIESL timings.	Rs. 500/-
10.	Smoking, Chewing of Tobacco or similar items OR without mask, protective gear, hand gloves OR lack of personal Hygiene.	Rs. 500/-
11.	Any other violations deemed fit.	Rs. 500/- per violation

- h. In case of failure to carry out the services to the satisfaction of the company, AIESL will be at liberty to get service done by any other agency at the cost and risk of the Service Provider and Security Deposit provided by the Party will be forfeited.
- i. The Service provider shall ensure the housekeeping and gardening services in the said premises at his own risk and they alone shall be responsible for all the dealings with his suppliers in respect of business run by them and they shall pay the bills of merchants and others and pay income tax, sales tax and all other liabilities and undertake to keep the Company fully secured and fully indemnified in respect of the same from all costs and consequences arising there from.

X. SPECIFIC TERMS AND CONDITIONS:

1. The Service provider shall also conform to the requirements of the Concerned Department and other authorities.
2. During the Term of the contract, request for increase in contractual amount will not be entertained for any reason, other than reason mentioned in XVI (5).



3. The Service provider shall be solely responsible to comply with all Acts, Laws, Rules and Regulations, as may be applicable from time to time in respect of providing the Housekeeping and Gardening services shall pay all taxes, debts and or levies as may be levied by the appropriate Government/Local Bodies and other authorities in this regard. The Service provider shall indemnify AI Engineering Services Limited, against all claims loss, damage and cost thereof, in case of any breach of any of the Acts, Laws, Rules and Regulations, as may be agreed to between the parties.
4. AI Engineering Services Limited shall not be liable for debts, liabilities or losses, incurred by the service provider.
5. Copy of purchase invoices for materials procured to be submitted or emailed to Assistant Manager - Personnel, for quality control.
6. The AIESL designated official has the right to check the quality and reject any materials which are substandard.
7. AI Engineering Services Limited shall be at liberty to carry out regular and/or surprise inspection of the service and other facilities of the service provider at any time during the currency of the contract either by the Competent Authority and/or any Authorized Representative.
8. The Service provider shall keep and maintain a complaint book easily accessible to the staff members of AIESL and its Subsidiaries, for recording their complaints and shall be kept open for inspection by the Competent Authority or the designated officials.
9. The Service provider shall not display any advertisement or sign boards.
10. Tenderer must have held License issued by Regional Labour Commissioner (C) concerned, if he is/was carrying out similar work in any other establishment on contract basis and was deploying 20 or more than 20 workmen. On award of this Contract, he should obtain and produce Labour License issued by Regional Labour Commissioner (C) concerned within 15 days or before commencement of work whichever is earlier.
11. The Service Provider will deploy Personnel with adequate experience required to run the housekeeping and gardening services as per the Scope of Works.
12. The Service Provider should provide Supervisors during DAY SHIFT to ensure proper performance of the job and to coordinate with designated officials of AI Engineering Services Limited and furnish statements related to deployment of Personnel to the representative of AI Engineering Services Limited as and when called for. The Supervisor so provided shall have mobile number to communicate with AIESL officials in English or Hindi.
13. The Service Provider will be solely responsible for complying with various labour laws as applicable from time to time in respect of persons so engaged by them and for any breach or violation of any or all of the provisions of the labour laws as applicable from time to time.
14. Bidders are required to declare if they have any on-going legal disputes with any government agencies such as Income Tax, EOW etc. Suppression / Misrepresentation of such facts whenever it comes to light would invite disqualification and AIESL reserves the right to take appropriate action as deemed fit including discontinuing business dealings with the party.
15. Health Certificate of Service provider workers- Shall not employ any workers with contagious diseases or any illness that can affect others. Health certificate of the workers should be produced



from a Doctor/Agency specified by AIESL every 6 months and at the time of newly joining. The workers should be vaccinated as per Government Covid-19 Regulations.

16. The successful Bidder should engage suitable/trained personnel. **AIESL is not entering into manpower contract, and therefore, No. of persons are not restricted in the housekeeping and gardening contract; However the quality of work should not suffer for want of manpower.**
17. The Successful Bidder will be provided with water, electricity and room for keeping the equipment and consumable, on free of cost during the contract period.
18. The successful Bidder shall be solely responsible to ensure that adequate number of personnel is deployed for the above housekeeping and gardening services. Any housekeeping work not amounting to specialized plumbing and/or repair work in the ladies toilets shall be done by deputing lady personnel only.
19. The successful Bidder shall be solely responsible to obtain the necessary materials required to undertake the housekeeping jobs mentioned above. No additional costs for the procurement of materials will be paid by AIESL.
20. The materials shall be from Standard Manufacturers and confirming to ISI/BIS/ISO standards as applicable.
21. AIESL reserves the right to add/supplement any further conditions deemed necessary during the currency of the Contract to ensure safety and security of the premises.
22. Any item or article belonging to or appearing to belong to AIESL or its employees, or its customers, that is found by the successful Bidder or his employees during working shall be forthwith handed over to the Designated Official of AIESL / respective user department and acknowledgment for receipt of such articles should be obtained from them.
23. The Supervisor deployed by the successful Bidder shall inform the Designated Official of AIESL before leaving the work place after completion of work and shall not leave without prior permission.
24. Arrangement for conveyance, food & other such amenities required for the personnel deployed by the successful Bidder shall be the sole responsibility of the successful Bidder.

XI. COMPLIANCE OF SAFETY REGULATIONS:

1. Except for Supervisor, Use of cell phones and other mobile electronic devices (including hands-free devices) in the work spot and while rendering services is prohibited.
2. Service provider employees working on AIESL premises must wear appropriate personal protective equipment. Strict adherence to all required Personal Protective Equipment (Like Head cap, Mask, Gloves, Safety Shoes etc.,) is mandatory.
3. Fire-fighting, emergency shutdown devices, and life-saving equipment, should not be blocked by the Service provider/employees and access to the path to this equipment should be maintained at all times.
4. Only approved equipment for cleaning should be used where flammable mixtures are present.
5. Smoking/ Chewing of Tobacco is not allowed in work area.
6. It is the responsibility of the Service provider to understand and use the appropriate Work Permits and to verify any permit requirements at the location. Service provider must make



necessary arrangements with their Representative to acquire appropriate authorization to perform those operations at the site.

7. Proper care must be taken on safety aspects of the job. The Service provider should ensure the gardeners with safety equipment's like shoes, gloves, caps and raincoats etc.
8. The Service provider will be solely responsible for any mishap due to lapse in safety measures. In case of a death or accident /mishap occurred during discharging the duty, the compensation liability will solely rest with the Service provider.
9. It is the responsibility of the Service provider that the fertilizer, Manure & Pesticide etc. shall be used are user friendly i.e. there should not be any danger, poisoning/terrible smell/infection which may cause any disease/untoward Incident to the staff.
10. The Service provider shall be responsible, for any poisoning or untoward reaction due to poor quality/ incorrect/ outdated pesticides/ chemicals used during spraying, as per the law of state for the same.

XII. COMPLIANCE OF SECURITY REGULATIONS :

1. The Service Provider shall have a system to issue/ retrieve PIC (Photo Identity Card) to their Employees while they report / leave the AIESL premises, so as to ensure that it is not misused. The Service Provider shall have a system to surrender the Expired/Lapsed PIC and also that of the Terminated Employees to the Issuing Authority.
2. The Service Provider shall ensure that all the safety and security regulations of AIESL, BCAS (Bureau of Civil Aviation Security) or any other agency associated with Airports activity are strictly adhered to and complied with by Personnel deployed.
3. The Service Provider should ensure verification of character and antecedents of his Personnel by Police (PVC / PASSPORT) before deployment. Every Employee's photograph, copy of Police verification of character and antecedents and Service Provider's undertaking to be furnished to the HR Department of AIESL.
4. Any lapse noticed on the part of Service Provider or Service Provider's Employee involvement in theft / pilferage / malpractice/ illegal activities shall be inquired into by AI Engineering Services Limited, Security / other officials, and suitable action including legal proceedings initiated for breach of Contractual liability and also it will attract penal provisions of law. AIESL reserves the right to impose penalty on the Service Provider apart from legal provisions.

XIII. PERSONNEL TO BE DEPLOYED BY THE SERVICE PROVIDER:

1. A list of minimum workmen to be deployed in premises comprises of:
Manager /Supervisor - 01 (For Overall Supervision),
Housekeeping Staff - 14 and Gardening Staff – 02 every day. Additional manpower for Leave /Weekly Off replacement etc not included and should be over and above this daily minimum requirement.
2. Employees/ workers of the service provider shall not be less than 18 year of age.
3. Should be physically/medically fit for the specified jobs.
4. They shall be well mannered and courteous and while on duty, wear proper uniform provided by the Service provider at his own cost which should be clean and should have their photo identity card pinned thereon.



5. Must be insured against all risks by the Service Provider.
6. Any Overtime /Overstay Allowance, conveyance, or any other allowance for the workmen shall be paid by the service provider and AIESL will have no liability in this regard.
7. Should display the ID card issued to them whenever they require to enter and/or exit the premises.
8. The Service Provider shall be the Employer for the workers deployed by him for the above activity. AIESL will not be held partially or fully responsible for any dispute that may arise between the Service Provider and the workers.
9. The Service Provider will comply with all the statutory regulations such as PF, Minimum Wages Act, Bonus Act, Factories Act etc. and obtain requisite approvals from the Local Health Authorities as may be required and as are in force or that may become applicable in future and from time to time in all matters touching this service and all matters there from. He should also maintain the registers and records to that effect, which should be produced before the designated officer at periodical interval.
10. The Service provider shall be liable to pay all the taxes in force presently, or imposed in future by the appropriate Government authorities and local bodies and discharge their obligations towards employees as per laws framed by the Government or other authorities from time to time. The Tenderer should take all these factors into account while quoting their rates in the PRICE BID.
11. The Service provider and its employees shall observe and carry out all the directions given to him by AIESL as regards working hours.
12. The Service provider shall be responsible for recruitment, retention and retrenchment of the workmen deployed for the contract by them and settlement of disputes arising out of the terms and conditions of the services all the workmen deployed by them.

XIV. GOODS & SERVICE TAX (GST) REGISTRATION & COMPLIANCE :

1. Service provider shall mention their GSTIN registration number in all their invoices and invoices shall be in the format as specified/prescribed under GST laws. Invoices shall necessarily contain invoice number (in case of multiple numbering system is being followed for billing like SAP invoice no., commercial invoice no. etc., then the Invoice No. which is linked/uploaded in GSTN network shall be clearly indicated), item description as per PO, Area, UOM, Rate, Value, applicable taxes with nomenclature (like SGST & CGST) separately, HSN(Harmonized System of Nomenclature)/SAC (Services Accounting Code) code, etc.
2. All invoices shall bear the HSN /SAC Code.
3. A declaration to the effect that all invoice particulars are/were uploaded in the GSTN network/ portal & all tax liability as per GST rules and regulations have been and will be discharged shall be mentioned in the invoice. If not mentioned in the invoice, a separate declaration shall be submitted as per the requirement of AIESL.
4. In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any shortages or rejection in the service, then AIESL will not be able to avail the tax credit and will notify the Service provider of the same. Service provider has to rectify the data discrepancy in the GSTIN portal or issue credit note (details to be uploaded in GSTN portal) for the shortages or rejections in the Service providers, within the calendar month notified by AIESL.[For any such delay in availing of tax credit for reasons attributable to Service provider (as mentioned above), interest (calculated @ SBI Base Rate + 6%) along with Penalty if any will be deducted for the delayed period i.e., from the month of receipt till the month tax credit is availed, from the running bill, at the discretion of AIESL Management.]



XV. CONDITIONS RELATED TO THE WELFARE OF LABOURS:

1. The Service provider has to remit PF/ESI as per the existing Government guidelines.
2. The Service provider has to produce the PF Registration Code for his workers as per the Government rules while submitting the first bill. The first bill will be processed only on production of the above code. For subsequent bills, the PF/ESI remittance challan for the engaged Labour has to be submitted for bill processing.
3. AIESL will not be liable for any medical attention, injury / loss of life of the persons engaged by the Service provider during the work inside the AIESL premises as per the contract. A suitable insurance coverage (ESI / Group Insurance) for the employees shall be arranged by the service provider at his own cost from the first day of operation, towards medical treatment and compensation of any loss/ in capacitance of their employees arising out of accident etc., as per legal provisions.
4. The Service provider shall have full control over his employees including the right to appoint, determine service conditions, discharge, dismiss or otherwise terminate their services at any time. The Service provider shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments.
5. The company has the right to direct the Service provider to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically found to be unfit.
6. The Minimum Wages (with applicable DA) as prescribed by the State Government from time to time should be paid to Workers and the Wage and Attendance Registers should be produced to HR Section every month. However, on implementation of New Wage Code in April 2021, the minimum wages (and DA) payable may be as prescribed by the Central Govt. The Service Provider shall take into consideration of the same while giving their quote.
7. The Service provider should be fully aware of safety measures and observe all safety precautions during work. The Service provider should also make his own arrangements to provide requisite safety devices to the workers, based on the nature of work. Any accident/incident occurring to his workers in AIESL premises should be reported in writing by the Service provider to authorities concerned immediately. The Service Provider shall be fully responsible for any accident/incident for his workers.
8. The Service provider has to disburse the salary/wages for their workmen only through Bank (RTGS). The relevant Bank statement/proof for Bank payment should be produced along with PF and ESI and challans to HR Section every month.
9. Minimum Bonus, as applicable shall be paid by the Service provider to his employees as per the Payment of Bonus Act 1965.
10. The Service provider shall in respect of labour employed by him, inter alias, comply with the following statutory provisions, rules & regard to all matters provided therein.

XVI. GENERAL TERMS AND CONDITIONS

1. Abbreviations used :

- AIESL as used in the Tender document means “AI Engineering Services Limited”.
- EMD means Earnest Money Deposit.
- SD means “Security Deposit” for performance of services rendered under contract.
- DD means “Demand Draft”.
- BG means “Bank Guarantee”.



- LOI means Letter of Intent.
- The ‘Tenderer’ / ‘Bidder’ and /or ‘Party’/ ‘Service Provider’/ ‘Contractor’ used in the Tender document, shall mean the one who has signed the Tender Document and submitted the bid/ quotation in response to the Tender.

2. Period of Contract:

- a. The Tender is for providing Housekeeping and Gardening Services at AI Engineering Services Limited, MRO Complex, RGIA, Shamshabad, Hyderabad for the period of TWO YEARS and extendable by ONE MORE YEAR, at same rates, terms and conditions. AI Engineering Services Limited reserves the right to extend the contract by 3months at same rates, terms and conditions on ending of validity of contract.
- b. In case the Service provider desires, Termination within 1 year of awarding contract without mutual Consent, AIESL reserves the right to penalize the Service provider as per Contract Extension/Termination clause.

3. The tender is non-split-able or non-dividable.

4. Validity of Bids, Prices, Govt. Taxes / GST:

- a. The Bids (Technical Bid and Price Bid) submitted by the bidder/Tenderer should be valid for a period of 90 days from the date of opening of the Technical Bid.
- b. GST or any levies on Services given to AIESL shall be reflected in the space provided in the Price Bid. The price offered should remain firm till completion of contract period and no request for increase in price shall be entertained during the contract period. There will not be any form of separate payment to the Service provider towards rendering services.
- c. Increase in GST or any new levies on Services, if any, imposed by the Govt. of India / State Govt./ Local Bodies, after the submission of bids by the bidders, will be borne by AI Engineering Services Limited, if requested for by the successful bidder. However, such request will be considered only if it is substantiated with copies of valid documentary proof and only if the bidder has quoted their rate giving the break-up of Government duties and levies in their price bid.
- d. Any reduction in GST and/or any other Statutory levies etc., of the Govt. of India / State Govt./ Local Bodies etc., should be passed on to AI Engineering Services Limited by the successful Bidder.

5. Variation of Quantity/Option Clause:

AIESL reserve the right, to take care of any change in the future requirement during the contract period, to increase or decrease required services to the limit vary by +/- 25% from that as indicated in the tender in order to accommodate change in area in sq mtrs. The bidder has to maintain the quoted/contractual price for this variation in quantity during the contract period.

6. Amendments/Extensions:

- a. AIESL reserves the right to amend any part / terms and conditions of the tender / extend the due date at its sole discretion. Amendments, corrigendum, if any, and any extensions of the due date of opening of the Bids, as per the requirements of AIESL, will be intimated by hosting the same on AIESL website only i.e., www.aiesl.in No separate NIT (Notice Inviting Tender) would be published in newspapers/print media. It is the Bidder’s responsibility to visit the said website regularly for the aforesaid updates/extensions as applicable.
- b. In case there is change in any Details/ Requirement / Terms & Conditions after release of the Tender but before its Due Date/Time, the Bidders who have submitted their Bids shall have an



option to re-submit their Bids, if they choose to do so, within the extension period as may be specified by AIESL. For avoidance of doubt, it is hereby clarified that the last Bid submitted by the Bidder will be considered as the final Bid.

7. Purchase Preference to MSME:

- a. Preference Will be given to eligible Tenderer as per the as per Public Procurement Policy for Micro Small and Medium Enterprises (MSMEs) Order, 2012 issued vide Gazette Notification No. 503 dated 23.03.12 by Ministry of Micro, Small and Medium Enterprise of Govt. of India and Vendors registered and obtained valid Udyog Aadhaar Number (UAN).
- b. MSME vendor, submit the registration certificate/ Udyog Aadhaar Number issued and certificate 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.
- c. The MSEs who have applied for registration or for UAN or renewal of registration, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/ preference.

8. Benefits to Start-up-companies:

- a. In line with GOI policy to encourage start up units (whether MSME or Non-MSME), AI Engineering Services Limited would relax by 50% the prior Experience and prior Turnover criteria to such units having "Certificate of Recognition" i.e. Start up units will be given relaxation of 50% from the stated experience and Turnover criteria as mentioned in the tender document.
- b. Please note that the Start-up company should have a valid 'Certificate of Recognition' issued by the relevant ministry, as on close date of the tender. Bidders who have applied for or if their certificate is under process will not be eligible for this relaxation.

9. Bid Security Declaration:

Bid Security Declaration Form must be submitted along with the Tender Document prescribed in **Annexure – IX**, any Tenderer who fails to submit Bid Security Declaration Form will be disqualified.

- 10. EMD (Earnest Money Deposit):** An EMD of **Rs.5,000/-**(Five thousand only) must be paid to AI ESL in the form of DD in favour of “AI Engineering Services Limited, payable at HYDERABAD”, may be returned back for unsuccessful bidder. It will be either returned or adjusted in the bills payment to the successful tenderer.

11. Security Deposit / Performance Bank Guarantee:

- a. The Bidder/s who qualifies for award of Contract will have to deposit with AI Engineering Services Limited **3%** (Three percent) of the total net value of the Contract, as Security Deposit (SD) within 2 weeks of receipt of the Contract. This SD will be free of interest. In case, the SD is not deposited in time, the bills shall not be processed for payment till the SD is paid.
- b. The SD is applicable to all bidders including MSME’s. The Security Deposit is to be paid by way of NEFT transaction, Account Payee Demand Draft, Banker's Cheque, ECS, Bank Guarantee issued from any Commercial Bank, Fixed Deposit Receipt from any Commercial Bank for an equivalent amount in favour of the “AI Engineering Services Limited', payable at HYDERABAD”.
- c. It may please be noted that the original BG has to be forwarded by the Bank directly to AIESL through registered AD as per the detailed procedure which will be advised to the successful bidder. The expenses incurred towards submission of Security Deposit / Bank Guarantee will have to be borne by the successful bidder/s.



- d. In case of breach of Contract or violation of any terms of the Contract the Security Deposit shall be forfeited / bank guarantee be invoked.
- e. Security Deposit / Bank Guarantee is to be furnished on non-judicial stamp paper of value not less than Rs. 100/- (Rupees One hundred only) and in the prescribed format, which will be provided to the successful bidder/s.
- f. The Security Deposit / Bank Guarantee will be refunded / returned without interest after adjusting for penalties and applicable deductions, if any, that may be imposed under the terms of the Contract.
- g. Validity of the BG would be for an additional period of 60 days after the scheduled completion of all obligations under the Contract.
- h. The SD is applicable to all bidders including MSME's. The SD/BG will be taken on yearly basis, renewable every year. The second year SD/BG should be valid till 60 days beyond the contract period/ warranty period.

12. **Bids Evaluation Criteria:**

- a. **Technical Bids:** The Technical Bids would be first evaluated for compliance. AIESL reserves the right at its sole discretion to seek whatever information, documents etc. from the bidder as it may consider necessary for the purpose of evaluation of the bids.
Note: Please ensure that Prices should not be mentioned in the technical bid. If it is found that the prices are submitted in the technical bid, the quotation / bid would be "Disqualified" and will not be considered,.
- b. At any point of time during the tender process or after award of contract, if the details given by the tenderer in the Technical Bid are found to be incorrect, the Tenderer will be barred from participating further in the tender process/the work order shall be cancelled besides for feature of EMD as the case may be.
- c. The bids of only those bidders whom AIESL considers qualified at this stage would be considered for opening of Price Bids.
- d. **Price Bids:** The Price Bids of only those bidders, who qualify as per the requirements of Technical Bid, would be opened. The date and time of opening of the Price Bids would be intimated in advance to the bidders who have qualified in the Technical Bid evaluation and their authorized representatives only would be permitted to participate in the opening of the Price Bids.

13. **Inspection Clause:**

Inspection of bidders' facilities at the time of evaluation of the Technical Bids: AIESL reserves the right to inspect at its cost the facility/facilities of the bidders in order to assess their capability to render subject services as indicated in this tender. The decision of AIESL in such case shall be final and binding.

14. **Payment Terms:**

- a. Original Bills, in triplicate, should be submitted on monthly basis along with all supporting documents duly signed by authorized signatory.
- b. Original bill shall be duly certified by the competent authority of AIESL, Hyderabad and submitted to Finance Department for payment.
- c. AIESL shall make payment through ECS or Bankers Cheque for the undisputed amount **on** the submission of the certified Bills after deduction of TDS, penalties and any other charges, if any, recoverable.
- d. Relevant PF & ESI challan for the previous month should be attached with the monthly bills. The Service provider shall produce the Register of Wages-cum-Muster Roll of the preceding month along with a copy of the monthly bill to the concerned authority of AIESL.



- e. The Area given in Annexure-I, is tentative. This area can be changed/ modified and the area shown under Daily cleaning can be partially modified to Weekly cleaning and vice-versa as per AIESL requirements. The Sqmts charges quoted by the bidder in Price bid will hold good in any such scenario.
- f. Payment shall be effected for any prorata deductions on actual services rendered and not exceeding the maximum amount agreed by the Service provider.

15. Method of arriving at overall L1 bidder and Contract Award Criteria:

- a. The tenderer whose net price on a common platform such as the landed cost for all the line items works out to be the lowest will be determined as the overall **L-1** bidder.
- b. In case the quoted rates in any line item by the overall L1 bidder are higher than the rates quoted for that particular line item by other bidder(s), it is expected from the overall **L-1** bidder to match the lowest rates received for that particular line item.
- c. MSMEs quoting price within price band overall L1+15% (fifteen percent) may be determined as **L-1** bidder and contract will be awarded as per public procurement policy 2012 for MSMEs.
- d. **Un-conditional Discounts, if any offered, will also be duly taken into consideration while arriving at the lowest landed cost. However, conditional discounts, if any, will not be taken into consideration while arriving at the lowest landed cost of the item.**
- e. **The contract will be awarded to overall L-1 Bidder.**

16. Price Negotiation:

As it is not the general norm for AIESL to carry out price negotiations following evaluation of the Price bids, the bidder are advised to submit their best quotes in response to this tender. AIESL, however, reserves the right to carry out negotiations in exceptional cases with the bidder who has been evaluated by AIESL as having offered the overall lowest bid in response to the tender.

17. Commencement of Contract:

The successful Tenderer, after completing the formalities as listed above, should commence the service on finalization of tender, within 15 days from the date of issue of the Letter of Intent (LOI) /Contract. And the LOI/Contract shall be confirmed within three days (3Days) of its receipt.

18. Sub-contracting:

The successful bidder shall not sub-contract the work or any part thereof, to any other person, concern, firm or company. Sub-contracting will result in termination of the contract with immediate effect without any liability on "AIESL" and also without prejudice to any other rights which "AIESL" may have against the Bidder under the Contract. The Service Provider shall not transfer or assign or sub-let any part of the service or any share of interest in any manner or degree, directly or indirectly, to any third party whatsoever.

19. Recovery from service provider:

- a. Whenever under this contract, any sum of money is recoverable from the service provider; AIESL shall be entitled to recover such sum by appropriating in part or full from the unpaid bills and then if need be from the Security Deposit, deposited by the Service Provider.
- b. In the event of said Security Deposit being insufficient, the balance or the total amount recoverable, as the case may be, shall be deducted from any sum due to the Service Provider, under this, or any other contract between the Service Provider and AIESL. Should this amount be insufficient to cover the said full amount recoverable, the service provider shall pay to AIESL the balance amount, if any, within 30 days of the demand by AIESL.



- c. If any amount due to the Company is so set off against the said Security Deposit, the Service Provider shall have to make good they said amount so set off to bring the Security Deposit to the original value immediately, and in any event, not later than 10 days of the depletion of the original value and advise sent to service provider by AIESL for replenishment.

20. Indemnity:

- a. The Service Provider shall indemnify AIESL against any claims, damages, loss or penalty including costs thereof in case of liability arising out of any accident/incident involving manpower deployed by him.
- b. The Service Provider shall indemnify AIESL against any claims, damages, loss or penalty including costs thereof arising out of any breach or violation of any of the provisions of all the laws, including labour laws as applicable from time to time governing the Employees employed by the Service Provider.

21. Blacklisting Conditions:

Adopts fraudulent practices and against errant bidders as detailed above, withdraws after award of the contract / LOI and fails to commence within the specified stipulated period and perform the contractual obligation during the currency of the contract, the bidder will be debarred from participating in next tender.

22. 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 clarification given by General Manager (Engineering), AIESL, Hyderabad, shall be final and binding.

23. Contract Extension/ Exit/Termination clause:

- a. The validity of the agreement comes to an end IPSO FACTO by efflux of time unless otherwise renewed/terminated.
- b. The contract may be terminated under the following circumstances:
 - i. In the event of unsatisfactory performance during the contract period, contract shall be terminated with 30 days advance notice.
 - ii. If there is change in AIESL requirement, contract shall be terminated with 30daysadvance notice.
 - iii. In the event of the Service Provider failing to comply with any of the terms and conditions of the agreement, AIESL shall be at liberty to terminate the Contract WITH IMMEDIATE EFFECT besides forfeiting the Security Deposit and recover any amount of additional expenditure incurred by AIESL for getting the contract work done through another Third Party.
 - iv. The Contractor/Service Provider can terminate contract after 1 year, by giving **90 days** notice in writing to AIESL.
 - v. AIESL, also reserves the right to terminate/cancel theContract within one year partially or fully without notice and without any liability to AIESL.
- c. Upon expiry of the agreed period of contract, AIESL reserves the right to extend the Agreement for a period of **90 days** at the same rates, terms and conditions.

24. Errant Bidders:

In case after price bid opening the **Lowest Evaluated Bidder (L-1)** is not awarded the Contract for any mistake committed by them in bidding or withdrawal of bid or varying any term in regard thereof leading to re-tendering, such bidder shall be debarred from participation



in re tendering of the same work(s) as well as against any tender enquiry for any service sought by AIESL or its subsidiaries at all locations. EMD will be forfeited accordingly.

25. Arbitration:

Any dispute or difference, whatsoever, arising out of this service agreement shall be referred to the sole arbitration of the General Manager (Engineering), AIESL, Hyderabad or the person appointed by him whose decision shall be final and binding on the parties.

26. Force Majeure:

Neither party hereto shall be liable for failure to perform or for delay in performing any of its obligations under the agreement, if such failure or delay is caused or results from a condition of Force Majeure.

The term Force Majeure as used in this agreement means Accidents, Act of God, War, Revolt, Riot, Fire Tempest, Flood, Earthquake, Lightning, direct or indirect consequences of war (declared/undeclared), sabotage, hostilities, National emergency, Civil disturbances, Natural calamities, Commotion, Embargo (Blockage) or any law or promulgation ordinance or Executive order whether Central or state or Local or Municipal Authorities.

27. Novation:

AIESL reserves the right to "NOVATE" this contract to AIAHL/AIASL/AAAL or any other subsidiaries at same rates, terms and conditions and the same shall be binding upon the service provider. In the event of any merger or acquisition of AIESL transferred its activity to another undertaking, the contract on approval from the appropriate authority of the new entity shall continue in the name of such new entity / successor entity with the same rates, terms and conditions.

28. Jurisdiction and Governing laws:

In respect of any matter relating to the contract or any matter pertaining to such arbitration, the Courts of Law in Hyderabad shall have the exclusive jurisdiction.

29. Return of disqualified bids:

Financial bids of the "Technical Bid/ Pre-qualification Bid" disqualified bidders would be returned to them after finalization of the contract under intimation and against acknowledgement from the bidders, in sealed condition itself.

In case a bidder fails to collect the financial bid within the stipulated 30 days time, the bid shall be shredded in "as is where is" condition after expiry of 30 days time.



General Manager – Engineering
महा प्रबंधक (इंजी.)/General Manager (Engg.)
एआई इंजीनियरी सर्विसेस लिमिटेड
AI Engineering Services Limited
एम.आर.ओ. कॉम्प्लेक्स आर जी आई एयरपोर्ट
MRO Complex, RGI AIRPORT
गेट सं. 3, के पास/Near Gate No.3, शमशाबाद/ Shamsabad
हैदराबाद/Hyderabad-500 108 तेलंगाणा/ T.S.



DOCUMENTS TO BE SUBMITTED TO HR - AIESL

Sl.No.	Document Type	Scheduled Date	Periodicity	Remarks
1	PF Registration code	On Award of contract/ on production of First bill	One time/as and when required by AIESL	
2	ESI/ Group Insurance Code	On Award of Contract	One time/as and when required by AIESL	
3	Form VI – A & VI – B under Contract Labour Regulation and Abolition (CLRA) Act	On Commencement and yearly once	yearly once	Form VI – A to be submitted to Labour authorities and a copy to submitted to AIESL. Form VI – B to be submitted to AIESL
4	Labour License	To be obtained immediately from Labour Authorities in case of engagement of 20 or more contract workers	One time/ on renewal of License/ as and when required by AIESL	
5	Bio Data form with proper ID proof, AADHAAR, Police Verification/Passport& Latest two Photographs	To be submitted for all employees immediately on award of contract and as and when new employees are engaged	One time/as and when required by AIESL	Required for providing ID cards to enable entry into AIESL premises and for record purpose
6	Attendance Register	To be submitted on or before 5 th of every month	Monthly	To be endorsed by the Service provider and AIESL authorized executive/Line Executive
7	Wage Register	To be submitted on or before 5 th of every month	Monthly	To be endorsed by the Service provider and AIESL authorized executive/Line Executive
8	PF remittance challan & PF – ECR	To be submitted on or before 5 th of every month	Monthly	
9	ESI remittance	To be submitted on or before 5 th of every month	Monthly	
10	Monthly Entry Format	To be submitted on or before 25 th of each month	Monthly	

*** The above documents is indicative, the Service provider is obliged to produce any other document required, in compliance with extant statutes and practice, as and when required.**

ANNEXURE –I

AREA STATEMENT–PART I

All Building Plinth Areas at AI Engineering Services Limited, MRO Complex, RGIA, Shamshabad.

S.No	Operational Blocks	Total Area	Units		Approx. Area in Sft
A	SECURITY BLOCK				
1	Ground floor	118.00	Sqm		1270
2	First floor *	107.00	Sqm		1151
3	Second floor *	72.00	Sqm		775
B	ADMINISTRATION BLOCK				
1	Ground floor (Excluding Canteen Area)	1475.00	Sqm		15876
	Ground floor adj to Canteen *	123.00	Sqm		1323
2	First floor	2011.00	Sqm		21646
3	Second floor	1005.50	Sqm		10823
	Second floor Left Wing *	1005.50	Sqm		10823
4	Third floor*	2011.00	Sqm		21646.
C	OXYGENBLOCK				
1	Ground floor	462.00	Sqm		4973
	Ground floor Left Wing *	250.00	Sqm		2691
2	First floor	208.00	Sqm		2239
D	ANCILLARY BLOCK-1				
1	Ground floor	360.00	Sqm		3875
2	First floor*	340.00	Sqm		3659
E	DOPE STORE*	56.00	Sqm		603
F	ANCILLARY BLOCK-2				
1	Ground floor	480.00	Sqm		5166
2	First floor	358.00	Sqm		3853
G	ANNEXEBLOCK				
1	Ground floor	1478.50	Sqm		15914
	Ground floor front shop (Acc) *	1478.50	Sqm		15914
2	First floor	1281.00	Sqm		13788
	First floor (Inst& Radio) *	1281.00	Sqm		13788
3	Second floor	2250.00	Sqm		24219
H	HANGERAREA	6017.00	Sqm		64766
I	PUMP HOUSE	10.00	Sqm		108
	Total Area – DAILY CLEANING	17514.00	Sqm		188516
	*Total Area – WEEKLY CLEANING	6724.00	Sqm		72373
GRAND TOTAL		24238.00	Sqm		260889

Note: About 50% of the above area is covered by Immovable equipment, Furniture etc, However payment will be done as per Area indicated above

AREA STATEMENT- PART II

J					
OPEN AREA					
S.No	Space	Total Area	Units		Approx. Area in Sft
1	Foot path Area	176	Sqm		1900
2	Parking Area	820	Sqm		8835
3	Roads	1638	Sqm		17638
4	Sump/Pump Area and Misc.	93	Sqm		1000
	TOTAL	2727	Sqm		29373

GARDEN AREASTATEMENT

K					
GARDEN AREA					
S.No	Space	Total Area	Units		Approx. Area in Sft
1	Outside Main Gate	1765	Sq m		19000
2	Adj. Security Building				
3	Opp. to Admin Block				
4	Adj. to HST and Acc. OH				
	POT PLANTS 40 No's				
	TOTAL	1765	Sqm		19000

Note: The areas given above are tentative and can be modified as per AIESL requirement. Some of the areas in Daily Cleaning maybe changed to Weekly Cleaning and vice versa etc.



Tender No: AIESL/MRO/HK/2022/988

Date: 21.10.2022

ANNEXURE – II
SCOPE OF WORKS

Tender for Award of Rate Contract for providing Housekeeping and Gardening Services at AI Engineering Services Limited, RGI Airport, Shamshabad, Hyderabad.

1. SERVICEPROVIDER will carry out Housekeeping and Gardening services in accordance with the standard specifications and will enforce the best housekeeping and gardening practices during **DAY SHIFT**.
2. The area to be cleaned with Scrubbing, wet cleaning of floor, passages and different types of floor areas provided in different Rooms of the annex building. Floors through specialized cleaning where ever required from **07:30hrs. till 08:30hrs.** on daily Basis for open areas and **08:30hrs. to 10:00hrs.** for close areas.
3. Maintenance and upkeep including dusting of exposed surfaces like table, chair and computer etc. located in the All Floors including Ground floor whenever/wherever required on daily basis from **08:30 hrs. till 10:00hrs.**
4. Maintenance and upkeep of All Floors including Ground floor area to be done by mechanized equipment with the Cleaning material such as soap water, cleaning material and other stain removers. Bidder should not use the Chemical which will damage the floor and other properties of AIESL.
5. Procuring and Filling of liquid soap in soap containers and putting of air freshener/sanitary cubes/ naphthalene balls in urinal pots, urinal mats, etc.
6. Disinfectant, Maintenance and upkeep of the Ladies, gents Toilets Including wash basins of All Floors including Ground floor twice in a day starting from 07:30 hrs. till 17:00 hrs. Care should be taken to clean ladies toilets by lady staff only.
7. Maintenance & upkeep of corridor, shutters of the building including foot paths approach all entries from outside the building.
8. The window panes and window shutters including venetian blinds should be cleaned with soaps/detergent the frequency of cleaning and service requirement are mentioned as per scope of works of Service Job Requirements. Door/Window curtains to be cleaned with soaps/detergent once in a month/ Need basis. A record should be maintained for Job carried out and counter signed by the authorized representative of User Department, for the purpose of release of payment.
9. Weekly cleaning/washing of door mats wherever those are placed.
10. The successful vendor to collect the trash from the AIESL premises on **weekly basis at his own cost.** The trash / Garbage/ Hazardous waste to be disposed off as per the laid down procedures by the Competent Authority or by Pollution Control Board.
11. The bidder should have licenses for collection and to dispose of the hazardous items. If not, the bidder can have a tie up with any other registered (or) licensed (or) recognized agencies/vendors by PCB/GHIAL-GMR. The bidder has to submit the self-attested copies of registration certificate and license of agency with whom bidder entered into agreement/ tie up for disposal of hazardous items (or) oil/ paint soaked items.
12. These areas mentioned in **AREA STATEMENT** are mostly covered with immovable equipment. All Bidders are advised to visit the site before submitting the tender.
13. Shifting of furniture and other equipments, files etc. whenever required.
14. The Successful Bidder shall also provide related Miscellaneous services on need basis.



15. The Service Provider should be willing to provide one additional person for child care, if required on demand by AIESL, which can be billed separately, after mutual agreement of rates.
16. **Supply of machinery/ consumable materials required for cleaning.** All the Housekeeping materials/ consumables, such as Brooms, Mop sticks and other cleaning materials etc./machinery like vacuum cleaner and any other machinery as required to execute the above jobs will be procured by SERVICE PROVIDER.
17. All the roofs should be maintained clean & dust free, subject to approach facilities.
18. Ladder to be brought by the Vendor/ Service provider for proper and effective ceiling/ roof cleaning.
19. **Successful bidder/service provider** should render the scope of services as per industry standard, **Cleaning Agents / Chemicals and following standard operating procedures for housekeeping services.**

SPECIFIC SCOPE OF WORK - AREA –PART I

Areas mentioned in PART-I have DAILY cleaning areas and WEEKLY cleaning areas. The weekly cleaning areas are given with * mark and mentioned separately in total Area in Square feet.

1. Cleaning and dusting of common area furniture and fixtures.
2. Removal of paper and packing material from all floors/corridors etc.
3. Cleaning and scrubbing of toilets on regular interval (minimum 6 times).
4. Cleaning of wash basins, sanitary fittings and toilet floors with dry& wet mops.
5. Freshener spray in all toilets, corridors & lobbies.
6. Reception, lobbies to be mopped thrice in a shift or as and when required.
7. Cleaning of Reception door and main entrance glass door and frames on both sides on daily basis.
8. Cleaning of panel posters, painting, light fittings, furniture & fixtures etc.
9. Removal of cobwebs.
10. Internal Vacuuming of roller/venetian blinds and upholstery.
11. Internal window sponging and cleaning.
12. Periodic waste removal from common areas and site to be stored at designated areas and disposed as **DRY** and **WET** waste in a safe way.
13. Ensuring upkeep of housekeeping and gardening equipment's and coordinating with maintenance team.
14. Informing defect in utility system/ maintenance jobs to Maintenance department.
15. All china ware, basin mixers, bib cocks, angle valves, cistern mechanisms, bottle traps and all other fittings and fixtures in all toilets shall be cleaned and well maintained.
16. All paper waste to be removed as and when required and at regular intervals.
17. Renovation Debris is to be stored at designated area.
18. Before end of shift, empty garbage cans into the garbage bins.
19. Keep the office and the surrounding area clean.
20. Clean the computers at least once a week by wiping them with computer cleaning fluid.
21. Puttins/cans into bins marked for tins/cans
22. **Necessary arrangements to be made to clear the garbage on WEEKLY BASIS from our premises and dispose in accordance with local norms.**
23. The following oil/ paint soaked items shall be removed on daily basis from work area i.e.base



maintenance hangars and EF&PM workshop and to be put into designated areas:

- Oil soaked recirculation filters / Air filters / Fuel filters/ Cartridges Soiled dusters and etc.,
24. The successful bidder shall provide the appropriate dust bins for oil/paint soaked items lifted from a toe, as per classification of waste/trash. And these items should be removed from the work site in consultation/supervision of Manager (Service Engineer). In addition to the above, the successful vendor to provide, as per classification of waste/trash, large volume dust bins, at dump yard. So, that the trash generated on day to day basis shall be dumped into it.
25. The above items, from scrap yard, to be disposed off every fortnight under supervision of foreman as per laid down procedures by Competent Agencies/ Authorities i.e., Pollution Control Board and GHIAL Authorities (GMR) airport norms.

SPECIFIC SCOPE OF WORK - AREA – PART II

1. **Daily Sweeping/Cleaning of All Roads/Parking/Open area (other than Garden Area).**
2. **Open Area in the parking space to be treated with Weedicide/ Weed spray.**

SPECIFIC SCOPE OF WORK – GARDENAREA

The purpose of Maintenance of Garden is to ensure that the whole garden and landscaping of premise must look Clean, Hygienic, rich with lush green lawns, gardens and beautiful flowers so as to provide an excellent ambience of work-environment and to make it a good eye soothing view to employees and visitor.

The Service provider has to undertake all such jobs/activities required to maintain the garden area in a presentable condition and in above mentioned spirit at all the time whether such activities are elaborated hereunder or not.

- a. Maintenance of all the plants, shrubs, hedges and lawns preparation and different types of cutting including earth work, spreading and mixing of manure and fertilizers etc. To prepare and maintain plant pots with flowers and plants both indoor and outdoor at designated places to be decided in consultation with the designated officer. This job also includes regular watering of grass, lawns, shrubs, plants etc. Removing of the waste and disposal at proper place and any other job which is required to make the campus from Horticulture point of view beautiful with lush green Lawns.
- b. Provision of the relevant Machines, chemicals (fertilizer, Manure & weedicide or Pesticide etc.) & tools, Lawn Movers, Hedge Sheer, Pipes, Sprinkles, Brooming Machine & other related tools & Provision of seasonal flowers & plants. All the materials brought into the premises should be with security check and duly stamped at security main gate.
- c. The Service provider will deploy experienced 02 gardeners to execute the jobs.
- d. No additional payment shall be made if more staff needed at site for completing the urgent work under contract.
- e. Service provider should provide special care of Gardening Maintenance during the monsoon / rainy season or occasion of any event / functions.



AI ENGINEERING SERVICES LIMITED: HYDERABAD

Tender No: AIESL/MRO/HK/2022/988

Date: 21.10.2022

Subject: Tender for Award of Rate Contract for providing Housekeeping and Gardening Services at AI Engineering Services Limited, RGI Airport, Shamshabad, Hyderabad.

ANNEXURE - III
TECHNICAL BID

1.	Tender for	Providing Housekeeping and Gardening Services at AIESL, MRO Complex, RGI, Shamshabad, Hyderabad				
2.	Name of the Company / Establishment					
3.	Full Address of Registered Office					
4.	Full Address of Branch Office at Hyderabad					
5.	Name of Authorized Signatory					
	Telephone No.					
	Mobile No.					
	E-mail ID					
6.	Nature of Company [Whether Proprietorship Firm/ Partnership Firm /Private Limited Company /Public Limited company /Corporation / Any other to be Specified]					
6.1	If you are an MSME vendor, submit the registration certificate/ Udyog Aadhaar Number issued and certificate must be valid as on close date of the tender. The MSEs who have applied for registration or renewal of registration, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/ preference.	YES/NO		If NO, The tender is not eligible for exemption/ preference.		
7.	Particulars of Statutory Registration – Issued in the name of the Tenderer. (to enclose self- attested copies of the same) (Must Condition)					
	Details	Number	Date of Issue	Valid Up to	Tenderer Response	Disqualification Criteria
7.1	PAN No. (Must Condition) Submit the copy along with the Technical Bid				Yes/No	If NO, bid will be disqualified
7.2	GST Registration No. (Must condition) Submit the copy along with the Technical Bid				Yes/No	If NO, bid will be disqualified
7.3	PF Registration					
7.4	ESI Registration					
7.5	Any other social security scheme for workers :(Like Group Insurance, Personnel Accidents, Pension etc.)					
8.	Whether having minimum two years experience as ‘Service Provider’ in the field of Housekeeping and Gardening during any 2 years during last 4 Years as on 30.09.2022. (Must Condition) (Submit the copies of documentary proof along with the technical bid)				Yes /No	If NO, bid will be disqualified
9.	Works executed in any 2 years during the last 4 years as on 30.09.2022 (Must Condition) (Submit the copies of documentary proof along with the Technical Bid)				Yes /No	If NO, bid will be disqualified
10.	Whether having working office in Hyderabad. To enclose self attested copy of Lease agreement/Electricity bill/Telephone bill. (Must Condition) (Submit the copies of documentary proof along with the Technical Bid)				Yes /No	If NO, bid will be disqualified



Continuation... Annexure- III TECHNICAL BID			
12.	The average annual turnover of Rs.50 lakhs or above in any of the TWO financial years during 2019 -2020, 2020-21& 2021-22. (Must Condition) . To self attested scanned copy of relevant pages of Balance Sheet and P&L account, duly authenticated by CA, should be submitted along with the Technical Bid.	Yes /No	If NO, bid will be disqualified
	12.a. Turnover for any of the above two Financial Years be specified	<u>20</u> - <u>20</u>	Rs...../-
		<u>20</u> - <u>20</u>	Rs...../-
13.	The Tenderer must submit self-attested Income Tax Return for the two Financial Year furnished in 12.a above, with their Technical Bid. (Must Condition) .	Yes /No	If NO, bid will be disqualified
14.	Is any of your Director/Employee or his/her Immediate Relative on the payroll of 'AIESL' (if Yes, give details)	Yes /No	If YES, bid will be disqualified
15.	Has any Director/Partner/Proprietor been convicted any time by court of law? (if Yes, give details)	Yes /No	If YES, bid will be disqualified
16.	Agree to all the terms and conditions of this tender (Must Condition)	Yes /No	If NO, bid will be disqualified
17.	Applicable Legal/Statutory Requirements Compliance: Agreeing to comply with all the Legal/Statutory requirements.	Yes /No	If NO, bid will be disqualified
18.	Agreeing to Indemnify AI Engineering Services Limited as per Annexure X, if such to Indemnify Bond to be attached with the Technical Bid.	Yes /No	If NO, bid will be disqualified

19. Undertaking: (To be agreed & signed by the Tenderer):

All the provisions of the Contract Labour Regulation and Abolition (CLRA) Act and rules made there under shall be complied with, if the same are applicable to the successful Tenderer

It is confirmed that in case Contract / LOI is awarded by 'AIESL' to the successful tenderer, payment of all statutory obligations especially – Minimum Wages/ESI/PF/GST etc shall be the responsibility of the Service Provider. In case, WCT becomes applicable on these services any time during the contract period, the Service Provider shall obtain WCT registration if not obtained earlier and submit a copy to 'AIESL' within 90 days of receipt of intimation from 'AIESL'. (Applicable, in case the Tenderer is not having WCT registration at the time of application of the tender).

It is confirmed that the Contract for "Providing Housekeeping and Gardening services at AIESL, MRO complex, RGIA, Hyderabad" **will be commenced within 15 days from the date of receipt of LOI (Letter of Intent)/Contract.**

It is confirmed that the registrations and licenses under all the applicable local and central taxes, laws and to be specified separately under each applicable tax/law/Act (i.e. GST Act/Work Contract Act/Provident Fund Act/Income Tax Act/Shop & Establishment Act/ESI Act etc.) shall be produced for verification/checking of AIESL or to a third party authorized by 'AIESL' / agencies of Govt. of India.

It is confirmed that the requisite works as per enclosed Work Scope would be commenced and executed to the satisfaction of 'AIESL'.

It is confirmed that Financial Bids submitted are valid for a period of 90 days from the date of opening of the Technical Bids. AIESL may extend this period if required.

It is confirmed to have carefully gone through, have understood and hereby agree to abide by all the Specific/General Terms & Conditions, Work scope and Specifications governing the tender.

It is confirmed that the information given in the tender is true and correct to the best of my knowledge and belief and nothing material is concealed and authorized to sign the tender document.

Date: Name & Signature of Auth. Signatory:.....
 Place: Designation of Auth. signatory:
 Company Name & Seal:

CHARTERED ACCOUNTANT 'S CERTIFICATION

I,C.A(Name) _____ Membership Number _____ have verified the above details as per the documents /records submitted for verification and hereby certify that the above statement is correct.

Signature of C.A _____ & Seal



AI ENGINEERING SERVICES LIMITED: HYDERABAD

Tender No: AIESL/MRO/HK/2022/988

Date: 21.10.2022

Subject: Tender for Award of Rate Contract for providing Housekeeping and Gardening Services at AI Engineering Services Limited, RGI Airport, Shamshabad, Hyderabad.

ANNEXURE –IV

PRICE BID

Sl.No (a)	SERVICE DESCRIPTION (b)	UOM Total Area in Sq. Mtr (c)	Rate per Sq. mtr per month in INR Rs. (Both in figures and Words)	
			Amount per month Rs. (in Numbers) (d)	Amount per month Rs. (In Words) (e)
1.	DAILY – Carrying out the Housekeeping works as per the scope of works/requirement shown in Part I in Annexure–I by deploying appropriate manpower & equipment’s including consumables at MRO Complex, AI Engineering Services Limited, Hyderabad	DAILY 17514 Sq. mtr	Rs. _____ _____/-	(Rupees.....only)
2.	WEEKLY – Carrying out the House keeping works as per the scope of works/ requirement shown in Part I in Annexure–I by deploying appropriate manpower & equipment’s including consumables at MRO Complex, AI Engineering Services Limited, Hyderabad	WEEKLY 6724 Sq. mtr	Rs. _____ _____/-	(Rupees.....only)
3.	Daily Sweeping/ Cleaning of All Roads/Parking/Open area(other than Garden Area) as indicated in Part II in Annexure–I by deploying appropriate man power & equipment’s including consumables at MRO Complex, AI Engineering Services Limited, Hyderabad	DAILY 2727 Sq. mtr	Rs. _____ _____/-	(Rupees.....only)
4.	GARDENING -DAILY Open area(other than Roads/Parking) as indicated as Garden Area in Annexure–I by deploying appropriate manpower & equipment’s including consumables at MRO Complex, AI Engineering Services Limited, Hyderabad	DAILY 1765 Sq. mtr	Rs. _____ _____/-	Rupees...../-
	GRAND TOTAL		Rs. _____ _____/-	Rupees...../-

Please indicate the % of GST and also the amount on which it is applied for Housekeeping Services.

% CGST in Rs./- (In words).

% SGST in Rs./- (In words).

Please indicate the % of GST and also the amount on which it is applied for Gardening Services.

% CGST in Rs./- (In words).

% SGST in Rs./- (In words).

Contd...Annexure IV



PRICE BID TERMS AND CONDITIONS:

Price bid shall be evaluated on the basis of overall lowest party (L1) calculated by the rate quoted as above. Service charges includes minimum wage also.

The Bidder should quote price for Housekeeping and Gardening Services in the AI Engineering Services Limited, MROComplex,RGI-Airport,GateNo.3,Shamshabad, Hyderabad–500108,Telangana considering:

1. As one job on per month basis.
2. Rate quoted shall be for complete Job of Housekeeping and Gardening Services.
3. In the Premises of AI Engineering Services Limited as per Scope of Work –Annexure-II.
4. The rate to be quoted are inclusive of labour charges and cost of materials and all applicable statutory Govt. Taxes, Levies, Cess, as on the last date of submission of Tender except GST (if applicable). GST % (if applicable) pertaining to rendering of such service to be mentioned separately and the same will be paid by production of proof of such payments. The quoted rate should be inclusive of transportation charges & other incidental charges etc.
5. The rates should be firm and valid for the contractual period of two years from the date of commencement of contract and its extension thereof (if any). No enhancement of rates will be entertained during the contractual period and its extension thereof (if any) at any circumstances whatsoever.
6. Any imposition of any new statutory Govt. Tax and Levy only, during subsistence of the contract, pertaining to rendering of such service will be to AIESL account. The Service provider will have to provide proof for the same to AIESL authority for incorporating necessary amendment in the contract.
7. Separate Sheet may be attached if the Bidder wants to give any additional information.
8. Arithmetical Errors
 - a) If there is any discrepancy between the unit price and the total price that is obtainable by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected by the purchaser accordingly.
 - b) If there is any error in the total corresponding to the addition or subtraction of subtotals, the subtotal shall prevail and the total shall be corrected accordingly.
 - c) If there is a discrepancy between words and figures, the amount in words shall prevail unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

MOST IMPORTANT

L-1 WILL BE ARRIVED AT BASED ON THE GRAND TOTAL (EXCLUDING TAXES) OF MONTHLY OUTFLOW CALCULATED BASED ON THE RATE QUOTED BY THE TENDERER.

Undertaking:

1. I have carefully gone through and have understood the General Terms & Conditions, Work scope of the tender.
2. The Price bid shall be valid for 90days from the last date of opening of Technical Bid.
3. I hereby confirm that I am authorized to sign the tender document.
4. All the pages of the Price Bid are signed also over writing are signed.

Signature of Authorized Person: _____

Name of Authorized Person: _____

Designation: _____

Company Name & Seal: _____

Date: _____

Place: _____



AI ENGINEERING SERVICES LIMITED: HYDERABAD

Tender No: AIESL/MRO/HK/2022/988

Date: 21.10.2022

Subject: Tender for Award of Rate Contract for providing Housekeeping and Gardening Services at AI Engineering Services Limited, RGI Airport, Shamshabad, Hyderabad.

ANNEXURE - V

CHECK LIST

Tenderers are required to fill up the check list below. Kindly Tick at the appropriate place

1.	Have you filled and signed all the pages of Scope of Works, Terms (Annexure II) and Specific Conditions and General Terms & Conditions	YES	
2.	Have you filled, signed, enclosed Technical Bid (Annexure III) and obtained certification from Chartered Accountant.	YES	
3.	Have you filled and signed in covering letter (Annexure VI).	YES	
4.	Have you filled and signed in covering letter (Annexure VI).	YES	
5.	Have you filled and signed Bid Security Declaration Form (Annexure IX).	YES	
6.	Have you enclosed EMD for Rs.5000/- along with Technical Bid.	YES	
7.	Have you filled and signed Price Bid Form (Annexure IV).	YES	
8.	Have you enclosed all the above Annexures viz Annexure I to VII and Bid Security Declaration in Cover 1 .	YES	
9.	Have you enclosed Price Bid (Annexure IV) in Cover 2 .	YES	
10.	Have you put both Covers 1 and 2 in a Master envelope in Cover 3 .	YES	

DATE:

TENDERER'S NAME

**TENDERER'S SIGNATURE
& SEAL**



AI ENGINEERING SERVICES LIMITED: HYDERABAD

Tender No: AIESL/MRO/HK/2022/988

Date: 21.10.2022

ANNEXURE - VI

COVERING LETTER

FORMAT OF COVERING LETTER WITH WHICH DULY FILLED-IN TENDER DOCUMENTS ARE TO BE SUBMITTED BY THE TENDERER ON THE LETTER HEAD OF THE TENDERER (TO BE SUBMITTED ALONG WITH TECHNICAL BID)

To:

General Manager (Engineering)
AI Engineering Services Limited,
MRO Complex, Near Gate No.3, RGI Airport,
Shamshabad, Hyderabad 500108.

Dear Sir,

Subject: Tender for Award of Rate Contract for providing Housekeeping and Gardening Services at AI Engineering Services Limited, RGI Airport, Shamshabad, Hyderabad.

Ref. No.: **Tender No: AIESL/MRO/HK/2022/988**

Date: 21.10.2022

We have gone through the Tender documents posted by you on the website consisting of covering letter and Terms and Conditions and are pleased to submit Technical Bid and Price Bid.

We agree to accept the terms and conditions as stipulated.

Thanking you,

Yours faithfully,

Company Seal

Signature

Phone No.

Name

Fax No.

Designation

E-Mail.

Name of Company

Address:

Duly signed tender in sealed cover to be submitted in person at the following address on or before **1400 hrs on 11.11.2022.**

Assistant Manager - Pers.,
HR Dept., 1st Floor, A I Engineering Services Limited,
MRO Complex, Near Gate No: 3, RGI Airport,
Shamshabad, Hyderabad-500108
Phone No. 040-23477516/519



AI ENGINEERING SERVICES LIMITED: HYDERABAD

Tender No: AIESL/MRO/HK/2022/988

Date: 21.10.2022

ANNEXURE - VII

(To be submitted along with Technical Bid)

UNDERTAKING FROM BIDDERS

I / We
confirm that I / we do not have any Director/Employee or his/her Immediate Relative, who is an Employee of AIESL or its subsidiaries and is likely to benefit us during the Award / Implementation of the contract /PO.

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 as the case may be. AI Engineering Services Limited, AIAHL or its subsidiary will have the sole discretion to do so and such cases cannot be referred for arbitration.

SIGNATURE:

SEAL OF THE COMPANY:



AI ENGINEERING SERVICES LIMITED: HYDERABAD

Tender No: AIESL/MRO/HK/2022/988

Date: 21.10.2022

ANNEXURE - VIII

(To be submitted along with Technical Bid)

LETTER OF AUTHORIZATION FOR BID OPENING

To
HR Department,
AI Engineering Services Limited,
MRO Complex, RGI Airport, Shamshabad,
Hyderabad-500108

Subject: Authorization for attending Bid opening

Tender No. _____ Closing Date: _____

Opening Date _____ Opening Time _____

The following person(s) are hereby authorized to attend the bid opening for the tender mentioned above on our behalf.

Sl. No	Name	E-Mail id	Contact No.	Signature
--------	------	-----------	-------------	-----------

I.

II.

Authorized Signatory

Signature:

Seal of the company:

Note:

1. Applicable if Authorized Representative is deputed.
2. Permission for entry to the hall where bids are opened may be refused in case Authorization as prescribed above is not received.
3. The Authorized Representatives, in their own interest, must reach the venue of bid opening well in time.
4. The Authorized Representatives must carry a valid Photo Identity Card.



AI ENGINEERING SERVICES LIMITED: HYDERABAD

Tender No: AIESL/MRO/HK/2022/988

Date: 21.10.2022

ANNEXURE – IX

BID SECURITY DECLARATION FORM
(On Company Letter Head)

To (Insert complete name and address of the Buyer/ Purchaser)

I/We the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification. If I am/ we are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail to execute the contract, if required, or (ii) fail to furnish the Performance Security, in accordance with the instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I/ am/we are not the successful bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder: or (ii) thirty days after the expiration of the validity of my/ our Bid.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the Bid Security Declaration)

Name: (insert complete name of person signing the Bid Security Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Date on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)



Tender No: AIESL/MRO/HK/2022/988

Date: 21.10.2022

ANNEXURE – X
INDEMNITYBOND

THIS INDEMNITY BOND is executed on this _____th Day of _____ 2022,
by _____
_____ having, its Registered Office
at _____ here in after referred to as
Service Provider (which expression shall unless it be repugnant to the context to the meaning thereof
shall be deemed to mean and include its successor and assigns).

Whereas _____ (name of the Service
Provider) shall enter into an agreement with M/s. AI Engineering Services Limited, a Company
hereinafter referred to as "AIESL" incorporated in New Delhi under Companies Act, 1956 having, its
Regd. Office at IInd Floor, CRA Building, Safdarjung Airport, New Delhi- 110003 (which
expression shall unless it be repugnant to the context to the meaning there of shall be deemed to
mean and include its successors and assigns).

And whereas the Service Provider by means of an agreement shall provide (Comprehensive House
Keeping and Gardening Services to AIESL, MRO Complex at Hyderabad).

1. In terms of clause 3 of X, of the Specific terms and conditions in the Tender Document AIESL/MRO/HK/2022/988 date 21.10.2022, the Service Provider agrees to undertake to keep AIESL indemnified against any claims /cost / damages and penalties in respect of breach of any Labour Laws both Central and State.
2. In terms of clause XV of the Specific terms and conditions in the Tender Document the Service Provider agrees to be responsible for ensuring the compliance of Labour Laws both Central and State especially, but not limited to Employees State Insurance Act, 1948 and Workmen's Compensation Act, 1923, Employees Provident Funds & Miscellaneous Provisions Act 1952, Payment of Wages Act 1936, Minimum Wages Act, 1938, Contract Labour (Regulations and Abolition) Act, 1970, Employers' Liability Act, 1938, Maternity Benefit Act, 1961 and Bombay Labour Welfare Fund Act, 1953 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.
3. It is further agreed that the Service Provider shall, within One Month from the receipt of LOI (letter of intent), obtain Form-V from AI Engineering Services Limited and arrange license under Contract Labour (Regulation & Abolition) Act, 1970 issued by the Competent Authority & deposit a copy with AIESL at the time of commencement of the job. In the event of the Service Provider not being covered by the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 for any reason whatsoever, the Service Provider shall obtain a letter from the concerned labour authorities confirming the same.
4. It is further agreed that the Service Provider shall indemnify AIESL against any claim/s with regard to Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, Contract Labour (Regulations & Abolition) Act, Workmen Compensation Act, Bombay Labour Welfare Fund Act, any Acts / Laws prevailing during the validity of the contract applicable to the Service Provider and other emoluments / allowances payable to the workmen deployed by the Service Provider during the validity of the Contract. The Service Provider confirms that all records of payments including Wage Registers / Muster Roll / Bank Clearance Statements / Overtime incurred penalties and advances if any in respect of the workmen engaged by the Service Provider shall be maintained and produced as and when required by the AIESL and/ or any other third party including Government Agencies/Authorities.



5. All payments shall be made to the workmen deployed by Service Provider on a monthly basis. Attendance register incorporating all details of attendance in respect of the workmen deployed by them is to be maintained. The Bidder shall ensure that the disbursement of wages to the persons deployed /engaged by them shall be made on or before the 7th of each month. Payments are to be made each month in the presence of a nominated representative of the Management of the company. The signature of the nominated representative shall be obtained on the salary sheets, date of disbursement to be indicated and official stamp to be affixed.
6. The Bidder shall strictly ensure that Minimum Wages as stipulated by the appropriate Government is paid each month to the workmen deployed by them. The Bidder shall issue salary slips to each of the workmen engaged by them every month in respect of the wages paid. The Bidder shall ensure that the workmen deployed by them are granted a paid weekly off as per rules. This shall be a mandatory compliance.
7. The Service Provider further confirms that necessary ESI / PF payments in respect of the workmen engaged by the Service Provider shall be made during the tenure of the contract within the time schedule as specified under the applicable Acts and further indemnifies AIESL against any claim/s and liabilities arising out of the contract during the validity of the contract.
8. The Service provider also confirms that the relevant records pertaining to half yearly returns in respect of ESI and Annual returns in respect of PF filed by the service provider shall be submitted to the AIESL from time to time. The Service Provider also undertakes to produce the relevant documents in respect of the various returns and the payments made during the tenure of the contract in respect of the workmen engaged by the Service Provider before any third party, Government Agency / Authority. The Service Provider also confirms that the Service Provider shall maintain all records relevant to the record of ESI /PF deductions/ deposits made and shall produce the same before the AIESL as and when required and/ or required by any third party, Government Agency/Authority.
9. The Service Provider hereby indemnifies and agrees to keep the AIESL indemnified, during the period of the contract on account of non-compliance of whatsoever nature on the part of the Service Provider in the matter of all applicable legislations with regard to his employees deployed on contract awarded to them by the AIESL and even thereafter, to make good any losses, payments, penalties incurred by the AIESL.
10. We indemnify AI Engineering Services Limited and its subsidiaries, assigns, against any claim from ESI Authorities / PF Authorities and / or any other statutory bodies under various labour laws relating to claim with regard to the workmen deployed by us. WE further indemnify AIESL and its subsidiaries against any losses that may accrue/occur on account of Vigilance Case/s filed/to be filed by ESI authorities/PF Authorities and/or any other statutory body under various labour laws.
11. The Service Provider hereby indemnifies and agrees to keep the AIESL indemnified, against any clause else where as referred to in this tender document no. AIESL/MRO/HR/2022/988 dated 21.10.2022 which specifies so.

Signed, Sealed & Delivered

Within the named _____

Through their Director/ Proprietor/ Representative.

Witness:

- 1.
- 2.