



**Housekeeping, Upkeep & Cleaning of AIESL HQRS premises at Safdarjung Airport, New Delhi.110003**

**Tender No- AIESL/DEL/PPMM/RFQ/23-24/HQ/23047**

**Due Date: 24-07-2023**

**Subject: Housekeeping, Upkeep & Cleaning of AIESL HQRS. premises at Safdarjung Airport, New Delhi**

01. "AI Engineering Services Limited", hereafter called "AIESL" invites sealed/closed Public Tenders under two bid systems i.e. **Techno-commercial Bid-Part A and Price Bid- Part B** for the subject Services as per terms and conditions of the tender documents.

Tender document comprises the following :		
SN	Description	Annexure
i	General Terms & Conditions	Annexure-I
ii	Eligibility Criteria for the Bidders	Annexure-II
iii	Requirement and Scope of Work	Annexure-III
iv	Techno-commercial Bid Form Part-A	Annexure-IV
v	Performa for the letter of unconditional acceptance of the Terms and conditions of the Tender	Annexure-V
vi	Non-disclosure agreement from the bidder	Annexure-VI
vii	Format for Authorization letter for attending bid opening	Annexure-VII
viii	Price Bid Form Part B	Annexure-VIII
ix	Price Bid Opening	Notified to qualified bidders.

02. The tender can be downloaded from the "AIESL" website: [www.aiesl.in](http://www.aiesl.in).

03. **Important Points to be noted :**

Availability of Tender Documents	Tenders may be downloaded from 'AIESL' Website: <a href="http://www.aiesl.in">http://www.aiesl.in</a>
Last date/Time for clarifications and queries from the bidders.	20 <sup>th</sup> July 2023 till 2400 hrs.
Last date/ time for submission of Tenders	24 <sup>th</sup> July 2023 till 1400 Hrs.
Time for Opening of Technical Bid - Part A	24 <sup>th</sup> July 2023 at 1430 Hrs.

04. **Tender Fee:** There is no tender fee.

05. **Earnest Money Deposit:** "EMD" DD of Rs. 18,000/- (Rupees Eighteen Thousand only) favoring "AI Engineering Services Limited", payable at New Delhi, should be enclosed together with the Technical Bid - Part A. Tenders, without EMD, shall be rejected unless exemption certificate as mentioned in the Tender is enclosed.

06. **Contact for clarifications regarding requirement, Scope of work**

Chief Human Resource Officer  
AIESL Headquarters,  
Safdarjung Airport,  
New Delhi-110003

Attn: Mr. Madan Lal, Consultant-HR  
Email : [madan.lal@aiesl.in](mailto:madan.lal@aiesl.in)  
Phone: 011-24600782



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**07. How to submit tenders:**

Tenders are invited in the Two Bid system. Therefore, tender(s) be sealed/closed in separate envelopes containing and super scribing as under

**i) Techno-commercial Bid (Envelope-I) (sealed/closed):**

It shall contain duly filled "Technical Bid-Part A, "EMD" DD together with required documents as per Techno-commercial Bid Form and shall be super scribed with Techno-commercial Bid Part A / Tender No. **AIESL/DEL/PPMM/RFQ/23-24/HQ/23047 Due Date 24th July 2023 till 1400 Hrs.**

**ii) Price Bid (Envelope-II) (sealed/closed):**

It shall contain duly filled Price Bid-Part B and be super scribed with Price Bid / **Tender No. AIESL/DEL/PPMM/RFQ/23-24/HQ/23047. (NOT TO BE OPENED WITH TECHNICAL BID).**

**iii) Master Envelope-III (sealed/closed):**

Both the above (sealed/closed) envelopes (I&II) be put in a third envelope which should also be securely sealed/closed and be super scribed with "Quotations for **Tender No. AIESL/DEL/PPMM/RFQ/23-24/HQ/23047 Due Date 24th July 2023 till 1400 Hrs.**Bidders name and address to be written at one of the corners of this envelope.

**iv) Submission of Tenders:**

Tenders should be addressed to Deputy General Manager (Engg.-PPMM), AI Engineering Services Limited, New Delhi- 110037 and be dropped in the Tender Box kept at the following address on or before the due date/time:

**Deputy General Manager (E-PPMM)  
AI Engineering Services Limited  
New Avionics Complex,  
IGI Airport, Terminal-2,  
(Opposite New Customs House)  
New Delhi-110037**

08. Tenderers who wish to attend the Tender opening may do so OR send their representative with an authorization letter on their company letterhead as per Annexure-VII duly signed by their authorized signatory for presenting the same to the Tender Committee at the time of opening of the Tender at the above address, time and date.

09. "AIESL" reserves the right to reject any tender in part OR full OR annul the whole Tender process without assigning any reason.

SD/-

**Deputy General Manager (E-PPMM)  
AI Engineering Services Limited**



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**ANNEXURE-I**

**General Terms and Conditions**

1. Abbreviations used:

‘AIESL’ as used in the Tender document means “AI Engineering Services Ltd”.

‘EMD’ means “Earnest Money Deposit”.

‘SD’ means “Security Deposit” for the performance of services rendered under the contract.

‘PBG’ means Performance Bank Guarantee for satisfactory performance of services during the contractperiod.

‘DD’ means “Demand Draft” for EMD

‘BG’ means “Bank Guarantee” for 5% annual contract value towards ‘PBG’ & obtained from a Scheduled/Nationalized Bank, valid for contract period plus three months more time.

‘LOI’ means Letter of Intent.

2. ‘Contract’ means the Service Contract for “Housekeeping, upkeep & Cleaning Services of AIESL premises” as per Scope of Work given in the Tender and as signed between ‘AIESL’ and the successful Bidder.

3. The “Tenderer” / “Bidder” and /or “Party”/ “Service Provider” as used in the Tender document, shall mean the one who has signed the Tender Form and submitted the quotation in response to the Tender.

4. It is further clarified that any individual signing the Tender or other documents in connection with the Tender must certify whether he signs as :

i) A "Sole Proprietor" of the firm or constituted attorney of such sole proprietor.

ii) A partner of the firm if it is a partnership must have the authority to refer to arbitration, disputes concerning the business of the partnership either by the partnership agreement or a power of attorney. Alternatively, the Tender should be signed by all the Partners.

iii) Constituted attorney of the firm, if it is a Company.

iv) Authorized signatory of the firm.

5. The Technical Bids shall be evaluated based on details and documents provided by the Bidders in Envelope (I) containing EMD, Check List, documents in support of Eligibility Criteria.

6. The Price Bids of only technically qualified Bidders shall be opened at a later date for which separate information shall be sent to such parties. No intimation shall be sent to technically disqualified parties.

7. During the technical evaluation process, no correspondence/communication shall be entertained on the status of the bids.



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**8. Interpretation:-**

In the event of any difference in the interpretation of any of the clauses of the Service Contract/ Agreement and/or the Tender documents, the clarification given by Deputy General Manager (Engineering-PPMM), AI Engineering Services Limited shall be final and binding.

**9. Arbitration:-**

- a. Any dispute arising between the parties in respect of the construction, interpretation, application, meaning, scope, operation, or effect of the contract or the validity or breach thereof, shall first be settled by mutual consultation.
- b. If the dispute remains unresolved after 90 days from the date when the mutual consultation has started, then the unresolved dispute/difference shall be settled by arbitration by Arbitration and conciliation Act, 1996, and the award made in pursuance thereof shall be final and binding on the parties. The arbitral tribunal shall consist of a sole arbitrator to be mutually appointed by the parties.
- c. The place of Arbitration shall be Delhi, India.
- d. The cost of arbitration shall be borne by the parties as per directions of the presiding arbitrator.
- e. The venue of arbitration shall be New Delhi and the arbitration proceedings shall be carried out in English.

**10. Jurisdiction:-**

The construction, interpretation, validity, and performance of this Contract/Agreement shall be governed by the laws of India. Any disputes arising out of implementation of the Contract between AI ENGINEERING SERVICES LTD and Service Provider whatsoever shall be subject to the jurisdiction of NewDelhi / Delhi Courts Only.

11. Offers should be valid for consideration of 'AIESL' for 120 days from the date of opening of the Techno-commercial Bid Part-A
12. Tenders should be filled in prescribed forms duly signed and stamped. All prices are written / typed both in words and figures without any overwriting. Overwriting, if any, should be counter-signed by the Tenderer. In case of any discrepancy, the amount written in words shall be considered as final for evaluation of the Price Bid.
13. Tenderers are advised to study the Tender document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the Tender document with the full understanding of its implications.
14. Bids should be unconditional. In case of any condition, the Bid shall be treated as disqualified and shall be rejected.
15. The Tender and resultant contract is CONFIDENTIAL and anything contained in this document, shall not be disclosed in any manner, whatsoever. The undue publicity of the same by the Bidder of confidential process related to the Tender may result in the rejection of their bid /contract.
16. Bids prepared by the Tenderer shall contain all required information along with self-attested supporting documents as per details in Techno-commercial Bid-Part A

**17. UNDERTAKINGS by the Selected Bidder:**

- i. All the provisions of the Contract Labour (Regulation and Abolition) Act 1970 and rules made thereunder shall be complied with if the same applies to the successful Tenderer. In particular, if the said Act applies to the successful Tenderer, he/she shall obtain the required licenses under the Contract Labour (Regulation & Abolition) Act 1970 from the concerned Labour Authorities within 30 days of obtaining LOI/ Agreement as the case may be at his own cost and initiative and deposit a copy with "AIESL" at the time of commencement of the work. Necessary Form-III shall be furnished by "AIESL" on request from the Service Provider.
- ii. The Tenderer must give an undertaking that all the registrations under statutory provisions such as Provident Fund



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Act /ESI Act/Bombay welfare labour act etc. as applicable to the manpower shall be obtained, if applicable at the initiative and the cost of the bidder.

- iii. The Tenderer must give an undertaking that all the requisite, registrations and licenses under all the applicable local state and central taxes and laws and to be specified separately under each applicable Tax/Law/Act (i.e. GSTN / Income Tax Act / Shop & Establishment Act, etc.) shall be produced for verification/checking of “AI Engineering Services Limited” or to a third party authorized by ‘AIESL’ /Agencies of Govt. of India.
  - iv. The Tenderer would also provide an undertaking that on the spot checks can be conducted by “AIESL” /third party authorized by “AIESL”, anytime for verification of the quality of work/antecedents / credentials and shortcomings are to be overcome within the given time failing which “AIESL” shall be at liberty to impose the penalty.
  - v. For Execution of Contract. The tenderer must give an undertaking that the execution of the work shall be done as per the Work Scope of the Tender, within 30 days from the date of acceptance of the LOI.
  - vi. For Prequalification Criteria: The Technical qualification of the Tenderer and award of work would be subject to compliance of the Eligibility Criteria, Terms, and conditions & Undertakings as specified in the Tender and the LOI/ contract would be withdrawn if these requirements are not fulfilled.
18. It will be imperative for each Tenderer to fully acquaint himself with the local conditions and factors, which may have an effect on the performance of the resultant Contract and/or the cost.
19. Tender documents sent through Post or Courier will be at the risk of the Tenderer and ‘AIESL’ will not be responsible for any loss OR non-receipt OR late receipt of the Tender documents. Tenders received after the due date/time will not be entertained/considered. If the Tender Closing / Opening date is declared a Holiday by the Delhi Office of ‘AIESL’, the Last date for submission / Opening date will automatically stand extended to 24:00Hours of the next working date.
20. The Tenderer should have a working office in municipal limits of Delhi/NCR as on date of submission of the Tender. Tenderers shall give the official mailing address, email, and Phone numbers to which all correspondences shall be sent by ‘AIESL’. Also if the address is changed, the same shall be intimated to ‘AIESL’ immediately.
21. When deemed necessary, “AIESL” may seek clarifications on any aspect from the Tenderer.
22. “AIESL” reserves the right to accept OR reject any/ OR all bids partially and in full OR annul the Tender process and reject any OR all the bids at any time before the award of Contract without incurring any liability to the affected Bidder(s)/Tenderer(s) OR without any obligation to inform the affected Bidder(S)/Tenderer (s) on the grounds of such annulment/rejection.
- 23. Amendments and clarifications;**
- i) Amendments to this Tender, if any, will be hosted on ‘AIESL’ Website: [www.aiesl.in](http://www.aiesl.in) only and “AIESL” will not intimate the Tenderers individually of the same. The Tenderers are, therefore, advised to visit the ‘AIESL’ website regularly till the date of closing of the Tender.
  - ii) In case, if there is a change in Work-Scope OR Terms & Conditions after the release of the Tender but before its due dates, an amendment shall be issued & hosted on the ‘AIESL’ website. In this case, the due date shall be extended by 07 days. In this case, the Tenderers who have submitted their bids earlier to the amendment shall have an option to re-submit their bids, if they choose to do so but before the due date only.
24. Any notice by one Party to the other according to the Contract, shall be sent in writing to the address specified for that purpose in the Contract.



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**25. Subcontracting:**

- i) The Tenderer/Bidder shall not sub-contract the Work or any part thereof to any other person, concern, firm, or company.
- ii) Sub-contracting without the approval of “AIESL” may lead to 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 Tenderer/Bidder under the Contract.

**26. Claims for damages:**

- i) The Tenderer shall be solely responsible for the acts and deeds of staff deployed by him/her for AIESL duty. “AIESL” will, in no way, be responsible for violation of any rules/regulations/instructions of AIESL officials and OR concerned Govt. agency and /or for any loss or damage caused by the staffs to any employee of “AIESL” and /or to the third party and any such loss or damage shall have to be compensated/borne by the bidder / his / her staff.
- ii) “AIESL” shall promptly notify the Tenderer of any claims/deficiency on the part of the staff/ tenderer arising under /out of the Contract.
- iii) In case the Tenderer, having been notified by “AIESL”, fails to take remedial action within the stipulated time, “AIESL” may take remedial action at the “risk & cost” of the Tenderer. In this case, and the case of repeat default by the Tenderer, “AIESL” may terminate the Contract without prejudice to any other rights which “AIESL” may have on the Tenderer under the Contract.

**27. Supervision**

- a) Supervision of personnel provided by the Tenderer shall be his responsibility. Therefore, Tenderer must deploy his own Supervisor to monitor the work allotted to them on day to day basis without any extra cost.
- b) The Tenderer shall ensure the quality of work performed by its workers and in case of any complaint against a particular worker; the Tenderer shall have to replace such worker. In case of non-compliance of this condition, “AI ENGINEERING SERVICES LTD.”, shall have the right to refuse entry of any such worker.
- c) As far as possible, the Tenderer shall engage the same manpower for the Work defined in the Work-Scope so that there is continuity of Work and the quality of Work does not suffer.
- d) The Tenderer will provide uniforms to his personnel at his own cost. He will also ensure that the persons wear the uniform and keep it neat, clean, and tidy.

**28. Award of Contract, Acceptance, and Signing of agreement / Commencement:**

- i) The award of contract to the selected bidder, shall be subject to fulfillment (in addition to eligibility criteria and the undertakings) of the following conditions:
- ii) The selected bidder has to convey acceptance of LOI within 7 days from the date of the LOI.
- iii) The Tenderer has to execute an agreement of terms & conditions of the contract with “AIESL”, on an Rs.100/- non-judicial Stamp Paper within 30 days of his acceptance of the LOI.
- iv) The selected bidder shall deploy the housekeeping staff within 30 days from the date of acceptance of the LOI OR as specified in the LOI

**29. Exit Clause / Termination of the Contract:** The contract may be terminated under the following circumstances:

- i) “AIESL” may at any time terminate the Contract with immediate effect by giving written notice to the Tenderer, if the Tenderer becomes bankrupt OR otherwise insolvent, provided that such termination will not prejudice OR affect any right of action OR remedy which has accrued OR will accrue thereafter to “AIESL”. In this case, no compensation shall be made available to the Selected Bidder.
- ii) In case of unsatisfactory performance OR breach of any of the clauses of the Tender/ contract, “AIESL” shall issue a written notice of 30 days to the party to rectify the breach and improve the performance failing which “AIESL” shall be at liberty to terminate the contract without any further notice to the party. The party shall not have any right to dispute or question the judgment of “AIESL”, on its unsatisfactory performance.
- iii) Change of circumstances/ Operations etc: In case of change in circumstances /operations etc, “AIESL” shall have the right to terminate the contract by serving 30 days written notice to the selected Bidder. In this case, the Bidder shall not have any right to claim damages/compensation from “AIESL”.
- iv) General Termination: “AIESL” shall have the right to terminate the contract, without assigning any reason, by serving





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90 days written notice to the selected Bidder. In this case, the Bidder shall not have any right to claim damages/compensation from "AIESL".

- v) The successful Tenderer shall also be at liberty to terminate the Contract by providing to "AIESL" a 90 day written notice. However, the Bidder shall comply with all the contractual obligations during the notice period and thereafter, shall discharge the obligations arising out of the agreement till the termination.
- vi) On termination of the contract, the Service Provider shall arrange to surrender keys of space allotted to him for keeping consumables/belongings to the Personnel Department of AIESL. In case of any delay by the service provider in this regard, "AIESL" shall have a right to recover the incidental costs, if any.
- vii) The selected bidder, who defies the exit clause, will, however, not be allowed to participate in the immediate next TWO tenders floated for the same/similar jobs.

### **30. REJECTION OF BIDS (techno-commercial Bid & Price Bid):**

The Technical & Price Bids received in response to this Tender will be rejected forthwith without evaluation of the Tender response on the following grounds:

- i) If the Techno-commercial Bid and/or the Price Bid has been received after the due date and time.
- ii) If only the Techno-commercial Bid has been received and the Price Bid has not been received, and viceversa.
- iii) If the Techno-commercial Bid and/or the Price Bid have been received by fax or email.
- iv) If the Techno-commercial Bid and/or the Price Bid have been received unsigned/incomplete.
- v) If the Techno-commercial Bid and/or the Price Bid have been received in an open condition.
- vi) If the Techno-commercial Bid has been received without EMD OR if the EMD is lesser than the amount specified OR if the EMD has been submitted in a mode other than as specified in the Tender.
- vii) Tenders not accompanying required information and documents are liable to be rejected. Any request for subsequent submission of any information/documents may not be entertained.
- viii) Bids from Competitor Airlines / MROs or their subsidiaries are not invited and if received, shall be rejected.
- ix) Conditional bids (Technical/ Price bid) would not be accepted and shall be rejected.
- x) Bids not filled in the manner and as per formats shall be rejected.
- xi) Bids not fulfilling the pre-qualification criteria as specified in the tender shall be rejected during Technical evaluation.

### **31. Evaluation of Bids:**

- i) Technical Bids: The Technical Bids would be evaluated first for compliance of 'Pre-qualification Criteria' as specified in the Tender. "AIESL" may seek required information, documents, etc. at any time from the tenderer as it may consider necessary for evaluation of the bids.
- ii) Price Bids :
  - a) The Price Bids of only technically suitable Tenderers, who qualify the 'Pre-qualification Criteria' of the Tender, would be opened on a later date.
  - b) The date and time of opening of the Price Bids would be intimated in advance to technically qualified bidders only to participate in the opening of the Price Bids OR to send their authorized representatives to witness the opening of the Price Bids.

32. Queries from the bidders during Evaluation of Bids: During the process of the evaluation of bids, no queries shall be entertained from the bidders concerning the status of the bids.

### **33. Technically Disqualified Bids:**

- A. Price bids of the technically disqualified bidders would be returned to them after finalization of the Contract under intimation and against acknowledgment from the bidders.
- B. In case a bidder fails to collect the Price Bid within the stipulated time of 30 days, the bid shall be shredded in the "as is where is" condition after the expiry of 30 days.

### **34. Extension of the closing date / due date/ time of Tender:**

The date/time for submission of bids and opening of Technical Bids-Part A may be extended at any time, at the sole discretion of "AIESL".



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**35. Tender Fee :**

No tender Fee

**36. Earnest Money Deposit (EMD) :**

- i) The Tenderer will furnish along with Technical Bid-Part A, EMD of Rs 18,000/- (Rupees Eighteen Thousand Only) in the form of DD/Pay order drawn from a Scheduled / Nationalized Bank in favor of “AI Engineering Services Limited” payable at New Delhi.
- ii) The firms registered with NSIC/SSI /MSME (under its Single Point Registration Scheme) shall be exempted from the payment of earnest money deposit provided they are registered for providing manpower services they intend to quote against AIESL tender, provided attested copy of Certificate of Registration with NSIC / SSI /MSME is submitted. AIESL reserves the right to allow Purchase preference to SSI / NSIC registered firms or Public Sector Undertakings as admissible under the prevailing policy of Govt. of India.
- iii) Tenders received without EMD OR the lesser amount of EMD OR received in different mode, will berejected.
- iv) EMD so deposited shall not carry any interest.
- v) In case, the successful Tenderer refuses to accept the LOI/Contract OR fails to abide by any terms of the Tender/fails to commence the work within the stipulated time, EMD shall be forfeited.
- vi) In the case of a successful Tenderer, EMD can be adjusted in SD as a special case.
- vii) In case of unsuccessful Tenderers, EMD shall be refunded without interest, within a reasonable time after the finalization of the Tender.

**37. Security Deposit (SD):**

- i) The successful Tenderer, on the award of LOI/ Contract, shall deposit, and continue to maintain for the entire period of the agreement plus three months more time, a sum equivalent to 5% of the annual value of the Contract as estimated by “AIESL”. The SD shall be in the form of current law guidelines/valid DD/ Banker’s cheque / ‘BG’ from a Scheduled/Nationalized Bank.
- ii) The SD has to be deposited at the time of commencement of the contract but positively before submission of 1st Bill.
- iii) In case, SD is not deposited in time, the bills shall not be processed for payment.
- iv) In case of breach of Contract OR violation of any terms of the Contract, the SD may be forfeited.
- v) The SD shall not bear any interest and shall be refunded without interest only on successful completion of all the contractual obligations.

**38. Payment of monthly wages**

- a) The Tenderer shall distribute wages for the previous month to his personnel so deployed for the Work, not later than 7<sup>th</sup> of following calendar month through ECS only as to ensure that the prescribed minimum wages are paid for the applicable category of his employees. Deduction/Deposit of ESI/PF is compulsory and a proof of the same should be kept for verification by Personnel Department or any other third party including Government agencies.
- b) “AI Engineering Services Limited.” shall not be responsible for payment of wages and or any other emoluments to the personnel/workers of the Tenderer so deployed and it shall be the sole responsibility of the Tenderer to make payment to the said personnel/workers in time and the Tenderer shall at all time keep “AIESL.” indemnified against any claim from its personnel/workers in this regard.
- c) All records, documents under various statutory provisions including ESI/PF/Disbursement of monthly Wages etc. shall be maintained by the Tenderer and shall be open for inspection by an authorized representative of AI Engineering Services Limited/third party authorized by AIESL and Government Agencies.

**39. Applicable Rates & Validity:**

- i) Rates to be quoted in INR as per the format given in the Price Bid Form Part B only. Any deviation informat OR if rates quoted are conditional, the same shall be out rightly rejected.
- ii) Inclusions: The rates offered /finalized/agreed by the Tenderer shall be inclusive of manpower cost, Equipment cost i.e. Brooms, Swabs, wipers, Toilet Cleaning brush, cobweb remover, Vacuum cleaner, dusters, Bamboo khapachhi, extensible steel rod, rope etc.), provision for employees’ Name Badges, ID Cards, Uniform, substitution, etc., cost of raw material such as Naphthalene Balls, Phenyl, toilet cleaner, sawdust, disinfectant, Colin for Glass cleaning, Odonil for toilets, Liquid soap for hand wash, detergent, small plastic carry bags or equivalent for waste paper basket, large plastic carry bags or equivalent, container to carry waste/swept material, Supervisor/ Supervision cost, contract management fee, etc. all statutory payments like ESI/PF and Govt. Taxes /





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### **iii) Exclusions:**

- a) The GST on applicable rates is excluded. This would be paid/reimbursed, if applicable, together with the monthly bills as applicable from time to time.
- b) Statutory Payment i.e. Bonus is excluded and will be paid extra as per Payment of Bonus Act after submission of proof of payment.
- iv) Rate Negotiation: It is not the general practice of “AIESL” to carry out Post Tender Negotiations. Therefore, Tenderers are advised in their interest to submit their best quotes in response to this Tender. “AIESL”, however, reserves the right to carry out negotiations after evaluation of Price bids in exceptional cases with the L-1 bidder.
- v) Special Powers to “AIESL”: In case there is a tie between two selected bidders, AIESL shall have a right to ask both the bidders to offer a revised bid in a sealed envelope. The L-1 out of these two shall be entitled to an award of the contract.
- vi) Validity of Rates: Rates finalized & agreed will be valid for the contract period of one year and extended period of one year depending upon the satisfactory performance of the contractor.

### **40. Revision of Rates during contract period:**

- i) **General:** No request shall be entertained for an increase of Rates during the validity of the Contract and extensions, if any, under any circumstances except for Govt. Levy/Taxes/ Minimum wages and ESI & PF on increased Minimum Wages.
- ii) Revision due to increase in Govt. Taxes/ levy : In case, rate of GST is revised after the opening of Tender/issue of contract OR if any new Tax is introduced after starting of the contract, the same shall be payable to the selected bidder at new rates.
- iii) Revision due to Increase in Minimum wages:
  - a) In case the rates of minimum wages are increased by the Govt. of NCT of Delhi, the selected Bidder/Service Provider shall be allowed to claim the increased wages from the effective date as mentioned in such Notification by providing the proof of payment of the increased minimum wages to the respective workers engaged by the selected Bidder/Service Provider in proportion to the man-days reflected along with the names of the concerned workers/supervisor. The reimbursement towards payment of ESI and PF contributions made by the selected Bidder/Service Provider in the same manner, after submitting the proof of payment i.e. copies of ESI and PF Challans/ECR for the corresponding period. The increase/decrease in minimum wages, if any, will be applicable only after opening of the Price Bid.
  - b) However, in case, the rates of minimum wages are decreased by the Govt. of NCT of Delhi, AI Engineering Services Ltd. shall recover the excess payment concerning the minimum wages if payment of the same has already been done to the Service Provider.
  - c) The rates finalized & agreed to will remain firm during the Contract period and for an extended period, if any. No request shall be entertained for an increase in Monthly Charges for Contract Management during the validity of the contract and extensions, if any, under any circumstances.
  - d) The increase towards Minimum wages would be limited to the minimum number of workers as defined in Work-Scope or the monthly man-days actually deployed for the subject work as verified from the certified wage sheets for the preceding six months submitted by the tenderer/service provider, whichever is less. Any payment over and above made by the service provider shall not be reimbursed by AIESL.

### **41. Period of Contract / PO:**

- a. The contract period will be One year which may be extended by one more year at the same rates, terms, and conditions. The continuity of the contract shall depend on the satisfactory performance of the service provider which shall be reviewed from time to time. The observations of “AIESL” on performance shall be unchallengeable and final.
- b. The validity of the contract comes to an end IPSO FACTO by efflux of time unless or otherwise renewed/terminated.

### **42. Payment of Bills:**

The service provider shall submit his monthly Tax invoice mentioning GST Number of the Company and AI Engineering Services Ltd in duplicate, after certification from location in-charge, towards the services rendered in the previous month along with the wage sheet, bank transfer details of wages, Attendance sheet, copies of ESI and PF



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Challans (ECR) of the respective month to the office of Chief of Human Resources Officer, AI Engineering Services Limited, Safdarjung Airport, New Delhi for scrutiny & processing of the Bills.

The duly certified Monthly Bills after verification shall be forwarded to the Chief Financial Officer, AI ENGINEERING SERVICES LTD., for payment action. AI ENGINEERING SERVICES LTD will make the payment every month by an account payee cheque / electronic transfer such as NEFT/ECS/RTGS within 45 days of the submission of Bills for the undisputed amount. The Service Provider shall, along with his bills for the preceding month, submit the requisite proof of disbursement of wages as per Govt. Rules and proof of deduction and deposit of PF and ESIC etc. pertaining to the previous month to the workers engaged by him under the contract/ agreement with the AI ENGINEERING SERVICES LTD for the said job, as well as proof of payment of any other statutory dues to such workers, failing which the bills shall not be processed for payment. No advance payment shall be admissible in any case. Necessary deductions at source towards applicable taxes shall be done as per the rule applicable from time to time.

### **43. Recovery of Sum Due:**

- a. Whenever under the contract any sum of money is recoverable from the Service Provider, "AIESL" shall be entitled to recover such a sum by appropriating in part OR full from the SD already deposited by the Service Provider.
- b. In the event of the said SD 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. Should this amount be insufficient to cover the amount recoverable, the Service Provider shall pay to "AIESL", the balance amount, within 30 days of the demand by "AIESL".
- c. If any amount due to the Service Provider is set off from the SD, the Service Provider shall deposit fresh SD equal to the original value, immediately and in any case, not later than 24 days of intimation sent by "AIESL".

### **44. Penalty**

- a. In case the Successful Tenderer fails wholly or partly to carry out the assigned work within the assigned time or the work is not performed to the satisfaction of "AI Engineering Services Limited", the same shall be arranged through other agencies at the risk and cost of the Tenderer/Bidder/ Service Provider. In this case "AIESL" may terminate the Contract without prejudice to any rights which AIESL may have on the Tenderer under the Contract.
- b. No payment shall be made for the work which is not performed. Also proportionate deduction shall be made for the same.
- c. In case of receipt of any complaint regarding non-performance/unsatisfactory services/non-availability of material etc., a penalty of Rs.500/- for first instance, Rs.750/- for second instance and Rs.1,000/- on subsequent instances per location/section will be imposed at the sole discretion of AIESL. For the purpose of deduction of penalty the instances of complaints will be counted Department/section/location wise e.g. in case there are two complaints from one Department/section/location or from different Departments/sections/locations; these shall be treated separate instances.
- d. If the manpower/workers deployed found to be less than the minimum requirement on any day as defined in the work scope, three times penalty of applicable minimum wages will be imposed.(per person/per day)
- e. In case, it is found that the substandard material has been provided for cleaning/hand wash etc., a penalty of Rs.500/- will be imposed for each such instance in addition to the Lab Test charges incurred by AIESL.
- f. In case, the workers of the tenderer not found in uniform, a penalty of Rs.50/- will be imposed for each occasion/each worker at the sole discretion of AIESL.
- g. Upon receipt of such complaint/notice from AIESL, the Tenderer shall, with all reasonable speed but not later than 3 days, remove the shortcomings, without prejudice to any other rights, which AIESL may have against the Tenderer under the Contract.
- h. If the Tenderer having been notified, fails to remove the shortcomings within 3 days period, AIESL may proceed to take remedial action as may be necessary at Tenderer's Cost and risk and without prejudice to any other rights which AIESL may have against the Tenderer under the Contract.
- i. In case the payment of wages not made on or before 7<sup>th</sup> of the following month a penalty of 1% of the total bill value for each month of default or part thereof will be imposed.

### **45. Indemnification of claims/damages or penalty by the bidder/ Service Provider :**

- a. The Tenderer/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 Staff deployed by them.
- b. "AIESL" will not be responsible for any injury sustained by Service Provider's staff during performance of their



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- duties and also any damage OR compensation due to any dispute between the service provider and its staff.
- c. Any expenditure incurred by “AIESL” to handle the incident / accident by the staff deployed, shall be reimbursed by the Service Provider failing which the same shall be recovered from the SD/ pending OR future bills of the Service Provider.

### **46. Indemnification for compliance with Statutory Obligations by the bidder:**

- a. The selected bidder shall indemnify, AIESL to discharge its obligations as provided under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous Provision Act, 1952, the Employees State Insurance (ESI Act, 1948, the Contract Labour (Regulation & Abolition) Act, 1970, the Inter-State Migrant workman (Regulation of Employment & Conditions of Service) Act, 1979, The Minimum Wages Act, 1948, the Payment of Wages Act, 1936, the Payment of Bonus Act, 1965, the Workmen’s Compensation Act 1923, and other relevant Acts, Rules & Regulations, instructions, etc. issued/ enforced from time to time.
- b. On commencement of the contract, the selected bidder shall continue to have valid PF and ESI Code Nos and records of individual employees, till the conclusion of the contract.
- c. The service provider shall deposit ESI and PF contributions (both employees’ subscription and the employer’s contribution) before its due date but not later than the 24th of the following month and submit the proof of same to AIESL. In case, the proof is not submitted, AIESL shall have a right to settle the bills by withholding the amount equal to the employee’s subscription plus the employer’s contribution. However, notwithstanding, the above requirement, the service provider shall be liable for penal action as deemed fit.
- d. The service provider shall submit to “AIESL”, a statement showing deductions & deposit of ESI / PF contributions in respect of staff deployed for “AIESL” as and when demanded.
- e. AIESL shall not be responsible to provide any canteen, medical and / or transport facility to any personnel of the tenderer.
- f. AIESL shall not be responsible for any injury sustained by service provider’s personnel during the performance of their duties and also any damage or compensation due to any dispute between them. Any expenditure incurred by the AIESL to handle any such situation arising out of the conduct of deployed personnel or otherwise shall be deducted from the bills / security deposit of service provider.
- g. The Service provider has to be ensure that the disbursement of wages to his employees will be made through ECS only so as to ensure that not less than the prescribed minimum wages are paid, as notified from time to time by the State Govt. in respect of each of the applicable category of employees. The wages should be paid on or before 7<sup>th</sup> of the month following.

### **47. Verification of credentials:**

- a. The selected bidder should ensure verification of character and antecedents of their staff through Local Police before deployment to “AIESL” since “AIESL” is a “protected industry” and Indian Airports are “protected areas”
- b. The Service Provider shall furnish a copy of Police verification of staff deployed, with their photograph to CHRO, AIESL, SAFDARJUNG AIRPORT, NEW DELHI-110003 for record purpose.
- c. The Service Provider shall issue photo identity cards to the staff deployed on “AIESL” duty. The staff shall carry and show the ID card, as and when demanded by AIESL Security Staff.

### **48. Compliance with Security regulations (wherever applicable) :**

- i) The staff so deployed must have photo ID cards provided by the Tenderers under his signatures, company’s name, and seal to be shown if and when demanded by “AIESL” officials
- ii) The Bidder / Service Provider shall ensure that all the safety and security regulations of “AIESL”, AAI or any other agency associated with Security are strictly adhered to and complied with by Staff deployed.
- iii) Any violation of security regulations and indulging in illegal activities by the staff will be at the cost and risk of the Bidder/ Service Provider.
- iv) The Bidder/ Service Provider should ensure verification of character and antecedents of his staff by Police before deployment, since “AIESL” is “protected industry” and Airport is “protected area”. Every staff’s photograph, copy of Police verification of character and antecedents, and Contractor’s undertaking to be furnished to Security Department.
- v) The Bidder/Service Provider shall provide at his own cost proper uniforms to all the staff.
- vi) Any lapse noticed on the part of Bidder/ Service Provider or his/her employee for involvement in



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theft/pilferage/malpractices, shall be enquired into by “AIESL” security/ other officials and suitable action including legal proceedings initiated for breach of Contractual liability and also it will attract penal provisions under the law.

- vii) The Bidder/ Service Provider shall take responsibility for the good conduct of its staff in “AIESL” premises. If any of the Bidder’s/Service Provider’s employees are involved in any theft/pilferage of property of “AIESL” kept / present in their areas of Work, “AIESL”, reserves the right to impose a penalty on the service provider apart from initiating any legal ramifications.
- viii) It will be the responsibility of the Bidder/ Service Provider to ensure that no unauthorized personnel other than those deployed specifically for the Work, gains access to the AIESL premises where the services are to be provided.
- ix) Any deviation from the above-mentioned instructions i.e. failure to return photo IDs within 10 days of retirement, resignation, termination of any employee, would be treated as a lapse on the part of the service provider.

**49. Relationship:**

The relationship shall be on ‘Principal to Principal Basis’. Nothing contained shall be construed or interpreted as constituting a partnership agency or joint venture or any association between the parties. Neither party shall have any right, power, or authority to enter into any agreement or act in any manner on behalf of the other.

**50. Addition/ Deletion of Scope of Work or Increase/Decrease in Manpower:**

AIESL reserves the right to add /delete any scope of work or to increase/decrease the strength of manpower, considering the company’s requirement or due to any unforeseen circumstances. While doing such Addition/ Deletion of Scope of Work or Increase/ Decrease in Manpower, there will be no change in the Contract Management Fees during the validity of the Contract and extensions, if any, under any circumstances.

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**ANNEXURE-II**

**ELIGIBILITY CRITERIA FOR THE BIDDERS**

**Pre-qualification Criteria for the Bidders :** The prospective bidder(s) should be experienced and resourceful “Service Providers” fulfilling the following eligibility criteria:-

- The Tenderer should not be any Competitor Airline / MRO or its subsidiary Company.
- The Tenderer must be a Firm / Company registered under the Indian Co.’s ACT 1956 OR Indian Companies Act 2013.
- The Tenderer must have satisfactory experience of minimum Three (03) years (after 01/01/2019 up to the date of opening of the Technical Bid – Part A) in housekeeping / upkeep / cleaning of premises of a reputed organization i.e. Government Offices or Agencies / PSUs / Railways / Hospitals / Hotels / Airlines / MROs, etc. Self-attested copies of Contract(s)/relevant supporting document(s) as a proof of satisfactory experience must be enclosed along with the Technical Bid – Part A.
- The Tenderer must have an Average Annual Financial turnover of **Rs.2.75 lakh** for the financial years 2019-20, 2020-21 and 2021-22. Copies of Audited Balance Sheets, if required, ITR and P&L Account for the financial years 2019-20, 2020-21 and 2021-22 duly signed by the Proprietor/Director should be enclosed as a proof of above.
- The Tenderer must have PAN/GIR No., GST Registration at the time of application of the tender. Self-Certified copy of each to be enclosed with the Technical Bid – Part A.
- The tenderer must have ESI & PF Registrations at the time of the application of the tender. Self-Certified copy of each to be enclosed along with the Technical Bid – Part A.
- The Tenderer should have a working office in municipal limits of Delhi/NCR as on date of submission of the Tender (A documentary proof thereof, i. e. self-attested copy of lease agreement / electricity bill/ telephone bill may be enclosed).
- Along with Technical Bid, the bidder shall furnish EMD of ₹ 18,000/- by way of valid DD/PO/ Banker’s Cheque drawn in favour of the AI Engineering Services Limited payable at Delhi. Firms having valid registration with NSIC under single point registration system are eligible for EMD exemption. Valid certificate of registration with NSIC must be provided for tenderer seeking exemption of EMD.
- Competitor Airlines / MROs or its subsidiary Companies are not permitted to quote in this Tender. In case,if it is found at any stage that the bidder is a Competitor Airline / MRO or its subsidiary Company, their bids shall be rejected and their EMD shall also be forfeited. Any other action as the deemed fit may also be taken. No, representation/appeal in this regard shall be admissible.

**NOTE: Possession of PAN/GIR, PF, ESI and GST Registrations, are must at the time of application of Tender irrespective of physical location of the establishment of the Tenderer. For example, if PAN/GIR, PF/ESI & GST are not applicable at the location where the Tenderer is located and/or if the Tenderer is not having the required number of manpower for PF Registration that does not mean that PAN/GIR, PF/ESI/ GST exemption will be allowed to the Tenderer for the subject Tender. Copy(s) of documentary proof as required above must be furnished along with Technical Bid-Part A. Replies such as ‘Applied for’ or ‘Under Process’ shall not be acceptable under any circumstances.**





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**ANNEXURE-III**

**REQUIREMENT AND SCOPE OF WORK**

**1. Location:**

- a) Office space in basement at Admin building, Safdarjung Airport (approx. **472.86** Sqm) – No Toilets
- b) Room No. 13, 14 & 24 on Ground Floor at Admin Building, Safdarjung Airport (approx. **131.94** Sqm) – No Toilets
- c) Office Space at entire Second Floor in CRA Building, Safdarjung Airport (approx. **756.25** Sqm) – with Two Toilets (One Gents and One Ladies)

Total Space – approx. 1,361.05 Sqm

**2. Office Timings/Days:**

General shift: 0930 Hours to 1800 hours – Monday to Friday (Except Saturday, Sunday and Holidays)

**3.Details of Premises**

SN	Area	Description of work	Frequency
I	Offices	a) Sweeping, wet mopping with disinfectant & Dry mopping of Office Floors/Tiles.	Twice/day
		b) Cleaning of Dustbins	Twice/day
		c) Cleaning/Dusting of work stations/ furniture/fixture	Once/day
		d) Vacuum Cleaning	Once/Month
II	Toilets	a) Washing and Wet mopping of floors withDisinfectant	Twice/day
		b) Servicing and cleaning of urinals, latrines, washbasins, dustbins, etc.	Twice/day
		c) Cleaning of mirrors, tiles, etc	Once/day
		d) Acid cleaning of commode and urinals	Once/week & “as-and-when” required

**4. Other Cleaning Jobs**

i	Taking away of garbage/waste/swept waste material from the premises of the Company and disposing of the same at locations designated for garbage disposal by the concerned Municipal Authority.	Twice/day
ii	Removal of Waste materials/debris	Once/day
iii	Extensive cleaning of floors by scrubbing, washing with soaps, etc.	Once/week
iv	Cleaning of glasses, windows panes of rooms from Inside and outside.	Once/week



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v	Removal of cobwebs	Once/week
vi	Cleaning of electrical fittings e.g. ceiling lights, fans, exhaust fans, etc.	Twice/month

	Adequate number of manpower (unskilled category) should be deployed by the Services Provider / Tenderer to perform satisfactory services on all working days i.e. Monday to Friday (Except Saturday, Sunday & Holidays) but should not be less than the following Minimum Number of workers:  04 (including one Lady worker for Ladies Toilet)	
	<b>Location</b>	<b>No. of Manpower</b>
i	Office space in basement at Admin building, Safdarjung Airport (approx. 472.86 Sqm)	02
ii	Room No.13, 14 & 24 on Ground Floor, Admin Building, Safdarjung Airport (approx. 131.94 Sqm)	
iii	Office Space at Second floor in CRA Building, Safdarjung Airport (approx. 756.25 Sqm)	02 (01 Woman)
	TOTAL No. of Manpower	04

**Equipment/Consumables to be provided/used by the Service Provider for Housekeeping, upkeep & cleaning of AIESL office premises:**

<b>Equipment</b>	Brooms, Swabs, wipers, Toilet cleaning brush, cobweb remover, vacuum cleaner, dusters, Bamboo khapachhi, extensible steel rod, rope etc.
<b>Consumables</b>	Naphthalene Balls, Phenyl, toilet cleaner, sawdust, disinfectant, Colin for Glass Cleaning, Odonil for Toilets, Liquid soap for hand wash, detergent, small plastic carry bags or equivalent for waste paper baskets, large plastic carry bags or equivalent, containers to carry waste/swept material.
<b>Quality of consumables</b>	All consumables to be used for cleaning should be <b>BIS</b> marked.
<b>Availability of equipment/ Consumable</b>	All items must be available with service provider in advance for the use of at least one month.
<b>Completion of Jobs</b>	The cleaning of Offices/Toilets must be completed before start of the office/shift hours as mentioned against each location.
<b>Surprise Check</b>	Representative of HR/Concerned Department will always have a right for inspection regarding availability of workers deployed, Quality & Quantity of Material as mentioned above.

**NOTE:** In case of failure to execute the job as per work scope and to the satisfaction of AIESL and for not using of quality consumables as specified herein below, penalties shall be imposed as mentioned in Clause 44 of Annexure-I as the case may be.



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**ANNEXURE-IV**

**TECHNO-COMMERCIAL BID FORM – PART - A**

1	<b>Name of the Bidder / Co.</b>		
2	<b>Complete Address of the bidder/Co.</b>		
3	<b>Telephone No. / Mobile No./ email ID</b>		
4	<b>Name, Designation &amp; Mobile number of Contact Person.</b>		
5	<b>Technical Details of the Tenderer</b>		
i	Whether tenderer Co. is a Competitor Airline / MRO or its subsidiary Company. If yes, such tenderer is ineligible to quote. <b>(MUST BE NO)</b>	NO	
i i i	Whether Tenderer Co. registered in India under the Indian Company's ACT 1956 OR Indian Companies Act 2013 for last 3 years. <b>(Must)</b>	Yes / No	
i i i	Details of Regn of Co. / Firm. Self-attested copy of Regn. Certificate to be enclosed. <b>(Must)</b>	-----	Regn. No. Date
6. i)	Whether EMD / <b>original current DD of Rs 18,000/-</b> (Rupees Eighteen Thousand only) enclosed. <b>(Must)</b>	Yes / No	DD No... Date.....
i i i )	Whether EMD exemption is sought?  EMD exemption can be given to the Firms/ Cos, registered under single point registration of NSIC. In this case, a copy of a valid NSIC registration certificate is to be provided. Firms registered in SSIC are not eligible for EMD rebate is sought,	Yes / No	Regn. No. Valid upto.....
7	<b>Experience details</b>		
i	Whether having 03 years' experience of Housekeeping services, upkeep & cleaning from January, 2019 onwards to minimum three Govt. Deptts./ PSU's / Other Govt. or Private Institutions etc. Copy of PO and satisfactory performance certificate to be enclosed <b>(Must)</b> .	Yes /No.	
i i	Whether list of clientele together with the order copies, order value and satisfactory performance certificate from at least one Co each year to be enclosed. Minimum One order each year.	Yes/No	
8	Whether order copies and satisfactory performance certificate(s) enclosed. Performance Certificate for each order to be enclosed. <b>(Must)</b> .	Yes/No	
9.(i)	Whether having PAN Regn No. self-attested copy to be enclosed. <b>(Must)</b> .	Yes/No	Regn No, Date
(ii)	Whether self-attested copy(s) of Income Tax Returns for last 03 Financial years (2019-20, 2020-21, 2021-22) enclosed. <b>(Must)</b>	Yes/No	2019 – 20: 2020 – 21: 2021 – 22:
(iii)	Whether Tenderer is having an average turnover of <b>Rs. 2.75 Lakh or above,</b>		<u>Turn over</u> 2019 – 20:



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	per year for last 03 Fin yrs i.e. in 2019-20, 2020-21 & 2021-22 <b>(Must)</b>	Yes/No	2020 – 21: 2021 – 22:
(iv)	Whether self-attested copies of Balance Sheet for last 03 Fin years (2019-20, 2020-21, 2021-22) duly verified by Regd. Chartered Accountant enclosed in support. <b>(Must)</b>	Yes/No	2019 - 20 Yes/No 2020 - 21 Yes/No 2021 –22 Yes/ No
(v)	Whether self-attested copy(s) of Profit & Loss a/c for last 03 Fin years(2019-20, 2020-21, and 2021-22) enclosed in support of proof for Turnover. <b>(Must)</b>	Yes/No	2019 - 20 Yes/No 2020 - 21 Yes/No 2021 - 22 Yes/ No
10.	Whether having ESIC Regn No. self-attested copy be enclosed <b>(Must)</b>	Yes/No	Regn No..... Date.....
11.	Whether having PF Regn. No. self-attested copy to be enclosed ( <b>Must</b> )	Yes/No	Regn No..... Date.....
12.	Whether having GSTN self-attested copy to be enclosed. <b>(Must)</b>	Yes/No	Regn No... Date.....
13.	Whether having a working office in municipal limits of Delhi/NCR as on date of submission of the Tender (A documentary proof thereof, i. e. self-attested copy of lease agreement / electricity bill/ telephone bill may be enclosed).	Yes/No.	
14.	Whether Certificate for unconditional acceptance of all the terms and conditions of the tender enclosed as per format. <b>(Must)</b>	Yes/No	
24.	Whether duly signed non-disclosure agreement enclosed. <b>(Must)</b>	Yes/No	
16.	Whether rates quoted as per format for Fin Bid Form Part B. <b>(Must)</b>	Yes/No	
17.	Are you already doing business with “AIESL” or with any subsidiary Company of “AIESL”, in the same name OR under some other name? If so, please provide details.	Yes / No	If yes, details. ...
18.	Has your Co. been Black Listed by AIESL / any agency of the Airport or elsewhere? If yes, please give details.	Yes / No	If yes, details. ...
19.	<b>Bidders to please note :</b>		
I	Competitor Airlines / MROs or its subsidiary Companies’ are not permitted to quote in this Tender. In case, if it is found at any stage that the bidder is a Competitor Airline / MRO or its subsidiary Company, their bids shall be rejected and their EMD shall also be forfeited. Any other action as the deemed fit may also be taken. No, representation/appeal in this regard shall be admissible.		
20	<b>Undertakings: To be agreed &amp; signed by the tenderer (s)</b>		
i	It is confirmed that we are not a Competitor Airline / MRO or a subsidiary company of any Airline / MRO.		
ii	It is confirmed that we have the capability & capacity to provide the services as per terms of the Tender.		
iii	It is confirmed that we have carefully gone through, understood, and hereby agree to abide by all the Terms & Conditions, Scope of Work, and Specifications governing the tender.		
iv	It is also confirmed that the quoted rates are valid for 120 days from the date of opening of the Tech Bids.		
v	It is also confirmed that the information given in the Tender and documents attached are true and correct to the best of my knowledge and belief and nothing material is concealed.		
vi	It is also confirmed that I am authorized to sign the tender documents.		

**Signature of Authorized signatory:**

**Name & Designation:**

**Co. Name & Seal:Date:**

Place: New Delhi.



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**ANNEXURE-V**

**FORMAT FOR LETTER OF UNCONDITIONAL ACCEPTANCE OF TENDER TERMS & CONDITIONS OF THE TENDER**

**(TO BE ATTACHED WITH TECHNO-COMMERCIAL BID FORM-PART A)  
(TO BE TYPED ON THE LETTERHEAD OF THE BIDDER COMPANY)**

To  
Dy. GM (Engg.-PPMM)  
AI Engineering Services Limited,  
New Avionics Complex,  
IGI Airport, Terminal-2,  
New Delhi-110037.  
Email : aieslpurchase.nr@aiesl.in  
Phone: 011-25656068/7831

**Subject: Un-conditional acceptance of Terms and Conditions of the Tender.**

**Tender No- AIESL/DEL/PPMM/RFQ/23-24/HQ/23047**

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Please refer to your above-referred Tender for House Keeping, upkeep & Cleaning services of AIESL premises.

We hereby give our unconditional acceptance of all the terms and conditions including the scope of work as given in the tender.

We also confirm that we have submitted our response against the above tender for providing services of Housekeep, upkeep & cleaning of AIESL Premises management charges after due consideration of all the Technicalities and costs involved.

**Signature of Authorized signatory:**

**Name & Designation:**

**Co. Name & Seal:**

**Date:**

**Place: New Delhi.**



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**ANNEXURE-VI**

**NON-DISCLOSURE AGREEMENT FROM THE BIDDER**  
**(TO BE TYPED ON THE LETTERHEAD OF THE BIDDER COMPANY)**  
**(TO BE ATTACHED WITH TECHNICAL BID FORM-PART A)**  
**(This document is strictly private and confidential)**

To  
Dy. GM (Engg.-PPMM)  
AI Engineering Services Limited,  
New Avionics Complex,  
IGI Airport, Terminal-2,  
New Delhi-110037.  
Email : aieslpurchase.nr@aiesl.in  
Phone: 011-25656068/7831

**Tender No- AIESL/DEL/PPMM/RFQ/23-24/HQ/23047**

**Due Date: 24-07-2023**

**Sub: Non-disclosure Agreement**

**Subject: Housekeeping, Upkeep & Cleaning of AIESL HQRS. premises at Safdarjung Airport, New Delhi**

Dear Madam/Sir,

We acknowledge that during bidding for the above-referred tender of AI Engineering Services Ltd for providing Housekeeping, Upkeep & cleaning of AIESL Offices at AIESL Headquarters, Safdarjung Airport, New Delhi- 110003, we shall have access to and be entrusted with Confidential Information (commercial, technical, scientific, operational, administrative, financial, marketing, business, OR intellectual property nature OR otherwise), whether oral or written, relating to "AI Engineering Services Ltd" and its business that is provided to us under this Agreement. In consideration of "AI Engineering Services Ltd" giving access to us to the above premises and making Confidential Information available to us, we agree to the terms set out below:

- 1) We shall treat all Confidential Information as 'Strictly Private and confidential and take all steps necessary to preserve such confidentiality.
- 2) We shall use the Confidential Information solely for the preparation of our response to the above-referred Tender and not for any other purpose whatsoever.
- 3) We shall not disclose any Confidential Information to any other person or firm without the prior written consent of "AI Engineering Services Ltd".
- 4) This agreement shall continue perpetually, unless and to the extent that "AI Engineering Services Ltd" may release it in writing.
- 5) We acknowledge that No failure OR delay by "AI Engineering Services Ltd" in exercising any right, power, OR privilege under this agreement shall operate as a waiver thereof OR shall any single OR partial exercise thereof OR the exercise of any other right, power, OR privilege.
- 6) We have read this agreement fully and hereby confirm our acceptance of its terms.

**Yours' sincerely**

**Signature of Authorized Signatory: Name & Designation:**

**Co.**

**Name &**

**Seal:**

**Date:**

**Place: New Delhi.**



**Subject: Housekeeping, Upkeep & Cleaning of AIESL HQRS. premises at Safdarjung Airport, New Delhi**

**Tender No- AIESL/DEL/PPMM/RFQ/23-24/HQ/23047**

**Due Date: 24-07-2023**  
**ANNEXURE-VII**

**FORMAT OF AUTHORIZATION LETTER FOR ATTENDING BID OPENING**

**(ON COMPANY LETTERHEAD)**

To,  
Dy. GM (Engg.-PPMM)  
AI Engineering Services Limited,  
New Avionics Complex,  
IGI Airport, Terminal-2,  
New Delhi-110037.  
Email : aieslpurchase.nr@aiesl.in  
Phone: 011-25656068/7831

**Sub: Authorization for attending bid opening.**

**Subject: Housekeeping, Upkeep & Cleaning of AIESL HQRS. premises at Safdarjung Airport, New Delhi**

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

Sr. No	Name	E-Mail	Contact No.	Signature
1.				
2.				

**Authorized Signatory**

**With SEAL**

Note:

1. Permission for entry to the hall where financial bids are opened may be refused in case authorization letter as prescribed above is not received.
2. The authorized representatives, in their interest, must reach the venue of bid opening well in time.
3. The authorized representative must carry a valid photo identity.

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**Subject: Housekeeping, Upkeep & Cleaning of AIESL HQRS. premises at Safdarjung Airport, New Delhi**

**Tender No- AIESL/DEL/PPMM/RFQ/23-24/HQ/23047**

**Due Date: 24-07-2023**

**ANNEXURE-VIII**

<b>FINANCIAL OFFER – PART-B</b>		
1	Name of the Tenderer Company	
2	Address	
3	Telephone No./Email id/Mobile Tel No.	
4	Name of Contact Person	
<b>Monthly Rate for the job as per work scope at ANNEXURE-III</b>		
5	AI Engineering Services Limited HQRS Premises at Safdarjung Airport, New Delhi	Rs.....Per month (In figures) Rs..... Per month (in words)

**Notes:**

**1. Applicable Rates & Validity:**

- i) Rates to be quoted in INR as per the format given in the Price Bid Form Part B only. Any deviation in format OR if rates quoted are conditional, the same shall be out rightly rejected.
- ii) **Inclusions:** The rates offered /finalized/agreed by the Tenderer shall be inclusive of manpower cost, Equipment cost i.e. Brooms, Swabs, wipers, Toilet Cleaning brush, cobweb remover, Vacuum cleaner, dusters, Bamboo khapachhi, extensible steel rod, rope etc.), provision for employees' Name Badges, ID Cards, Uniform, substitution, etc., cost of raw material such as Naphthalene Balls, Phenyl, toilet cleaner, sawdust, disinfectant, Colin for Glass cleaning, Odonil for toilets, Liquid soap for hand wash, detergent, small plastic carry bags or equivalent for waster paper basket, large plastic carry bags or equivalent, container to carry waster/swept material, Supervisor/ Supervision cost, contract management fee, etc. all statutory payments like ESI/PF and Govt. Taxes / levies.
- iii) **Exclusions:**
  - a. The GST on applicable rates is excluded. This would be paid/reimbursed, if applicable, together with the monthly bills as applicable from time to time.
  - b. Statutory Payment i.e. Bonus is excluded and will be paid extra as per Payment of Bonus Act, 1965 after submission of proof of payment.
- iv) **Rate Negotiation:** It is not the general practice of "AIESL" to carry out Post Tender Negotiations. Therefore, Tenderers are advised in their interest to submit their best quotes in response to this Tender. "AIESL", however, reserves the right to carry out negotiations after evaluation of Price bids in exceptional cases with the L-1 bidder.
- v) **Special Powers to "AIESL":** In case there is a tie between two selected bidders, AIESL shall have a right to ask both the bidders to offer a revised bid in a sealed envelope. The L-1 out of these two shall be entitled to an award of the contract.
- vi) **Validity of Rates:** Rates finalized & agreed will be valid for the contract period of one year and extended period of one year depending upon the satisfactory performance of the contractor.
- vii) **General:** No request shall be entertained for an increase of Rates during the validity of the Contract and extensions, if any, under any circumstances except for Govt. Levy/Taxes/ Minimum wages and ESI & PF on increased Minimum Wages.
- viii) **Revision due to increase in Govt. Taxes/ levy :** In case, rate of GST is revised after the opening of Tender/issue of contract OR if any new Tax is introduced after starting of the contract, the same shall be payable to the selected bidder at new rates.



**2. Revision due to Increase in Minimum wages:**

- a) In case the rates of minimum wages are increased by the Govt. of NCT of Delhi, the selected Bidder/Service Provider shall be allowed to claim the increased wages from the effective date as mentioned in such Notification by providing the proof of payment of the increased minimum wages to the respective workers engaged by the selected Bidder/Service Provider in proportion to the man-days reflected along with the names of the concerned workers/supervisor. The reimbursement towards payment of ESI and PF contributions made by the selected Bidder/Service Provider in the same manner, after submitting the proof of payment i.e. copies of ESI and PF Challans/ECR for the corresponding period.
- b) However, in case, the rates of minimum wages are decreased by the Govt. of NCT of Delhi, AI Engineering Services Ltd. shall recover the excess payment concerning the minimum wages if payment of the same has already been done to the Service Provider.
- c) The increase/decrease of Minimum wages if any will be applicable only after opening of Price Bid.
- d) The rates finalized & agreed to will remain firm during the Contract period and for an extended period, if any. No request shall be entertained for an increase in Monthly Charges for Contract Management during the validity of the contract and extensions, if any, under any circumstances.
- e) The increase towards Minimum wages would be limited to the minimum number of workers as defined in Work-Scope or the monthly man-days actually deployed for the subject work as verified from the certified wage sheets for the preceding six months submitted by the tenderer/service provider, whichever is less. Any payment over and above made by the service provider shall not be reimbursed by AIESL.
- f) In case the quoted Rates are not found in compliance of applicable Labour Laws as per Work Scope, the Financial Bid will be rejected/will not be considered.

**3. L-1 Criteria: L-1 rates will be decided on the basis of overall rate quoted at Column No. 5 above only.**

**4.** The financial bid will be valid for 120 days from the date of opening of Technical Bid.

**5.** Any overwriting must be signed.

**6. Declaration:**

- i) I have carefully gone through and have understood and agreed to abide by the General Terms & Conditions, Work-scope and Specifications governing the tender.
- ii) That the above rates quoted had been filled after considering all the factors and all the costs and consequences related to the work scope, terms and conditions of the Tender.
- iii) I hereby confirm that I am authorized to sign the tender document.
- iv) All the pages of the Financial Bid (Annexure-VIII) i.e. Page 1 to Page 2 are signed and any corrections are duly counter-signed.

**Date:** \_\_\_\_\_

**Place :** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Co. Name & Seal:** \_\_\_\_\_