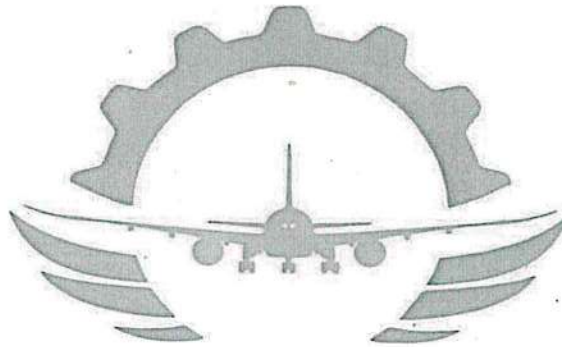


**Tender**

**For**

**Subject: Providing Manpower Services for Conducting Breath Analyzer Test at AIESL, MRO Complex, Shamshabad, HYD.**



**Issued by:**

**AI Engg. Services Ltd. (AIESL)**

**Telangana-500108**

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

**Contents**

S/N	Description	Page No.
1	Notice Inviting Tender NIT	03
2	Disclaimer	04
3	Abbreviations	05-06
4.	AIESL Introduction	07
5	General Terms of Tender (GTT)	08-11
6.	Guidance to Bidders	12-14
7	Other Terms and Conditions	15-19
8	Exemptions/Preference to MSMEs Units	19
9	Work Scope	20-21
10	Technical Bid Form	22-24
11	Technical Bid Evaluation Criteria	25-28
12	Financial Bid Evaluation Criteria	29-32
13	Award of Contract	33
14	Forms and Format	34-48

## 1. Notice Inviting Tender

AIESL, a public-sector undertaking is an aviation MRO. AIESL requires product/Service Provider for performing the services mentioned below. For this purpose, AIESL is inviting Service Providers (herein after referred to as SP) to quote for these services in 2(two) bid tendering process viz. technical bid as per Section 10 and Price Bid as per Section 12 .

SN	Brief Description of Goods/ services	Estimated tender value	Earnest Money (INR)	Remarks
1	Providing Manpower Services for Conducting Breath Analyzer Test at AIESL, MRO Complex, Shamshabad, HYD	Rs. 21,80,640/-	₹ 43,612/-	Bidders must submit the Bid Security or Earnest Money Deposit (EMD) (in INR) along with Technical Bid as mentioned in Guidance to Bidder

**Table 1:**

S/N	Criteria	Description
T1.1	Type of tender:	Manpower Service single stage-two-part bidding system i.e., Technical-bid and Financial Bid, please refer GeM portal for submission
T1.2	Selection Criteria	Least cost selection L1
T1.3	Date of issue of tender documents:	09/01/2026, day, 11:00 AM
T1.4	Pre-Bid Conference(If Applicable)	20/01/2026, 11:00 AM (Remotely or in person)
T1.5	Venue of Pre-Bid Conference (If Applicable)	AI Engineering Services Ltd. (AIESL), MRO Complex, Near Gate 03, RGI Airport, Shamshabad – 500108 Telangana Meeting can be attained either in offline or online. Online link will be provided for those who forward their interest to the mail id: <a href="mailto:dgmppmm.hyd@aiesl.in">dgmppmm.hyd@aiesl.in</a>
T1.6	Process to raise pre-bid queries.	Bidders may send pre-bid queries in writing to <a href="mailto:ramakrishna.setty@aiesl.in">ramakrishna.setty@aiesl.in</a> ; <a href="mailto:dgmppmm.hyd@aiesl.in">dgmppmm.hyd@aiesl.in</a> ; <a href="mailto:bala.murali@aiesl.in">bala.murali@aiesl.in</a> ; } before pre-bid meeting as per para T 1.4 as per the format specified in the RFP. Queries raised in writing will be discussed during the pre-bid Meeting. Verbal or telecom queries will not be entertained prior to or during the pre-bid meeting.
T1.7	Contact Number	Phone no: 040 – 23477636/637 / 692; 9160221608
T1.8	Closing date and time for submission of Bids	30/01/2026, 1500 Hrs
T1.9	Place of submission of Bids	Refer GeM Portal ( <a href="https://gem.gov.in">https://gem.gov.in</a> )
T1.10	Opening of Part 1- Technical Bid	Refer GeM Portal ( <a href="https://gem.gov.in">https://gem.gov.in</a> )
T1.11	Time, and date of Opening of Price (Financial) bid would be intimated later only to the bidders shortlisted in Part I.	Refer GeM Portal ( <a href="https://gem.gov.in">https://gem.gov.in</a> )
	Officer to be contacted for clarifications/ help:	<a href="mailto:ramakrishna.setty@aiesl.in">ramakrishna.setty@aiesl.in</a> ; <a href="mailto:dgmppmm.hyd@aiesl.in">dgmppmm.hyd@aiesl.in</a> ;
	Authority in whose favour all tender related financial instruments (DD, Banker cheque etc.) are to be made.	<a href="https://forms.eduqfix.com/aiengineering/add?formType=8489935188309188">https://forms.eduqfix.com/aiengineering/add?formType=8489935188309188</a> EMD/SECURITY Deposit PAYMENTS MUST BE DONE THROUGH AIESL PAYMENT GATEWAY ONLY. THE PAYMENT LINK IS PROVIDED ABOVE OR YOU MAY VISIT OUR WEBSITE @ WWW.AIESL.IN (AI Engineering Services Limited) and scroll to the bottom of the homepage to locate the Payments link. This will redirect you to the Qfix Payment Gateway. Select the "Vendor" option from the dropdown menu, choose the appropriate Payment Type for EMD, and fill in all the mandatory fields, including the EMD amount in Rupees.
	All Financial Instruments to be payable at:	Delhi



**2. Disclaimer**

2.1	The information contained in this tender document (hereinafter referred to as the "Tender") or and any information pertaining to the aforesaid subject matter provided subsequently to the applicants/bidders in anyform by AIESL – AI Engineering Service Limited (hereinafter referred to as "AIESL") shall be subject to the terms and conditions to which such information is provided contained herein and any other terms and conditions as may be prescribed by AIESL prior to award of the tender.
2.2	The purpose of this tender is to provide all bidders with the information that may be useful to them in the formulation of their proposals/bids (hereinafter referred to as "BID(S)") in response to this tender. The statements and facts contained herein, which reflect various assumptions and assessments arrived at by AIESL do not purport to contain exhaustive /all the information on the aforesaid subject matter that each applicant may require for the purpose of submitting their bids.
2.3	Each bidder should, conduct its own due diligence, investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, and information contained in this tender and shall obtain independent advice from appropriate sources at no cost to AIESL
2.4	The information provided in this tender to the applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. AIESL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
2.5	AIESL also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance by any applicant/bidder upon the statements contained in this tender.
2.6	AIESL may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this tender, from time to time till the close date of the tender.
2.7	The tender does not imply that AIESL is bound to select a bidder or to appoint the selected bidder and AIESL reserves the right to reject all or any of the bids without assigning any reason whatsoever at any time.
2.8	The bidder shall bear all its costs associated with or relating to the preparation & submission of its bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by AIESL, or any other costs incurred in connection with or relating to in bids. All such costs and expenses shall remain with the bidder and AIESL shall not be liable in any manner whatsoever for the same or any other costs or other expenses incurred by the bidder in preparation for submission of the bid, regardless of the conduct or outcome of the bid selection process as contained herein.



### 3. Abbreviations

S. No		
1.	AMC	Annual Maintenance Contract
2.	BA	Breath Analyzer
3.	BG	Bank Guarantee
4.	BIS	Bureau of Indian Standards
5.	CA	Competent Authority
6.	CVC	Central Vigilance Commission
7.	DFP	Delegation of Financial Power
8.	ECS	Electronic Clearing System
9.	EMD	Earnest Money deposit
10.	EUR	Euro
11.	EOI	Expression of Interest
12.	EPFO	Employees Provident Fund Organization
13.	ESIC	Employees State Insurance Corporation
14.	FM	Force Majeure
15.	GeM	Govt e-Marketplace
16.	GTC	General Terms & Conditions
17.	INR	Indian Rupees
18.	IP	Integrity pact
19.	MSME	Micro, Small and Medium Enterprises
20.	NEFT	National Electronic Fund Transfer
21.	NIT	Notice Inviting Tender
22.	NSIC	National Small Industries Corporation
23.	OEM	Original Equipment Manufacturer
24.	PAC	Proprietary Article Certificate
25.	PBG	Performance Bank Guarantee
26.	PO	Purchase Order
27.	PQC	Prequalification Criteria
28.	PR	Purchase Requisition
29.	PVC	Price Variation Clause
30.	QAC	Quality Assurance Certificate
31.	RA	Reverse Auction
32.	RC	Rate Contract
33.	RFx	Request for Quote/Information
34.	RTGS	Real Time Gross Settlement
35.	SD	Security Deposits
36.	AD	Airworthiness Directive
37.	ADF	Acceptable deferred Defect
38.	AMC	Annual Maintenance Contract
39.	AMM	Aircraft Maintenance Manual
40.	AMP	Aircraft maintenance Program
41.	AOG	Aircraft on ground
42.	C of A	Certificate of Airworthiness

43.	CAMO	Continuous Airworthiness Management Organization
44.	CMM	Component Maintenance Manual
45.	DFP	Dirty fingerprint
46.	EO	Engineering Order
47.	FH/FC	Flying Hours/Flying Cycles.
48.	IFSD	Inflight shut down
49.	IPC	Illustrated Parts Catalogue
50.	JEOC	Jet Engine Overhaul Shop
51.	LLP	Life Limited Parts
52.	MCM	Modification committee Meeting
53.	MEL	Minimum Equipment List
54.	MIREP	Maintenance reported defect
55.	MOQ	Minimum Ordering Quantity
56.	NHA	Next Higher Assembly.
57.	NIS	Nil In Stock
58.	OEM	Original Equipment Manufacturer
59.	PBH	Power By Hour
60.	PIREP	Pilot reported defect
61.	PRR	Premature Removal rate
62.	SB	Service Bulletin
63.	UOM	Unit of Measurement
64.	SP	Service Provider
65.	MAF	Manufacturer Authorization Form
66.	FMS	Facility Management System
67.	ITSM	Information Technology Service Management
68.	CAPEX	Capital Expenditure
69.	OPEX	Operational Expenditure
70.	DNS	Domain Name System

#### **4. AIESL Introduction**

AI Engineering Services Ltd (AIESL) a biggest DGCA (Directorate General of Civil Aviation) approved MRO Set up in India that can serve as a one-stop-shop for all engineering requirements at major Airports with pan India footprint i.e., Delhi, Mumbai, Hyderabad, Thiruvananthapuram, Kolkata, Nagpur etc.

With a great skill set, huge professional experience and competency, AIESL manages and maintains Airbus, Boeing & ATR's fleet with the Technical Dispatch Reliability of more than 99%. With major hangars and bases located at all the major metros.

Our Facilities includes Hanger Facility, Line and Base Maintenance, Engine Overhaul, Avionics Accessories shops and components shops, Structural Repairs, Cabin and seat Repair Facility, Landing Gear, Engineering Support Service, and many Specialized services. Our dedicated support team for AOG requests provides highly coordinated troubleshooting and engineering support round the clock.

##### **4.1 Future Planning**

The company is planning to improve revenue generation by way of providing MRO services pertaining to Existing Capabilities to third parties (through aggressive marketing) and acquiring new Capabilities. AIESL plans to acquire EASA Base Maintenance Capability to capture Aircraft Redelivery Business. It intends to expand on its MRO Services to the Defense sector such as DRDO/IAF/Indian Navy. To acquire EASA certifications for our Landing Gear overhaul Capability and CFM 56-5B Engine overhaul Capability, as also to upgrade ATEC Shop to service various components of A320 NEO Family Aircraft. Refer website Aiesl.in for further details.



## 5. General Terms of Tender

5.1	The bid shall be furnished under single stage-two-part bidding system i.e., Technical-bid and Financial Bid, please refer GeM portal for submission. AIESL invites bids from interested bidders to provide <b>"Providing Manpower Services for Conducting Breath Analyzer Test at AIESL, MRO Complex, Shamshabad, HYD"</b> through GeM portal considering L1 Least cost criteria for selection as per enclosed Bill of Quantity & Price. The complete tender can be downloaded from AIESL's website. aiesl.in
5.2	AIESL reserves the right to itself to postpone and/ or extend the date of receipt or to withdraw the Bid notice, without assigning any reason thereof, entirely at its discretion. In such an event, bidders shall not be entitled to any compensation, in any form whatsoever.
5.3	Bidders are advised to quote strictly as per terms and conditions of Tender and not to stipulate any deviation / exceptions.
5.4	Vague and ambiguous replies and replies such as "Refer covering letter, conditions of Bid etc. shall be avoided. Such replies shall be deemed to be incomplete and may prevent the Bid from being considered by the AIESL.
5.5	The bidders in their own interest are advised to be very careful while mentioning their rates in price bid in electronic form.
5.6	The services covered by this Bid Specification shall be executed strictly in accordance with the conditions specified in this Bid document. If any of the aforesaid condition is not clear to the bidder, clarification may be sought from the AIESL before submission of bids. Bidders are advised to accept all the conditions specified in the Bid document, to facilitate early finalization of bids. Separate set of commercial conditions (such as bidders' standard printed conditions) enclosed with the offer and any reference thereto may render the Bid liable to summarily rejection.
5.7	The bidder shall submit rate analysis/bifurcation of quoted price if so desired by the AIESL.
5.8	Any addition, deletion or substitution in the bid document is not permitted. Failure to do so may render the bid liable for rejection. The Contract shall be for the whole Works, based on the 'Bill of Quantity and Price' submitted by the Bidder.
5.9	Bidders must submit the technical bid in Gem Portal ( <a href="https://gem.gov.in">https://gem.gov.in</a> ) as mentioned in section 1 Notice Inviting tender under Single stage-two-part bidding process i.e., technical bid and Financial Bid. Selection will be based on Least cost L1 criteria.
5.10	Bids received through fax will not be considered
5.11	Bids received late, or bids that are incomplete or those, which are not in the prescribed format, will be rejected
5.12	Bids should be duly Signed and stamped on every page by an authorized Signatory of the bidder. Unsigned Bids will be rejected.
5.13	The rates quoted in the Commercial Bid should be filled as per GeM portal specifications.
5.14	The financial bids should be in Indian Rupees (INR) only unless otherwise specified in Price Bid.
5.15	Conditional discounts / credits, if any, shall not be given any consideration in the evaluation.
5.16	AIESL reserves the right to accept or reject, in whole or in part, any of the bids, without assigning any reason whatsoever at any stage
5.17	The Bids should be valid for acceptance by AIESL for a minimum period of 120 days from the date of opening of the Technical Bid
5.18	All information related to the price quoted by the bidder should be given only in the commercial bid format. The technical Bid should not contain any indication of the price. In case the price quoted is indicated in the technical Bid, the Bid will be rejected, without any reference to the Bidder. No further correspondence will be entertained in this regard
5.19	Commercial bids of only those bidders who qualify based on evaluation of their technical bid would be opened and accordingly such bidders would be intimated.
5.20	The bid is to be submitted after careful study and examination of the tender document, and after obtaining a full understanding of the requirements. Bidders are therefore advised to study the tender document carefully before submitting their bids. The submission of a bid will imply that the Bidder has read this tender, its terms & conditions and has fully understood the work scope, specifications, project execution and solution implementation requirements.
5.21	The Agreement would be signed between AIESL, and the bidder selected for award of the contract. The bidders must confirm their willingness to sign such Agreement containing the entire principal terms and conditions of this tender
5.22	AIESL reserves the right of not awarding any contract to any of the Bidders.
5.23	The bidders should bear all the costs associated with the preparation and submission of their bids, including the costs incurred in presentations, demonstrations etc. for the purposes of evaluation of the bids by AIESL. AIESL will in no case be responsible or liable for such costs regardless of the conduct or outcome of the bidding process. AIESL would however be responsible for the cost on account of travel, accommodation etc. of its Evaluation Team if a decision is taken during the process of evaluation of the bids to make visits to client sites.
5.24	No bidder shall submit more than one Bid against this Tender. In case more than one bid is received, only the last submitted bid would be considered.



5.25	Determination of whether the bid complies with the tender requirements or not will be at the sole discretion of AIESL.
5.26	No advance/pre-delivery payment term will be accepted
5.27	In case the taxes, levies and duties are not mentioned separately, the bid shall be considered as inclusive of taxes.
5.28	Costs if any to be borne by AIESL in respect of the Project Implementation should be clearly indicated in the Commercial Bid giving the break-up there of element wise
5.29	The Commercial Bids must be complete in all respects and no representation whatsoever would be entertained by AIESL for inclusion of any other cost head / cost after the opening of the bids. The prices quoted should remain firm / fixed for the entire term of the agreement. Withdrawal or unilateral modification of the Bids shall constitute a breach of terms of the tender and the Bids shall be liable for rejection thereof. No representations from the unsuccessful bidders shall be entertained with respect to the evaluation of their bids by AIESL, whatsoever
5.30	Bidders are advised to quote strictly as per terms and conditions of Tender and not to stipulate any deviation / exceptions.
5.31	The contract will be initially for a period of <b>"Two Years"(2Years), extendable upto further 1 year on same terms and conditions,</b> (subject to <i>satisfactory performance and abiding by all contractual obligations</i> ) on the basis of Certificate of Satisfactory Services given by the user department to the Service Provider).
5.32	"The successful bidder shall comply with Contract Labour (Regulation & Abolition) Act, 1970. AIESL shall be the Principal Employer and bidder shall obtain valid Labour License."
5.33	No physical bids, email submissions, or bids submitted through any other mode shall be accepted.

### **SPECIAL CONDITIONS**

1. EMT/PARAMEDICS/Medical personnel should be above the age of 18 years and will be deployed in all 02 shifts seven days a week including holidays at location AI ENGINEERING SERVICES LIMITED, MRO COMPLEX, NEAR GATE 03, RGI AIRPORT, SHAMSHABAD - 500108
2. Personnel proposed to be deployed should possess requisite qualification.
3. Personnel proposed to be deployed will be required to obtain the relevant Police clearance certificate in order to perform their duties at AI ENGINEERING SERVICES LIMITED, MRO COMPLEX, NEAR GATE 03, RGI AIRPORT, SHAMSHABAD - 500108
4. Bidder must have experience for providing similar services preferably in Indian Airport premises requiring AEP.
5. **The successful bidder shall also arrange for Airport Entry Pass (AEP) to their employees, if required. The charges will be paid by successful bidder.**
6. The personnel deployed shall be provided with uniforms and identity cards by bidder. Bidder shall ensure that the personnel engaged carry with them, proper identity cards issued by you, at all times during the working hours.
7. Bidder shall be responsible for obtaining Airport Entry Pass (AEP) and all other permissions, if any, to the personnel & equipment proposed to be deployed.
8. Bidder will ensure proper performance, conduct and behaviour of the personnel proposed to be engaged for providing the required services and shall remove with immediate effect the engagement of such person(s) who does/do not give satisfactory performance, conduct himself/themselves properly or misbehave(s) with the regular employees/personnel of the Company in any manner.
9. Bidder will ensure that the payment of wages to the personnel proposed to be engaged will be made to them as per the minimum rates of wages as fixed by the State Government for the Engineering Industry in the category of skilled workmen and as amended from time to time. Please note that in the event of any person being required to perform duties beyond his normal working hours shall be paid overtime at double the hourly rates as applicable under provisions of the Factories Act, 1948 and the Minimum Wages Act, 1948.
10. Bidder shall give leave/holidays to personnel proposed to be deployed as per the provisions of labour laws applicable in the State.
11. Bidder will be held responsible for any damage/loss to the Company caused due to the negligence of personnel deployed and shall compensate to the Company adequately against such losses which will be assessed and determined by the Company.
12. The personnel deployed by bidder shall be liable for security check by the AIESL/CISF Security Staff.
13. Bidder shall duly comply with all Acts, laws and other statutory rules, regulations, bye-laws as applicable or which might be applicable.
14. In case, while on duty and during the course of engagement in the work premises of the Company under this contract, if any of the personnel deployed by bidder meet(s) with any injury, indisposition due to accident or other natural calamities, bidder will ensure that immediate and adequate medical aid viz. first-aid and subsequent treatment facilities are provided to the person(s) concerned without fail.
15. Bidder will perform the work assignments to the best satisfaction of the Company. In case of unsatisfactory performance, intimation will be given in writing to you and the Company reserves the right to cancel the



Contract forthwith. In that event of legal payments being made to the personnel deployed by you, the same shall be fully recoverable from you.

16. Personnel deployed by bidder shall be on bidder payroll and that there is no employer-employee relationship between the said personnel and AIESL (Principal Employer).

**B) Commercial Conditions:**

17. The quoted rates must be inclusive of all costs towards labour, consumables, tools, equipment, instruments, transport, insurance, etc., whatever required to execute the proposed work.
18. The offered rates shall be firmed & valid for the period of 02 year from the date of award of contract.
19. Contractor will not do any extra work leading to any extra payment, without permission of Competent Authority. Any change in design, technical specifications, material, etc. must be duly approved in advance.
20. The contractor will take out and ensure the validity of Workmen's Compensation Insurance Policy for the personnel deployed at site.
21. In case of AIESL required additional Manpower due operational requirement during the contract period, Service provider shall supply additional Manpower on the same Rates, Terms and Conditions without any additional charges upto 50% of the contract quantity.

**Term of Contract:**

The Contract will commence from the date of signing the contract (on the day the contract is signed between the successful bidder and AIESL) and shall remain valid for period of 2(two) years unless terminated earlier and extendable to another year on mutual consent but Rates, Terms and Conditions remain same.

**EXTENSION/ TERMINATION OF AGREEMENT/ CONTRACT:**

The Contract may be terminated under the following circumstances:

The validity of the contract/agreement comes to an end *Ipso Facto* by efflux of time unless otherwise renewed/ terminated.

If there is a breach or non-observance/non-fulfillment by the Successful Bidder of anyone or more of its obligations under the contract and/or contractual documents, if any, and such breach or non-observance/non-fulfillment continues for a period of more than three months after receipt of notice from AIESL to remedy such breach or non-observance/non-fulfillment, then AIESL shall without prejudice to its other rights under any contract and/or contractual documents, if any, shall have the right to terminate the Contract or any relevant part thereof. In such case, the Successful Bidder shall not be entitled to any compensation whatsoever for costs incurred or to be incurred on this account.

If there is a change in AIESL's requirement as regards the obligations of the Successful Bidder stipulated in Tender, the Contract shall be terminated with 03 (three) months' advance notice.

In the event of breach of confidentiality, the contract can be terminated by AIESL with 01(one) month notice period.

The Contract can be terminated by AIESL at any time during the term of the contract due operational requirements and without any liability on AIESL.

In case of failure of the Successful Bidder to perform its obligations to the satisfaction /requirement / standards of AIESL, AIESL reserves the right to claim from the Successful Bidder for any loss sustained due to unsatisfactory performance of the Contract, including the right to terminate the Contract.

AIESL may at any time terminate the Contract with immediate effect, if Bankruptcy or liquidation proceedings are commenced or likely to be commenced against the Successful Bidder or if it enters in to or is likely to enter in to any arrangement or compromise for the benefit of its creditors generally or if a liquidator or receiver is appointed for its assets.

AIESL may terminate the Contract if it comes to the knowledge of AIESL that, the Successful Bidder has obtained the Contract vide non-*bona fide* methods of competitive bidding.

The Successful Bidder shall have a right to terminate this Agreement, after giving a 3 (three) months advance notice to AIESL, **only after completion of 75% period of the contract tenure (i.e., after completion of 18 months)** of its reasons for termination. During this period of 3 (three) months, AIESL and the Successful Bidder, may initiate discussions for purpose of resolution of the said reasons. In the event a resolution is achieved by AIESL and the Successful Bidder, the Contract shall not be terminated and the Successful Bidder shall provide the Services, in the same manner, as it was providing prior to such notice of termination.

For the avoidance of any doubt it is here by clarified, that the Successful Bidder during the aforesaid notice period shall continue to provide the Services, in the same manner, as it was providing prior to such notice of termination served by AIESL on the Successful Bidder or vice versa.



**CONTRACT SURVIVABILITY:**

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

**CONTRACT SEVERABILITY:**

If any clause, section, or provision of this contract is found to be invalid, illegal, or unenforceable, by the provisions of the applicable law, such invalidity, illegality, or unenforceability shall not render the remaining clauses, sections, or provisions here of invalid, illegal, or unenforceable. In such a case, the parties shall amend this contract as appropriate, seeking to achieve the minimum extent necessary to make this contract, legal valid and enforceable.

**COMPLIANCE WITH THE APPLICABLE LAWS:**

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

**TERMINATION & EXIT CLAUSE:**

- a) AIESL may at any time terminate the Contract with immediate effect by giving written notice to the Bidder, if Bidder 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 bidder.
- b) In case of One month default of unsatisfactory performance, not meeting the required contract or breach of any of clauses of the service contract, AIESL may issue a 30 days' notice to the party to rectify the breach and improve the performance failing which AIESL shall be at liberty to terminate the agreement by providing a 30 days written notice to the party. The party shall not have any right to dispute or question the Judgment of AIESL of unsatisfactory performance of the party. In such case the service provider will not be allowed to participate in next tender floated up to **four years** for the subject work.
- c) Notwithstanding the above clause 6 & 10, AIESL shall also be at liberty to terminate the contract/agreement for any reason including change in situation or circumstances etc. by providing to the successful bidder a **90 days written notice**. The successful bidder shall also be at liberty to terminate the contract by providing to AIESL a 90days written notice **except for the reason, as specified in Clause 6**. In such an event, the terminated party shall have no right to claim compensation/damages etc. from the terminating party on account of early termination. However the party shall duly comply with their respective obligations during the notice period and thereafter, shall discharge the obligations arising out of the agreement till the termination.

**The successful Bidder who exercises the option of this exit clause will however, not be allowed to participate in the next Tender up to Four years for the Subject work.**

**GROUND FOR REJECTION OF THE SERVICE:**

Service not meeting the specifications or in any other aspect, shall be rejected at the time or when the deficiency of service is detected and it will be the responsibility of the Service Provider to make arrangements to replace the deficient Services at their own cost and risk. AIESL will not bear any cost on account of such replacement.

**SERVICE REJECTION INTIMATION**

The Service rejected by the user department of AIESL should be informed to the SP within 5 working days and the SP to rectify deficiency/short coming within 15daysof intimation. Beyond this if deficiency/short coming of services is not rectified by SP, AIESL reserve the right to charge on deficiency of services as deemed suitable for 30 days (usually @ ½ % (half %) per day of value of service and there after AIESL will be at liberty to claim replacement of deficiency/shortcoming/shortfall.



## 6. Guidance to Bidders

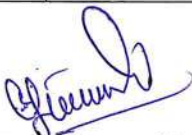
6.1	<p>Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the relevant contact person indicated as below:</p> <p>Mr. Y Rama Krishna- Sr.AGM- (LM)  AI Engineering Services Limited (AIESL)  MRO Complex, Near Gate 03  RGI Airport, Shamshabad - 500108  Email: <a href="mailto:ramakrishna.setty@aiesl.in">ramakrishna.setty@aiesl.in</a> ; <a href="mailto:dgmppmm.hyd@aiesl.in">dgmppmm.hyd@aiesl.in</a>; <a href="mailto:bala.murali@aiesl.in">bala.murali@aiesl.in</a></p>
6.2	<p><b><u>Clarification of Bidding Documents:</u></b></p> <p>A prospective Bidder requiring any clarification of the bidding documents may notify the contact person by e-mail at the address indicated in the 6.1 of GTB. AIESL will respond to any request for clarification received prior to the Pre-Bid date. AIESL response will be published on AIESL's website including a description of the inquiry, but without identifying its source. AIESL shall not be obliged to respond to any request for clarification received later than the above said period. Further, the mere request for clarification from the bidder(s) shall not be a ground for seeking extension in the deadline for submission of bids.</p>
6.3	<p><b><u>Pre-Bid Meeting</u></b></p> <p>The purpose of the Pre-Bid meeting shall be to clarify the issues and to answer questions received from or any matter that shall be raised by the prospective Bidders. The Bidders are advised to send their queries as per date and time mentioned in Notice Inviting tender. The queries may be addressed to: <a href="mailto:ramakrishna.setty@aiesl.in">ramakrishna.setty@aiesl.in</a>; <a href="mailto:dgmppmm.hyd@aiesl.in">dgmppmm.hyd@aiesl.in</a> ; <a href="mailto:bala.murali@aiesl.in">bala.murali@aiesl.in</a></p> <p>Text of the questions raised, and the responses given, together with any responses prepared after the Pre - Bid meeting, shall be transmitted (without identifying the sources of the question) to all participants of the Pre-Bid meeting. Any modifications or alteration to the Bidding documents listed in Tender that shall become necessary because of the Pre-Bid meeting, shall be made by AIESL exclusively through the issue of an Addendum / Corrigendum separately and shall be available on AIESL's website/GeM portal. No separate press advertisement will be given for the same. Addendum and/or Corrigendum, if any, to the Tender, shall be referred to and taken into consideration by the prospective Bidders. It is the Bidder's responsibility to visit the said portal regularly for the aforesaid Addendum / Corrigendum as applicable.</p> <p>Non-attendance of the Pre-Bid meeting shall not be a cause for disqualification of a Bidder. Interested Bidders who desire to attend the Pre-Bid meeting shall communicate one day in advance to the Pre-Bid meeting scheduled date to make necessary arrangements for entry passes with names of their representative (only two authorized representatives per Bidder), by email to <a href="mailto:ramakrishna.setty@aiesl.in">ramakrishna.setty@aiesl.in</a>; <a href="mailto:dgmppmm.hyd@aiesl.in">dgmppmm.hyd@aiesl.in</a> ; <a href="mailto:bala.murali@aiesl.in">bala.murali@aiesl.in</a></p> <p>Pre-Bid Meeting will be held on 20/01/2026 at 1100 Hrs at AI Engineering Services Limited, MRO Complex, Shamshabad - 500108</p> <p>Maximum 2(two) representatives of each Bidder shall be allowed to attend the Pre-Bid meeting on the date fixed by AIESL. The Bidders authorized representatives shall carry an authorization letter on the letter head of the Bidder duly Signed by the authorized Signatory for the Bidder, along with an identity card to attend the Pre-Bid meeting.</p> <p>Inputs/suggestions/queries submitted by the Bidders as part of the Pre-Bid meeting and otherwise will be given due consideration by AIESL. However, AIESL is not mandated to accept any submission made by the Bidder and the final decision will rest with AIESL.</p> <p><b>Meeting can be attained either in offline or online. Online link will be provided for those who forward their interest to the mail id: <a href="mailto:dgmppmm.hyd@aiesl.in">dgmppmm.hyd@aiesl.in</a>; <a href="mailto:bala.murali@aiesl.in">bala.murali@aiesl.in</a></b></p>
6.4	<p>A pre-bid conference, which will be held on Refer GeM portal(<a href="https://gem.gov.in">https://gem.gov.in</a> ), at AIESL, MRO Complex, Nare Gate 03, RGI Airport, Shamshabad 500108. Bidder can join the meeting remotely or in person. A maximum of two representative of each prospective Bidder Shall be permitted to attend the pre-bid conference. The representative(s) must carry an authority letter from the company's authorized signatory for participation in the pre-bid conference. The name(s) of the representative(s) for the pre-bid conference may also preferably be directly sent to AIESL in advance of the date of pre-bid conference by e-mail as under:  E-mail: <a href="mailto:ramakrishna.setty@aiesl.in">ramakrishna.setty@aiesl.in</a>; <a href="mailto:dgmppmm.hyd@aiesl.in">dgmppmm.hyd@aiesl.in</a> ; <a href="mailto:bala.murali@aiesl.in">bala.murali@aiesl.in</a></p>
6.5	<p><b><u>Amendment of Bidding Documents</u></b></p> <p>Before the deadline for submission of bids, AIESL may for any reason, whether at its own will or in response to a clarification requested by a prospective Bidder, modify the bidding documents by issuing addenda.</p> <p>Any addenda/ corrigenda issued prior to submission of bids would be put up on AIESL's website. Any addenda/ corrigenda/ clarifications thus issued shall be part of the bidding document. The</p>



	<p>prospective bidders must check aforesaid portal for any amendment/ corrigenda/ clarifications periodically and before submission of their bids. All prospective bidders are presumed to have examined all amendments/ corrigendum/ clarifications published on the website and have submitted their bids accordingly.</p> <p>To give prospective Bidders reasonable time in which to take an amendment into account in preparing their bid, AIESL shall extend as necessary the deadline for the submission of bids</p>	
6.6	<p><b>Modification of Bids</b></p> <p>The Bidder(s) can modify or withdraw their Bid(s) after the Bid submission but prior to the Due Date/Time for submission of the Bid. Last modification by the Bidder shall be final.</p> <ol style="list-style-type: none"> <li>1. No Bid shall be modified after the Due Date/Time for submission of Bids.</li> <li>2. No Bidder shall be allowed to modify/withdraw its Bid during the period after the due Date/Time for submission of Bids and prior to the expiration of the period of Bid validity. Withdrawal/modification of Bid, during the time-period mentioned above, shall result in the forfeiture of the EMD submitted by the Bidder.</li> </ol>	
6.7	<p><b>Bid Offer Validity:</b></p> <p>The Proposal shall be valid for a period of one hundred twenty (120) calendar days from the last date of submission of proposal.</p> <p>Prior to expiry of the validity period of the Proposal, AIESL may request the Bidders to extend the validity period of the Proposals. The request and the response thereto shall be made in writing. A Bidder agreeing to the request shall not be permitted to modify its Proposal but shall be required to extend the validity of its Proposal. All the terms of the RFP shall continue to be applicable during the extended period of validity.</p>	
6.8	<p><b>Bid Submission:</b></p> <p>Refer GeM portal (<a href="https://gem.gov.in">https://gem.gov.in</a>)</p>	
6.9	PART-I	<p>This shall be named <b>"Technical Bid"</b>.</p> <p>No "Price Bid" related information shall be mentioned in the Technical Bid.</p> <p>REFER Section 11 – Technical Bid for Guidance</p>
6.10	PART-II	<p>It shall be named <b>"Financial Bid or Price Bid"</b> and shall comprise of Bill of Quantity and Price.</p> <p>REFER Section 12 – Commercial Bid for guidance</p>
6.11	<p><b>Bid Security / Earnest Money Deposit</b></p> <ol style="list-style-type: none"> <li>a) An Earnest Money Deposit (EMD) of Rs. 43,612/- (2 % of the Tender Value) must be submitted along with technical bid. <a href="https://forms.eduqfix.com/aiengineering/add?formType=8489935188309188">https://forms.eduqfix.com/aiengineering/add?formType=8489935188309188</a></li> </ol> <p>EMD/SECURITY Deposit PAYMENTS MUST BE DONE THROUGH AIESL PAYMENT GATEWAY ONLY. THE PAYMENT LINK IS PROVIDED ABOVE OR YOU MAY VISIT OUR WEBSITE @ <a href="http://WWW.AIESL.IN">WWW.AIESL.IN</a> (AI Engineering Services Limited) and scroll to the bottom of the homepage to locate the Payments link. This will redirect you to the Qfix Payment Gateway. Select the "Vendor" option from the dropdown menu, choose the appropriate Payment Type for EMD, and fill in all the mandatory fields, including the EMD amount in Rupees.</p> <ol style="list-style-type: none"> <li>b) It is clarified that Bidders seeking exemption under MSME provisions are required to submit the Bid Security Declaration Form 15 in lieu of the Earnest Money Deposit.</li> <li>c) Tenders received without EMD shall be rejected.</li> <li>d) In case a Bidder withdraws his bid during the process of evaluation of tender or fails or refuses to accept the contract if awarded in his favour, the Earnest Money Deposit will be forfeited.</li> <li>e) EMD of the Tenders, who do not qualify in the 'Technical Bid', will be refunded to them within one month of the award of contract.</li> <li>f) EMD in respect of the successful Bidder will be adjusted against Security Deposit / Performance Bank Guarantee. EMD in respect of bidders, who have been unsuccessful in the evaluation of the commercial bids, would be refunded within one month of award of the contract.</li> </ol>	
6.12	<p><b>Security Deposit / Performance Bank Guarantee</b></p> <ol style="list-style-type: none"> <li>a) A Security deposit (SD) @ 5 % of the contract value, or a Performance Bank Guarantee (PBG) for the same amount would be required to be submitted by the successful Bidder within two weeks from the date of award of contract. The SD / PBG is for meeting the project commitments till the end of the contract period. The SD / PBG would be refunded / returned within two months of successful completion of contract period subject to adjustment for penalties, if any, on account of deficiencies in performance as per the terms of the contract.</li> <li>b) It is to be noted that the costs involved in furnishing of the PBG / SD are to be borne by the bidder who has been awarded the contract and the same is to be included in the commercial bid.</li> </ol>	
6.13	<p>On the date of opening of the Technical Bid, only the Technical Bids would be opened.</p>	



	AIESL reserves the right to award the contract(s) to successful bidder as it may deem fit as per its operational requirements. Please refer <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> ; E-mail: <a href="mailto:dgmppmm.hyd@aiesl.in">dgmppmm.hyd@aiesl.in</a>
6.14	Financial Bids will be opened of those bidders who have successfully fulfilled the Technical bid evaluation criteria as specified in Section 11. Please refer <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
6.15	<p><b>REJECTION OF BIDS</b></p> <p>a) The Bid shall stand rejected if the Bidder submits an incomplete Bid, i.e., where only the Technical or only the Financial Bid is received.</p> <p>b) The Technical Bid should not contain any indication of the price related to the Financial Bid. In case an indication of such price quoted is included in the Technical Bid, the Bid will be rejected without any reference to the Bidder. No correspondence will be entertained in this regard.</p> <p>c) Bids received through Fax or Email (in encrypted or other forms) will not be considered.</p> <p>d) Bids received after Due Date/Time shall not be considered.</p> <p>e) The bids are liable to be rejected forthwith, i.e., without being evaluated, on the following grounds:</p> <ol style="list-style-type: none"> <li>If only the technical bid has been received and the Financial Bid has not been received, and vice versa.</li> <li>If the Tender has been received by email or fax or in any other manner instead of uploading in GeM portal.</li> <li>If the Tender has not been signed by the authorized signatory of the Bidder. (Signed by any key managerial personnel or an officer of the company duly authorized by the Director/Partner/Proprietor in this behalf).</li> <li>If the technical bid has been received without EMD/Bid Security Declaration as the case may be and the EMD has been submitted in a mode other than as specified in the Tender.</li> <li>If the information given in response to the Tender is incomplete, ambiguous, without requisite supporting documents, unverified, unattested, and/or submission of illegible copies or unexplained materials and/or bids not received as per the desired formats &amp; bidding instructions.</li> <li>If the Financial Bid indication has been provided in the technical bid response</li> <li>If the bid response is not presented neatly and corrections if any are not duly authenticated with full authorized signatures of the person who has signed the bid document. (Signed by any key managerial personnel or an officer of the company duly authorized by the Director/Partner/Proprietor in this behalf).</li> <li>If the bid has been received without the undertaking of acceptance of all terms &amp; conditions</li> <li>If the bid (technical/price) is incomplete.</li> <li>The above list is only illustrative and there can be other relevant grounds of rejection of bids.</li> </ol> <p>f) In case of any variation, in the documents/data submitted by the Bidder in support of the Technical Bid and in comparison, with the original documents during technical evaluation, the Bids of such Bidder would be outrightly rejected/disqualified during technical evaluation of Tender and EMD would be forfeited.</p> <p>g) If the price indicated in the Financial Bid is Conditional.</p> <p>h) If the Financial Bid is not submitted in the format described in Section 12 Form 8 of the Tender.</p> <p>i) In case the Bidder being an MSME unit as specified in Clause 6.11, fails to submit a copy of the relevant MSME certificate and the required Bid Security Declaration Form along with the technical bid.</p> <p>j) AIESL, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:</p> <ol style="list-style-type: none"> <li>Suspend and/or cancel the Bidding process and/or amend and/or supplement the Bidding process or modify the dates or other terms and conditions relating thereto.</li> <li>Consult with any Bidder to receive clarification or further information.</li> <li>Retain any information and/or evidence submitted to the AIESL by, on behalf of, and/ or concerning any Bidder; and/ or</li> <li>Independently verify, disqualify, reject, and/or accept all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.</li> </ol> <p>It shall be deemed that by submitting the Bid, the Bidder agrees and releases the AIESL, its employees, agents, and advisers, from any and all liability for claims, losses, damages, costs, expenses, or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection with the Bidding process and waives, to the fullest extent permitted by applicable laws, any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.</p>

  
 General Manager (Engg.)  
 AI Engineering Services Ltd, Hyderabad.  
 महाप्रबंधक (इंजीनियरिंग)/General Manager (Engg.)  
 ए आई ई इंजीनियरिंग सर्विसेज लिमिटेड  
 AI Engineering Services Limited  
 एन.आर.ओ. कॉम्प्लेक्स, आर जी आई एयरपोर्ट  
 MRO Complex, RGI AIRPORT  
 गेट सं. ३, के पास, /Near Gate No. 3, शंशाबाद/ Shamshabad  
 हैदराबाद/Hyderabad - 500 108, तेलंगाना/ T.S.



## **7. Other Terms and Conditions**

7.1	<p><b><u>Fall in price clause</u></b></p> <p>The successful bidder should pass on any benefits arising due to lower taxation or change in input/raw material cost by virtue of some exemption by government or for any reasons during the contract/order</p>
7.2	<p><b><u>SUBMISSION OF BILL:</u></b></p> <p>SP shall tender pre-receipted bills once in a month (Consolidated bills should be submitted every First Week of the month) for service provided to AIESL. Bills should be on the letterhead of SP and in the format prescribed by AIESL. A checklist and original documents in support of various Charges indicated in the bill should accompany each bill. Any bill not accompanied by a checklist and one or more documents will not be received in AIESL. Personnel authorized by AIESL will acknowledge receipt of the bills after due verification of enclosures. Bills that are returned to SP on account of deficiencies will contain remarks about deficiencies. Incidence of storage charges attributed to oral/verbal queries of customs authorities shall not be claimed by SP.</p>
7.3	<p><b><u>Payment Terms</u></b></p> <p>All payments to the successful Bidder by AIESL for the services rendered by it shall be subject to the following compliances: Payment will be done as per the actual measurements of the work executed and Measurements carried out in presence of both parties (AIESL &amp; Successful Vendor).</p> <p>a. AIESL shall make every effort to examine and arrange payment of bills within 60 days of receipt of the pre-receipted bills with all the relevant original supporting documents.</p> <p>However, a delay in the settlement of payments shall not be accepted as a valid ground for SP to delay services and/or make any request for advance payment. AIESL does not undertake to communicate to SP, reasons for partial or non-admission of one or more claims made in the bills.</p> <p>The bills should be submitted as per the agreed tender terms &amp; conditions clearly with the breakup along with the supporting documents, failing which the bills will not be considered for payment process until the SP submits the clear and relevant supporting documents.</p> <p>b. Payment will be made through ECS (Electronic Clearance Service).</p> <p>c. The successful bidder is required to submit a duly verified Bank Mandate form along with a copy of the relevant cheque leaf, duly canceled to enable Accounts Department to make payment through ECS.</p> <p>d. TDS and GST TDS shall be deducted by AIESL from the payments made against these invoices, as per the applicable laws.</p> <p>e. 100% payment will be released within the time limit prescribed in Clause 7.3(a), only after filing of the GST returns.</p>
7.4	<p><b><u>Force Majeure Event</u></b></p> <p>7.4.1 Neither the Service Provider nor AIESL (collectively "Parties" and individually "Party") shall be in breach of any obligation under the Contract if it is unable to perform that obligation in whole or part by reason of occurrence of Force Majeure Event.</p> <p>7.4.2 Force Majeure Event means extraordinary events or circumstance beyond human control such as an event described as an act of God (like a natural calamity, but not including seasonal rains) or events such as a war, strike, riots. The affected Party shall give immediate notice in writing of occurrence of a Force Majeure Event as soon as it occurs (in any case not later than 5 days of information about the occurrence of such an event becoming known to such Party) and shall thereafter keep the other Party informed of the continuation or termination of such event as soon as possible (and in any event within three (3) days of the continuation or termination of such event).</p> <p>7.4.3 Notwithstanding the occurrence of a Force Majeure Event, the affected Party shall use its best reasonable efforts and due diligence to mitigate the economic and other effects of the event of Force Majeure and shall reasonably allocate its available resources, giving priority to its obligations under the Contract.</p> <p>7.4.4 The Party so affected shall take all reasonable steps to remedy the failure and reasonably allocate its available resources, giving priority to perform its obligations under the Contract and to keep the other Party informed of the steps being taken to mitigate the effects of an event of force majeure.</p>



	<p>7.4.5 If the performance in whole or in part or any obligation under the Contract is prevented or delayed by any reason of subsistence of a Force Majeure Event for a period exceeding 90 (Ninety) days, either Party may at its option terminate the Contract without any financial repercussions on either side.</p> <p>7.4.6 Notwithstanding the punitive provisions contained in the Contract for delay or breach of Contract, the Service Provider would not be liable for imposition of any such damages so long as the delay and/or failure of the Service Provider in fulfilling its obligations under the Contract solely attributable to the occurrence of a Force Majeure Event.</p>
7.5	<p><b><u>Resolution of Disputes and Arbitration</u></b></p> <p>7.5.1 Any dispute arising between the Service Provider and AIESL(Party/Parties), in respect of the construction, interpretation, application, meaning, scope, operation or effect of the Contract or the validity or breach thereof (the "Dispute"), shall first be settled by mutual consultation between the authorized representatives of the Parties. If the Dispute remains unresolved after a period of 90 (ninety) days from the date when the mutual consultation has, the same shall be settled and finally resolved by arbitration.</p> <p>7.5.2 Such arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time, by a panel of three (3) arbitrators. The Parties shall appoint one (1) arbitrator each and the two (2) such appointed arbitrators shall in turn appoint the third (3rd) arbitrator as the presiding arbitrator.</p> <p>7.5.3 The arbitration award passed under the arbitration shall be final and binding on the Parties.</p> <p>7.5.4 The proceedings of the Arbitration shall be conducted in English language and place of arbitration shall be Delhi.</p> <p>7.5.5 Each Party shall bear their own cost with respect to such arbitration</p>
7.6	<p><b><u>Subcontracting</u></b></p> <p>7.6.1 The essence of the Tender is that there will be no subcontracting or delegation or outsourcing of any of Services to any third party without prior written approval of AIESL. However, if any sub-contracting is proposed by the Successful Bidder, such appointment / engagement of the sub-contractor shall be at the sole discretion of AIESL. Furthermore, the successful Bidder shall be responsible for all acts/omissions of such sub-contractor.</p> <p>7.6.2 In event, the Contract is sub-contracted or assigned in violation of terms specified here under or the Contract, AIESL reserves the right to terminate the Contract and/ or take appropriate action against the Successful Bidder/ claim damages/ any other remedies for breach of the Tender/ Contract.</p>
7.7	<p><b><u>Recovery of Sums Due</u></b></p> <p>7.7.1 Whenever under the Contract any sum of money is recoverable from Bidder, AIESL shall be entitled to recover such sum from the monthly bills. If the value of monthly bills is not sufficient to recover the dues recoverable under the contract, the same will be recovered by invoking bank guarantee / security deposit held by AIESL. In the event of the said security deposit /Bank Guarantee being insufficient, the balance of total amount recoverable shall be deducted from any sum due to Bidder under this or any other contract with AIESL.</p> <p>7.7.2 Should this amount be insufficient to cover the said full amount recoverable, Bidder shall pay to AIESL on demand the balance amount within 14 days of the demand along with the interest as per applicable SBI lending rate from the due date specified in the demand notice.</p> <p>7.7.3 If any amount due to AIESL is so set off against the said security deposit, the Service Provider shall have to make good, the said amount immediately but not later than 14 (fourteen) calendar days, to restore the Security Deposit to its original value. Non- restoration of such Security Deposit will be treated as event of default, leading to right of AIESL to take appropriate remedial action, including termination.</p> <p>7.7.4 In addition to the above, AIESL reserves the right to deduct from the Successful Bidder's invoice, amounts attributable to loss or damage caused to AIESL -employees / cargo / equipment / machinery / building or any other property of AIESL or any damage caused to any third party by negligence or due to reasons attributable to the Successful Bidder including its employees.</p>



7.8	<p><b><u>Intellectual Property</u></b></p> <p>7.8.1 The Successful Bidder warrants that in providing the Services under the Contract, it shall not infringe the intellectual property including without limitation trademark, copyright design, right patent or etc. of AIESL and / or of any third party and agrees to defend, hold harmless and indemnify AIESL against any losses, damages, claims, costs, expenses etc. suffered by AIESL arising from any such infringement of any intellectual property.</p> <p>7.8.2 The intellectual property produced by the Successful Bidder during or in relation to the Services under the Contract shall belong to AIESL absolutely.</p> <p>7.8.3 AIESL reserves the right for injunctive relief to prevent the breach of any it's or third parties' intellectual property rights.</p> <p>7.8.4 If the use of the Services is preliminarily or permanently enjoined because of a finding of infringement or the likelihood of infringement of the Successful Bidder's intellectual property, the Successful Bidder shall, at its sole cost and expense, and at its option:</p> <ul style="list-style-type: none"> <li>i) procure for AIESL the right to continue using the Services; or</li> <li>ii) modify the Services so that it becomes non -infringing; or</li> <li>iii) refund to AIESL the money paid by AIESL for the enjoined part or parts of the Services.</li> </ul>
7.9	<p><b><u>Assignment</u></b></p> <p>During the Term of the Contract, the Successful Bidder shall not assign any of its rights or duties under the Contract without prior written consent of AIESL. Any assignment or transfer in violation of this Clause shall result in termination by AIESL with damages to the Successful Bidder.</p>
7.10	<p><b><u>Non-Waiver</u></b></p> <p>Failure of AIESL to enforce any of the terms &amp; conditions incorporated in the Tender / Contract, or failure or delay to exercise any rights or remedies herein, or by law or failure to properly notify the Successful Bidder in the event of breach, or the acceptance of or payment of any Services hereunder shall not release the Successful Bidder and shall not be deemed a waiver of any right of AIESL to insist upon the strict performance thereof or of any of its or their rights or remedies as to any such Services regardless of when such Services have been delivered nor shall any purported verbal modification or revision of the order by AIESL act as waiver of the terms hereof. Any waiver to be effective must be in writing. Any lone incident of waiver of any condition of the Tender and Contract by AIESL shall not be considered as a continuous waiver or waiver for other condition by AIESL.</p>
7.11	<p><b><u>Fraudulent Practices</u></b></p> <ul style="list-style-type: none"> <li>a) AIESL requires that Bidders observe the highest standard of ethics during the Bidding process and execution of contracts. In pursuance of this, AIESL defines, for the purpose so this provision, the terms set forth be low as follows: <ul style="list-style-type: none"> <li>I. <b>"Corrupt practice"</b> means the offering, giving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.</li> <li>II. <b>"Fraudulent practice"</b> means a misrepresentation of facts to in fluence a procurement process, or the execution of a contract deemed to be detrimental to AIESL and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive AIESL of the benefits of free and open competition.</li> </ul> </li> <li>b) Shall reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract.</li> <li>c) Shall declare a Bidder ineligible and blacklist such Bidder, either indefinitely or for a stated period if at any time, AIESL determines that the Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the Contract.</li> <li>d) Shall rescind the Contract forthwith, in case of Successful Bidder adopting fraudulent / corrupt practices during the currency of the Contract.</li> <li>e) EMD or Security deposit shall be forfeited in addition to the above-mentioned remedies which AIESL shall have taken.</li> </ul>
7.12	<p><b><u>Conflict of Interests</u></b></p> <p><b>SP not to Benefit from Commissions, Discounts, etc.</b></p> <p>The payment to SP under this Contract shall constitute the SP's sole remuneration in connection with this Contract or the services. The SP shall not accept, for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services in the discharge of their obligations hereunder.</p> <p><b>Prohibition of Conflicting Activities</b></p> <p>Neither the SP nor the Personnel shall engage, either directly or indirectly, in any business or professional activities conflicting to the Services assigned to them under this Contract.</p>



7.13	<p><b><u>Change Management</u></b></p> <p>The Service Provider shall address all the problems which will occur during the contract period at no additional cost. The Service Provider shall identify and resolve problems due to which the SP is not able to give the desired performance.</p> <p><b><u>Introducing a Change</u></b></p> <ol style="list-style-type: none"> <li>1. AIESL shall have the right to propose, and subsequently require, AIESL to order the SP from time to time during the performance of the Contract to make any change in requirements provided that such Change falls within the general scope of the work, does not constitute unrelated work, and is technically practicable.</li> <li>2. The SP may from time to time during its performance of the Contract propose to AIESL for any Change that the SP considers necessary or desirable to improve the quality or efficiency of the contract. AIESL may at its discretion approve or reject any Change proposed by the SP.</li> <li>3. Notwithstanding the clauses mentioned above, no change made necessary because of any default of the SP in the performance of its obligations under the Contract shall be deemed to be a Change, and such change shall not result in any extra cost or Time for achieving Operational Acceptance.</li> </ol> <p>AIESL and SP will agree, during contract period for coordination to achieve better result within the work scope.</p>
7.14	<p><b><u>Confidentiality</u></b></p> <ol style="list-style-type: none"> <li>1. The Bidder / Successful Bidder shall always keep confidential, all information acquired in consequence of this Tender, including (without limitation) the any / all data concerning the technology, software &amp; programs, technical processes, business processes, procedures, personal data, business affairs, AIESL customer/ passenger details, financial affairs of AIESL (herein after referred to as "<b>Confidential Information</b>"). Confidential information shall also include information that is designated as 'confidential' or which by its nature is clearly confidential.</li> <li>2. The Bidder / Successful Bidder shall not disclose the Confidential Information to any other third party without the prior written consent of AIESL unless such disclosure is             <ol style="list-style-type: none"> <li>(a) required by law, decree, order or directive of a competent judicial / administrative / legislative authority</li> <li>(b) such Confidential Information is or becomes generally available to the public through no breach of such Bidder / Successful Bidder</li> <li>(c) was in the Bidder / Successful Bidder's possession prior to the time of receipt of it by such Bidder / Successful Bidder</li> <li>(d) Is developed independently by the Bidder / Successful Bidder or</li> <li>(e) is rightfully obtained by third party without breach of this Clause.</li> </ol> </li> <li>3. As such, the Bidder / Successful Bidder agrees to keep such Confidential Information as strictly confidential and shall disclose the same to their employees / professional advisers only on a 'need to know' basis.</li> <li>4. The Bidder / Successful Bidder agree that any such information received by it shall be             <ol style="list-style-type: none"> <li>(1) protected and kept in strict confidence, using the same degree of care and safeguards as it uses to protect its own information of like importance, but in any case, no less than a reasonable degree of care</li> <li>(2) not to use Confidential Information for any purpose other than to carry out its respective obligations under this Tender.</li> </ol> </li> <li>5. It is understood by the Bidder / Successful Bidder that the breach of provisions of this Clause or the provisions of confidentiality agreed by the parties under the Contract shall cause irreparable harm and injury to AIESL for which monetary compensation may not be adequate. Therefore, in addition to the damages, AIESL shall be entitled to injunctive or other equitable relief against such Bidder / Successful Bidder or any other remedy under law or at equity.</li> <li>6. The Bidder/ Successful Bidder shall execute a separate Non-Disclosure Agreement with AIESL on non-judicial stamp paper of requisite value. In addition to the content hereunder, all global laws related to privacy and confidentiality will have to be maintained.</li> <li>7. The Successful Bidder shall be committed to respect privacy and to ensure lawful processing of personal data. The Successful Bidder shall be responsible, as a sole data controller, for its own processing of personal data pursuant to and / or in connection with the Contract.</li> </ol>



7.15	<p><b><u>Indemnification</u></b></p> <ol style="list-style-type: none"> <li>1. The Service Provider shall indemnify AIESL against all liability arising out of any claim, penalty, loss damages or costs actually paid, suffered, or incurred by AIESL pursuant to any injury or death to any person or by reasons of any damage to any property (including but not limited to the Aircrafts) belonging to AIESL caused by the Service Provider's personnel deployed for the Services. In case, any such amount is not deposited / paid to AIESL, the same shall be deducted from Security Deposits / Bills / Future payments due to the Service Provider, without prejudice to the other rights available to AIESL under any applicable law.</li> <li>2. The Successful Bidder shall indemnify AIESL from all liability arising out of any claim /penalty /loss or damages, including costs (including counsel fees and reasonable legal cost) thereof, arising out of any breach or violation by the Successful Bidder of any provisions of any law, including but not limited to the intellectual property rights whether in India or any other country and labor laws governing the employees of the Successful Bidder.</li> </ol>
7.16	<p><b><u>Novation</u></b></p> <p>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.</p>

## **8. Exemptions / Preference to MSME Units:**

8.1	<p>As per Public Procurement Policy for Micro and Small 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., MSMEs must be registered with any of the following to avail the benefits / preference available vide Public Procurement Policy MSMEs Order, 2012</p> <ol style="list-style-type: none"> <li>a. District Industries Centers (DIC)</li> <li>b. Khadi and Village Industries Commission (KVIC)</li> <li>c. Khadi and Village Industries Board</li> <li>d. Coir Board</li> <li>e. National Small Industries Corporation (NSPC)</li> <li>f. Directorate of Handicraft and Handloom</li> <li>g. Any other body specified by Ministry of MSME.</li> <li>h. Udyog Aadhaar (UDYAM)</li> </ol>
8.2	MSMEs participating in the tender must submit the certificate of registration with any one of the above agencies indicating the details of the tendered item along with their bid.
8.3	The MSMEs registered with District Industries Centers must submit the Acknowledgement of Entrepreneur Memorandum (EM) Part-II along with their bid. The MSMEs registered with National Small Industries Corporation (NSIC) must submit the valid NSIC registration certificate along with their bid.
8.4	The registration certificate issued from any one of the above agencies must be valid as on close date of the tender. The Successful Bidder should ensure that the same is valid till the end of the Contract period.
8.5	The MSMEs, who have applied for registration or renewal of registration with any of the above agencies/bodies but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption / preference.
8.6	Exemption from submission of EMD – The MSMEs registered with above mentioned agencies/bodies are exempted from payment of EMD. Bidders may submit Bid Security Declaration in lieu of EMD."
8.7	The Successful Bidder (MSME/Non MSME) will be required to submit the Security Deposit as applicable on the Contract value. However, in case of MSME Bidders, the Security Deposit/Bank Guarantee can be submitted on yearly basis renewable every year.
8.8	<b>Note:</b> Above policy of extending benefits is meant for procurement of only goods produced and services rendered by MSMEs and not for any trading activities by them.



**Work Scope**

**SECTION 9**

1. Required to carry out BA test AME/Ground staff/Technician as per the list provided by shift I/C/ DGM(LM)&DGM (MM)
2. The relevant records are to be maintained in a computer.
3. The sample check records are to be maintained in the computer on daily basis
4. Records of all BA test carried out are to be properly filed & maintained.
5. Any other requirement pertaining to BA test as revised by DGCA from time to time.
6. You are required to deploy 02 (Two) persons per day (one person per shift) for execution of the work scope on all seven days of the week as per the shift timings indicated and shall be reported to DGM(LM), AIESL, HYD. Morning shift Timings 06.00 - 14.00 Afternoon shift Timings 14.00 - 22.00. Seven Days a Week
7. The personnel deployed by your organization will be above the age of 18 years and will be deployed seven days a week at AIESL MRO complex, near gate no 3, RGIA, shamshabad-500108.
8. An attendance registers of the personnel deployed shall be maintained by your organization.
9. All the personnel proposed to be deployed by your organization are required to obtain the relevant Police clearance certificate in order to perform their duties at the AIESL MRO complex, near gate no 3, RGIA, shamshabad-500108.
10. The personnel deployed in AIESL shall be provided with uniforms and identity cards by your organization. It should be ensured that, the personnel engaged shall always carry identity cards (id cards to be issued by your organization) at all times during the working hours.
11. The personnel proposed to be engaged for providing the required services and should maintain proper performance, conduct and behavior, if anything deviation desired standards shall be removed with immediate effect and suitable replacement to be done immediately from your end so that to have uninterrupted services.
12. The payment of wages to the personnel proposed to be engaged by your organization shall be made to them as per the minimum rates of wages as fixed by the State Government & should be amended from time to time, if any changes made by the Government.
13. You shall give leave/holidays to personnel proposed to be deployed as per the provisions of labour laws applicable in the State.
14. Your organization shall be held responsible for if any damage/loss to the Company caused due to the negligence of personnel deployed and shall compensate to AIESL adequately against such losses which will be assessed and determined by the Company.
15. The personnel deployed shall be liable for security check by the Security Staff deployed by AIESL as and when deemed essential.
16. You shall duly comply with all Acts, laws and other statutory rules, regulations, bye-laws as applicable or which might be applicable.
17. In case, while on duty and during the course of engagement in the work premises of the Company under this contract, if any of the personnel deployed by you meet(s) with any injury indisposition due to accident or other natural calamities, you shall ensure that immediate and adequate medical aid viz. First-aid and subsequent treatment facilities are provided to the person(s) concerned without fail.
18. You shall perform the work assignments to the best satisfaction of the Company. In case of unsatisfactory performance, intimation will be given in writing to you and AIESL reserves the right to cancel the Contract forthwith. In that event of legal payments being made to the personnel deployed by your organization, the same shall be fully recovered from you.
19. It is clearly understood that, the personnel deployed are on your payroll and that there is no employer-employee relationship between the said personnel and AIESL (Principal Employer).
20. While submitting the bills to the Company, you shall also render documentary evidence with an undertaking of the deposits of Provident Fund/ESI contributions made by you in respect of the personnel deployed by you for execution of the contract, the total number of personnel for whom the tests were carried out month wise and shift wise ie for the month of April 2026 (from 1<sup>st</sup> April 2026), in the morning shift – how many, in the afternoon shift how many and any other detail that may be required from time to time, failing which the payment of the bill by the Company will be withheld until such proof of compliance is submitted.
21. The Service Provider shall support AIESL in submission of *monthly BA test compliance data* to DGCA in required format and within prescribed timelines.
22. All BA test records and camera recordings, printouts, and control test records shall be maintained for *minimum two (02) years or as specified in the latest DGCA CAR*, whichever is higher.



23. Personnel conducting BA tests must be medically qualified (MBBS/Medical Personnel(defined below) to conduct the breath-analyser examination at a designated place within the airport premises.
24. As per requirement specified in DGCA CAR. DGCACAR Section 5, AIR SAFETY F PART IV, ISSUE 1, REV or any latest revision regarding BA Tests from time to time applicable to Maintenance Personnel issued by DGCA or Any Govt Agency.

**Medical Personnel for the purpose of this CAR means:**

1. The following 'Allied Health and healthcare professionals' as per the National Commission of Allied and healthcare professions Act 2021:

- a) Emergency Medical Technologist
- b) Advance Care Paramedics
- c) Operation Theatre Technologist
- d) Anaesthesia Assistants and Technologists

2. All professionals registered under the Nursing Council of India

3. All professionals registered under the Pharmacy Council of India

Before each test, the Medical Personnel shall run an 'air blank' on the instrument and obtain a reading of 0.000. The Medical Personnel shall also carry out a control test on daily basis and keep a record of printout to ensure serviceability of both the breath-analyzer equipment and the printer. Any BA reading during examination of a personnel above 0.000 shall be considered as positive result.

Breath-analyzer examination shall be recorded on camera and recording shall be preserved for a period of six months. Breath-analyzer examination record shall be maintained as per the format provided by AIESL.

The make, serial number and calibration status of the breath-analyzer shall be recorded in the event a personnel is detected positive for alcohol consumption. Under no circumstances, third test shall be conducted.

If the second test is satisfactory, the concerned personnel may be cleared for duty.

**PRESERVATION OF RECORDS**

The Employer/Organisation conducting BA Test shall maintain records of breath analyser examination for the personnel. All the relevant records must be preserved for a period of one year.

**PENALTIES**

If, on any day and during any shift, the personnel deployed by the Contractor fails to report for duty at the scheduled time and/or is unavailable to perform the assigned duties and procedures for the said shift, a penalty of Rs. 2,500 (Rupees Two Thousand Five Hundred only) per shift per incident shall be imposed for such absence or non-availability.

In addition to the above penalty, any cost incurred by AIESL towards making alternate arrangements to mitigate the impact of such absenteeism shall be recovered from the Contractor separately.

Repeated instances of such default shall be treated as a material breach of contract and may result in termination of the contract, in accordance with the terms and conditions thereof.

**LIQUIDATED DAMAGES**

<p>In the event of any delay in deployment of manpower, replacement of personnel, or commencement of services as per the agreed schedule, attributable solely to the Bidder/Service Provider, the Bidder shall be liable to pay <b>liquidated damages at the rate of 0.5% (half percent) of the applicable contract value</b> (i.e., the value of the manpower/services for which the delay has occurred) <b>for each week of delay or part thereof</b>, subject to a <b>maximum of 10% of the applicable contract value</b>.</p> <p>The liquidated damages shall be applicable for delays in providing the required number of qualified personnel, failure to replace absent or non-performing manpower within the stipulated time, or failure to commence services as per the contract terms.</p> <p>The amount of liquidated damages shall be <b>recovered by AIESL through deduction from the Security Deposit, Performance Bank Guarantee (PBG), and/or any pending or future invoices payable to the Bidder</b>, without prejudice to any other remedies available under the contract.</p> <p>In case the delay in deployment or replacement of manpower exceeds <b>Thirty (30) days</b> from the scheduled date, <b>AIESL reserves the right to cancel and terminate the contract, in whole or in part</b>, at its sole discretion, without any liability and without prejudice to AIESL's right to recover damages or losses suffered due to such delay.</p>
--



**Technical Bid Form**

**SECTION-10**

**FORM 1**

**TECHNICAL BID FORMAT**

**(To be submitted on Bidder's company letterhead)**

*(all pages must be signed and stamped with the company's seal)*

**A. Bidder's Details**

1.	Name of Contract	
2.	Name of the Company/Establishment	
3.	Full Address of Registered Office	
4.	Telephone No./ Mobile No.	
5.	Email address	
6.	Name of Contact Person	
7.	Name of the person signing the tender	
8.	Phone/Mobile No of the person signing the tender	
9.	Designation of the person signing the tender	
10.	Relationship of the person signing the tender with the bidder	
11.	Name & address of Banker	
12.	RTGS /NEFT Registered form duly signed by Banker to be enclosed	
13.	Details of Earnest Money Deposit (EMD) submitted: i) Name of the Bank, DD/Pay Order No., & Date & Amount	
14.	OR ii) If EMD is paid through Bank Guarantee, the required details are to be given.	
15.	Existing Valid License (Under Contract Labour (Regulation & Abolition) Act 1970 showing up-to-date renewal. (Only one)	
16.	PF Registration certificate in the name of Service provider	
17.	Wage sheet for the month of Dec-2025 enclosed for one client or one station where ESI/PF is applicable.	
18.	ESI remittance challan for the month of Dec-2025 for deployed persons of the same client under the seventeen-digit code	
19.	PF remittance challan for the month Dec-2025 for deployed persons of the same client	
20.	Is the Bid Security Declaration Form (duly filled & signed) attached/ enclosed along with the Technical Bid (for MSME Bidder)	
21.	If Bidder is an MSME unit, please specify the details of the MSME registration certificate below:	
	Registration Certificate No.	
	Date of issue	

	Valid up to	
	Services covered under the Registration Certificate	
	Whether the MSME Unit is owned by an SC/ST. If yes, please attach documentary proof to substantiate the castestatus.	

**B. Parameters**

**Bidder's Response**

Sr. No.	Parameter	Bidder's Response (Yes/No) (Attach documentary proof)
1	The Bidder must be a limited Company registered under Indian Companies Act, 1956 or registered under Indian Companies Act 2013 or a partnership firm or a sole proprietorship firm or aprivate limited company duly registered under the concerned acts applicable for conducting business in India.	
2	Whether having ESIC Regn No. self-attested copy be enclosed (Must)	Regn No..... Date.....
3	Whether having PF Regn. No. self-attested copy to be enclosed (Must, As & if applicable)	Regn No..... Date.....
4	Has any Director/Partner/Proprietor been convicted at any time by a court of law?	
5	Has your company been Blacklisted by any agency of the airport or elsewhere?	

**C. Techno-commercial Bid Form**

SI No	Description	AIESL Requirement	Vendor Response	Document Proof
1	Minimum average annual turnover of Rs.10,00,000/- ( Words: Rupees Ten Lakhs only ) during the last three financial years ending on <u>31st March 2025</u> . (FY 2022-2023; 2023-2024; 2024-2025) Certificate duly signed by the CA (chartered accountant) to be submitted.	Must	Yes/No	To submit document proof
2	Proof of related services provided. (Note: They should have managed minimum three projects related to tender. Details should be provided as per PARA D below.)	Must	Yes/No	To submit document proof
3	ESI remittance challan for the month Dec-2025 or latest for deployed persons of the present contract	Must	Yes/No	To submit document proof
4	Agree to all the General Terms & Conditions, Work Scope, Workflow and Evaluation Criteria as prescribed in the bidding document. ( Form 3)	Must	Yes/No	To confirm
5	Dec-2025 or latest completed months wage sheet for a client where Manpower services are provided	Must	Yes/No	To submit document proof
6	Agrees to pay a non-interest-bearing security deposit which shall be 5% of the contract value as a security deposit for the period of the contract	Must	Yes/No	To confirm



7	The tenderer shall agree that the payment will be made against the tenderers invoice submitted on 45 days credit term basis	Must	Yes/No	To confirm
8	PF remittance challan for the month Dec-2025 or latest for deployed persons of against the existing contract	Must	Yes/No	To confirm
9	PAN and GST Number	Must	Yes/No	To submit document proof
10	The service provider shall verify that they have proper insurance coverage to protect against potential damages, loss of goods, or accidents.	Must	Yes/No	To confirm and submit document proof
11	The tenderer shall have expertise in evaluating the qualifications and expertise of the personnel who will be conducting BA Test.	Must	Yes/No	To confirm and submit document proof

**D. Details of related services provided during the last three financial years ending on 31st March 2023, together with a copy of contract/ /invoices of clients)**

S. No.	Name Of Contract	Name & Address of Company	Period of Contract (From...to....)	Annual Value of Contract
I				
II				
III				

**E. For any other information which the bidder may like to furnish, a separate sheet may be enclosed. In support of the above information self-attested copies of all Documents, wherever required be enclosed.**

Authorized Signatory:

Name of Signatory \_\_\_\_\_

Designation of Signatory \_\_\_\_\_

Seal of Company

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

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

AIESL/ Authority inviting Tender will open the bids as per the date, time and place specified in the bid. Bidder(s) can view Bid opening event in person or online. In the event of the Specified date for the opening of bids being declared a holiday for AIESL, the Bids will be opened at the appointed time and location on the next working day.

<b>General Conditions</b>	
1.	Part-I i.e., Technical Bids shall be evaluated for establishing eligibility of the bidder as well as techno- commercially responsiveness as per bid conditions, and a list will be drawn up of the responsive bids whose financial bids are eligible for consideration.
2.	<p>During the detailed evaluation of "Technical Bids", AIESL will determine whether each Bid:</p> <ul style="list-style-type: none"> <li>a. Meets the eligibility criteria defined in Section 6 GTB.</li> <li>b. Has been properly signed</li> <li>c. Is accompanied by the required bid securities declarations</li> <li>d. Is substantially responsive to the requirements of the bidding documents.</li> </ul> <p>During the detailed evaluation of the "Financial Bids", the responsiveness of the bids will be further determined as per remaining bid conditions, i.e., Bill of Quantity and Price, Technical Specifications, if any.</p>
3.	<p>A substantially responsive "Bid" is one which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one:</p> <ul style="list-style-type: none"> <li>a. Which affects in any substantial way the scope, quality, or performance of the Works.</li> <li>b. Which limits in any substantial way, AIESL's rights, or the Bidder's obligations under the Contract.</li> <li>c. Whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids or</li> <li>d. Which is inconsistent with the bidding documents,</li> </ul> <p>If a "Bid" is not substantially responsive, it will be rejected by AIESL and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.</p> <p>During Technical qualification/ Commercial Bid evaluation, AIESL may, at its discretion, ask any Bidder for a clarification of its Bid. The request for clarification and response shall be in writing or e-mail, however, no change in the price or substance of the Bid shall be sought, offered, or permitted. Reply shall be submitted by Bidder within a stated reasonable period. If Bidder does not provide clarifications of the information requested by the date and time set in AIESL's request for clarification, its Bid may be rejected.</p>
4.	AIESL will evaluate and compare the submitted bids on Least cost selection L1 criteria, whose bids are determined to be substantially techno-commercially responsive in accordance with Section 10. Refer Gem Portal
5.	<p><b>Award Criteria &amp; AIESL's Right to accept/ reject any or all Bids</b></p> <p>The notification of award will constitute the formation of the Contract until the Formal Agreement is signed. The successful bidder shall execute Contract Agreement and sign the Integrity Pact (wherever applicable) with AIESL on non-judicial paper of appropriate value as per Stamp Act in the format appended within 28 days from the date of issue of Letter of Acceptance/ Letter of Award.</p>
6.	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.
7.	In the event the Bidder fails to provide any information or documents sought by AIESL, the Bid of the said Bidder shall be rejected by AIESL. No correspondence in this regard will be entertained.
8.	The Bidders must meet all the mandatory technical qualification criteria as listed in this section of tender. Should a bidder fail to comply with one or more of the mandatory criteria, his bid will not be evaluated any further.
9.	<p>Bidders are advised to note that taking deviation to following terms and conditions of Tender shall lead to rejection of their Bids:</p> <ul style="list-style-type: none"> <li>I. Firm/Quoted Price throughout the Contract Period and the extension period</li> <li>II. Scope of work</li> </ul>



	<p>III. EMD/ Security Declaration</p> <p>IV. Period of Validity of Bid</p> <p>V. Performance Bank Guarantee / Security Deposit</p> <p>VI. Arbitration / Resolution of Dispute</p> <p>VII. Force Majeure</p> <p>VIII. Statutory Compliance to Applicable Laws</p> <p>IX. Registration of PF &amp; ESIC in the name of Firm</p> <p>X. All the pages of the Tender must be mandatorily signed and stamped by the authorized signatory along with the supporting documents as asked in the technical bid.( signed by any key managerial personnel or an officer of the company duly authorized by the Director/Partner/Proprietor in this behalf.)</p> <p>XI. All documents in support of the Tender must be submitted in accordance with the checklist as given below of this section Form2.</p> <p>XII. Any other condition specifically mentioned in the Tender elsewhere that non-compliance of the clause shall lead to rejection of the bid.</p>
10.	The Bidders are to provide the detailed write-up under each item of their offered product listing the main / special features of each process / function including references / whichever and wherever applicable, along with process flow charts and screen shots, to support their compliance claims made in response to the tender requirements / specifications. Attach separate sheets, as necessary.
11.	AIESL would evaluate the responses based on the detailed information as provided. The decision of AIESL in this regard shall be final.
12.	The Bidders who qualify as per the Technical Bid evaluation criteria as mentioned in this Section and other requirements of the Tender would be considered for next stage of Tender process.
<b>Experience</b>	
13.	The Bidder should be a Registered Company / Firm in India under the company Registration Act and should be in existence in India for 5 YEARS.
14.	The bidder should not have been blacklisted/ debarred by any Government Departments, Agencies or Public Sector Undertakings in India as on the date of submission of the tender.
15.	<p>The Bidder must be certified for any one of below mentioned certification and shall submit valid certificate:</p> <p>1) Any Agency applicable to BA Tests</p>
16.	The bidder should have experience of having "Successfully Completed" 3 Years "Similar work" during last 5 years prior to the last day of bid submission.
17.	<p><b>Similar works definition:</b></p> <p>a) The bidder must have at least three years' experience (ending month of March prior to the bid opening) of providing similar type of services to Central/State Government PSUs / Nationalised Banks / Reputed Organisations. Services rendered with list of such Central/State/ PSUs/ Nationalised Banks with duration of service shall be furnished.</p> <p>b) The bidder must have successfully executed/completed similar Services (definition of "similar services" should be clearly defined), over the last three years i.e. the current financial year and the last three financial years:</p> <ul style="list-style-type: none"> <li>• Three similar completed service each costing not less than amount equal to Rs. 8,72,256/- (Indian Rupees Eight Lakhs Seventy Two Thousand Two Hundred Fifty Six only). (40%) Estimated contract value.</li> </ul> <p><b>OR</b></p> <p>Two similar completed service each costing not less than amount equal to Rs. 10,90,320/- (Indian Rupees Ten Lakhs Ninty Thousand Three Hundred and Twenty only). (50%) Estimated contract value.</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• One similar completed service costing not less than the amount equal to Rs. 17,44,512/- (Indian Rupees Seventeen Lakhs Forty Four thousand Five Hundred twelve only) (80%) Estimated contract value</li> </ul> <p>If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.</p>

	<b>Similar work Definition:</b> "Similar work shall mean Manpower services executed for Government/PSU/AAI/CPWD/State PWD/Reputed Organisations".
18.	The bidder must mandatorily submit compliance to technical specifications as mentioned in this section for proposed infra solution.
<b>Turnover</b>	
19.	Average Annual financial Turnover value of the bidder(s) in the preceding years 2022-2023; 2023-2024; 2024-2025 financial years, should not be less than Rs 10 Lakhs in value (INR)  The necessary documents viz. Annual Report/ Audited Balance Sheet/ Profit & loss account for calculation of the above should be submitted by the bidder.  Profit after tax: The profit after tax of the Bidder to be positive on the closing day of last financial years 31/03/2025 should be positive.
<b>Make In India</b>	
20.	To encourage 'Make in India' and promote manufacturing and production of goods and services in India with a view to enhancing income and employment, Department of Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India, issued Public Procurement (Preference to Make in India), Order201711. The order is issued pursuant to Rule 153 (iii) of GFR, 2017. The Order is applicable on the procurement of Goods, Works and Services. For the purpose of this Order: -  a) 'L1' means the lowest tender or lowest bid, or the lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.  b) 'Margin of purchase preference' means the maximum extent to which the price quoted by a "Class-I local supplier" may be above the L1 for the purpose of purchase preference. It has been fixed as 20 (twenty) percent.  c) 'Nodal Ministry' means the Ministry or Department identified pursuant to this order in respect of a particular item of goods or services or works.  d) 'Procuring entity' means a Ministry or department or attached or subordinate office of, or autonomous body controlled by, the Government of India and includes Government companies as defined in the Companies Act.  e) 'Works' means all works as per Rule 130 of GFR- 2017 and will also include 'turn key works.
<b>Verification of local content:</b>	
21.	1. The 'Class-I local supplier' / 'Class-II local supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for 'Class-I local supplier' / 'Class-II local supplier', as the case may be. They shall also give details of the location(s) at which the local value addition is made.  2. In cases of procurement for a value in excess of Rs. 10 crore, the 'Class-I local supplier' / 'Class-II local supplier' shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.
22.	Bids will be rejected if submitted after the last date as per Table 1
23.	Bids will be rejected in case of EMD is not submitted except if the bidder is exempted as per MSME exemptions
24.	Incomplete Bids will be rejected



**Technical Bid Evaluation Criteria-**

**Form 2**

**Check list for Tender No**

Tender Description-

Tender Opening due Date-

S/N	Particulars	Observation (Yes/No)	Reference Page No
1	Tender Cost Application fees/Cost of the Tender		
2	EMD 1. Earnest in the form of Cash deposit/DD 2. Earnest Money in the form of BG as per documents provided in the Tender		
3	Eligibility Criteria With Experience / Completion Certificate/Completion Certificate of similar work as per NIT requirement		
4	Financial Turnover certificate as per NIT requirement The Bidder should have made Net Profit after taxation in last three financial year ( audited Balance Sheet profit and loss account)		
5	Copy of Pan Card		
6	Copy of GST Certificate		
7	Registration- Copy of UDYAM registration Certificate issued by Ministry of MSMEs of GOI or any other agency specified by Ministry of MSME		
8	No Blacklisting- Self Declaration by the bidder		
9	The bidder Should be ISO -9001 or any other criteria as specified in NIT		
10	Declarations as per attached proforma of NIT		
11	Whether all pages of tender document are duly filled signed and stamped		
12	Whether technical bid( part I) sealed as per requirement		
13	Whether Price bid ( part-II) duly sealed as per requirement		
14	Whether all all above envelope kept inside one envelope.		
15	Forms and Format as specified in Section 14		

**CONFIRMATION (Applicable for the whole tender document & to be submitted on Company's letter head)**

We confirm that we have read this whole document and understand all the requirement as mentioned in this document. We have submitted all the required document : Bid Evaluation and Eligibility Criteria and FORMS CHECK-LIST, also other records required as documentary support & we accept all the terms & conditions and payment terms mentioned in this tender document(s) and subsequent corrigendum.

Signature and seal of the bidder:

Date:

Place:

## Financial Bid Evaluation Criteria

1.	The Part-II i.e. Financial Bid of only of those Bidder(s), who are found to be meeting the eligibility criteria as well as techno-commercially responsive for the subject Works shall be opened thereafter. The date of opening of the Financial Bid shall be notified separately to all the eligible & techno-commercial responsive Bidder. Bidder(s) can view Bid opening event in person or over online call at their end.
2.	The Financial Bids of Bidder(s), who are not considered eligible and techno commercial responsive, shall not be opened. The decision of AIESL will be final and binding in this regard.
3.	The Price Bids of only those Bidders who qualify under the Criteria and comply with the other Tender requirements would be considered for financial bid evaluation.
4.	Price Bids should be submitted strictly as per the format given below of this Section ( Form 8 ) only. The detailed procedure / method of quoting and criteria for evaluation of the Price Bids has been provided.
5.	Form 8 consists of table; The total cost of the table will form a part of evaluation for successful bidder. Total Cost of Ownership (TCO) will be arrived at by adding cost of all components as mentioned in financial bid format Form-8. Form 08A is provided to understand unit prices for each of the items required as part of network and infrastructure establishment at AIESL.
6.	The Bidder shall quote a price for all the components and services of the solution to meet the requirements of AIESL.
7.	All the prices will be in Indian Rupees (in words and figures). In case of discrepancy, the amount in word will prevail.
8.	In case of discrepancy in the unit price and the total price, the unit prices shall be taken to arrive at L-1.
9.	No adjustment of the price quoted in the Price Proposal shall be made on account of any variations in costs of supply & services, currency exchange fluctuations with international currency or any other cost component affecting the total cost in fulfilling the obligations under the contract. No clauses for price fluctuations due to fluctuation of the Indian currency against any of foreign currency will be accepted during the period of the contract.
10.	The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of the validity of the proposal and the contract. A proposal submitted with an adjustable price quotation or conditional proposal shall be treated as nonresponsive.
11.	Bidder should not leave any field blank. In case the field is not applicable, Bidder must indicate "0" (zero) in all such fields.
12.	It is mandatory to provide the break-up of all components in the format specified in Form 8. The Price bid should include the unit price and proposed number of units for each component provided in the Financial Bid.
13.	It is mandatory to capture all taxes including duties and levies wherever applicable and/or payable. All the taxes of any nature whatsoever shall be borne by the Bidder and should be mentioned separately.
14.	The bid amount shall be inclusive of packing, forwarding, transportation, insurance, delivery charges and any other charges as applicable.
15.	All costs incurred due to delay of any sort, shall be borne by the Bidder.
16.	AIESL reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated within specified time frames.
17.	AIESL reserves the right to ask the Bidder to submit analysis of rate and data sheet for the rates quoted in the Price bid by the bidder including break-up of price quoted.
18.	If the price for any of the service is not explicitly quoted in the price bid or mentioned as zero, it is assumed that the price for that element is absorbed in some other service element for which a price has been quoted and AIESL has the right to source services for which no price was quoted or quoted as zero at no additional price.
19.	If taxes or any other applicable charges are not indicated explicitly, they are assumed to be bundled within the prices quoted and unbundling of these charges will not be entertained either during evaluation or while signing the contract.
20.	Bidder must submit financial proposal in the format prescribed in Form 8. Any deviation



	proposed by the bidder will make the bid liable to be rejected.
21.	The costs quoted should be individually classified under "Recurring" and "Non-Recurring". All such costs would be considered for evaluation of the price bids.
22.	It will be the responsibility of the bidder to comply and pay all taxes / levies / duties in the country of origin as well as in India, as applicable for the entire contract.
23.	The prices quoted in the commercial bid must be exclusive of all applicable taxes and duties. The taxes and duties components applicable in the country of origin of the Bidder as well as that applicable in India for all the items of commercial bid format should be indicated clearly and separately in the Commercial Bid. In case, no taxes are applicable, it should be indicated as 'NIL' or 'Zero' in the commercial bid format.
24.	Withholding tax (applicable to foreign bidders) and TDS (applicable to Indian bidders) shall be deducted by AIESL on all payments, as per applicable Government of India rules & regulations.
25.	Any increase in taxes / levies / duties in subsequent years will be reimbursed by AIESL on submission of proof of payment by the bidder. Similarly, in case of any reduction in the taxes / levies / duties from the present level, the benefit will be passed on to AIESL.
26.	In case, any new taxes/ levies/ duties are introduced in future by the Government in the country of origin or in India during the period of the contract, the same shall be reimbursed to the bidder by AIESL on submission of proof of such payments.
27.	Any other costs not quoted in the commercial bid, but which must be borne by AIESL for implementation of the bidder's solution, would be added to the total bid price for price comparison. The costs for this purpose will be taken from the prevailing market rate. The decision of AIESL in this respect would be final.
28.	Unconditional discounts and credits, if any, would be adjusted in the total bid price for price comparison.
29.	Conditional discounts and credits, if any offered in the commercial bid, will not be considered for price comparison.
30.	Representations, if any, for modifications to the price quoted in the commercial bids will not be entertained after opening of the Tender.
31.	<b>Final Selection Marking Methodology: The final selection of the bidder will be based on Least Cost Selection (L1). The bidder quoting the lowest financial bid will be awarded the contract.</b>
32.	An MSMEs unit will not get any purchase preference over another MSME unit.
33.	<b>Note:</b> Above policy of extending benefits is meant for procurement of only goods produced and services rendered by MSMEs and not for any trading activities by them.
<b>Price Negotiation</b>	
34.	As a general norm price negotiations are not to be carried out with the bidders. Negotiations, if at all, shall be an exception and may be held for better pricing with the L1 bidder only and with the L2, L3, and so on bidders only in case of the split of the Services/Value.

**Form 08: Financial Proposal Format***[To be submitted on Bidder Company's Letterhead]*

The format for Commercial Bid is given below. Bidders must fill the fields concerned in the appropriate space given below:

- The inventory list is only indicative – there may be deviations in the configurations, count and brand.
- Bidder are requested to quote their best rate for each item, as per scope of work of this document.
- All the costs should be exclusive of all taxes & levies, Break-up of taxes, levies, duties must be mentioned in separate table. Tax/duty component should be separately mentioned.
- All licenses for tools should be in name of AIESL.

To,

O/o. Dy.GM(E-PPMM)  
AI Engineering Services Ltd. MRO  
Complex, Near Gate 03, RGI Airport,  
Shamshabad – 500108.

Sub: Financial Proposal for Selection of Service Provider for the Providing Manpower Services for Conducting Breath Analyzer Test at AIESL, MRO Complex, Shamshabad, HYD.

Ref. No.: AIESL/HYD/PPMM/ENQ/25 Dated:09/01/2026

Dear Sir,

We are pleased to submit our Financial Proposal for the\_\_\_\_\_.

- 1) We hereby declare that our Financial Proposal is unqualified and unconditional in all respects.
- 2) The Financial Bid has been quoted without seeking any minimum guaranteed support from AIESL.
- 3) Financial bid will cover all charges required for successful completion of the project with no hidden charges.
- 4) Prices are only quoted in the financial bid and no price element is mentioned in the technical bid.
- 5) If any price element is found in the technical bid, we are liable to be rejected from the bidding process.
- 6) Our attached Financial Proposal is as follows:

Sl.No	Item Description	Qty (A)	Rate INR / month/ person (B)	Rate INR / month (C) =A*B	Total Amount in INR (for 2 Years)D=C*24
01	EMT/PARAMEDIC for PFME of AME/GROUND STAFF/Technician per DGCA CAR. DGCACAR Section 5, AIR SAFETY F PART IV, ISSUE 1, REV 2. As per requirement, Two EMT/PARAMEDIC must be provided at AIESL, MRO Complex, Gate 03, RGI, Shamshabad 500108.  Shift Timings : 0600 Hrs to 1400 Hrs & 1400 Hrs to 2200 Hrs	02 Nos			

**The bid amount shall be inclusive of packing, forwarding. Transportation, insurance and delivery charges and any other charges as applicable.**



**Note:**

1. The price quoted above by the Bidder is inclusive of applicable taxes.
2. The price components should be inclusive of all taxes, duties, boarding, lodging, travel expenses (if required) and any other charges. No fee other than agreed Fee as per Form 8 shall be paid to the Service Provider.
3. All statutory/government taxes, duties, surcharges, GST etc. would be as applicable at the time of invoicing/releasing of payments.
4. AIESL may ask for price break up of components or any other clarification as required by the bidder.
- 5. Bidder must submit financial proposal in the format prescribed in Form 8. Any deviation proposed by the bidder will make the bid liable to be rejected. Please refer GeM Portal.**

Yours faithfully,

Date:

(Signature of the Authorized signatory)

Place:

(Name and designation of the

Authorized signatory)(Name and

rubber seal of the Bidder)

**Award of Contract****Award Criteria & AIESL's Right to accept/ reject any or all Bids**

1.	AIESL will award the Contract to the Bidder who has offered the lowest evaluated Bid price criteria as per GeM Portal, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of Section 11 & 12 Bid evaluation and eligibility criteria; (b) determined substantive responsive.
2.	AIESL reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or bidders. However, the Bidder(s) who wish to seek reasons for such decision of cancellation/ rejection shall be informed of the same by AIESL unless its disclosure reasonably could be expected to affect the sovereignty and integrity of India, the security, strategic, scientific, or economic interest of the state or lead to incitement of an offence.
3.	The bidder whose bid has been accepted will be notified of the award by AIESL prior to expiration of the Bid validity period through the "Letter of Acceptance/ Letter of Award", which will state the sum that AIESL will pay to the Contractor in consideration of the execution, completion by the Contractor as prescribed by the Contract.
4.	The notification of award will constitute the formation of the Contract until the Formal Agreement is signed. The successful bidder shall execute Contract Agreement and sign the Integrity Pact (wherever applicable) with AIESL on non-judicial paper of appropriate value as per Stamp Act in the format appended within 28 days from the date of issue of Letter of Acceptance/ Letter of Award.
5.	<p>The award of Contract shall be subject to fulfilment (in addition to eligibility criteria and the Undertakings as provided under the Tender) of following conditions by the Bidder:</p> <ol style="list-style-type: none"><li>I. The Successful Bidder must convey acceptance of Letter of Award (LOA)/contract within 7 days of receipt of the same and provide their bank details with a cancelled cheque.</li><li>II. The Successful Bidder must commence the Services within 14 days after execution of the Contract/Acceptance of LOA.</li><li>III. The Successful Bidder shall execute the Contract within 14 days of acceptance of LOA. The cost towards the preparation and execution of the Contract shall be borne by the Successful Bidder.</li></ol>



**14.Forms and Format**

**Form- 03  
DECLARATION**

**(On Letter head of Bidder)**

To,  
AI Engineering Services Ltd. (AIESL),  
MRO Complex, Near Gate 03,  
RGI Airport, Shamshabad – 500108  
Contact : 040 23477608

M/s.....(name of Bidder) having its registered office at --  
----- (hereinafter referred to as 'the Bidder') having  
carefully studied all the Tender documents, specifications, drawings, etc. and agree to all terms and  
conditions pertaining to the Work for **"Providing Manpower Services for Conducting Breath  
Analyzer Test at AIESL, MRO Complex, Shamshabad, HYD"**, and having undertaken to execute the  
said works.

It is declared without any reservation whatsoever that:

- 1) The submitted Technical Bid/Price Bid proposals are without any deviations and are strictly in conformity with the documents issued by AIESL,
- 2) In case any deviations are noticed which might have crept inadvertently, that such deviations without reservation of any kind are automatically deemed to have been withdrawn by us,
- 3) We are familiar with all the requirements of the Contract and has not been influenced by any statement or promise of any person of AIESL,
- 4) We are experienced and competent Bidder to perform the Contract to the satisfaction of AIESL and are familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipalities, District, State and Central Government of India that may affect the work, its performance or personnel employed therein,
- 5) We hereby authorize AIESL to seek reference from our bankers for its financial position and undertake to abide by all labor welfare legislations, and

The above statement submitted by us is true and correct to our best knowledge.

Dated:

For and on behalf of the bidder

**Form-4**  
**Letter of Application**  
**(On Letter Head of Bidder)**

To,  
AI Engineering Services Limited  
MRO Complex, Near Gate 03,  
RGI Airport, Shamshabad - 500108

Sir,

1. Being duly authorized to represent and act on behalf of <Name of Applicant> -----  
(hereinafter referred to as 'the applicant' ), and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves as a bidder for the works of "Providing Manpower Services for Conducting Breath Analyzer Test at AIESL, MRO Complex, Shamshabad, HYD".
2. Attached to this letter are copies of original documents defining
  - a. The Applicant's Registration/ Legal Status (as per Prequalification/ Eligibility Criteria)
  - b. The principal place of business.
  - c. The place and date of incorporation
3. You and your authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this service, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information and requested by yourselves to verify statements and information provided in this application, or regarding the resources, experience, and competence of the applicant (s).
4. This service is made in the full understanding that:
  - a. Tenders by prequalified Applicants will be subjected to verification of all information submitted for prequalification at the time of tendering.
  - b. You reserve the right to:
    - i. Amend the scope and value of any contracts to be tendered under this Project. In such event, tenders will only be called from prequalified bidders who meet the revised requirements; and
    - ii. Reject or accept any application, cancel the prequalification process, and reject all applications; and
  - c. AIESL shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.
5. The undersigned declare that the statements made, and the information provided in the duly completed Application are complete, true, and correct in every detail.

Signature

-----

Name

For and on behalf of (Name of Applicant)



**Form-5**

**Undertaking by Bidder towards Anti-profiteering Clause of GST Act / Rules  
(To be submitted on letter head)**

To,

AI Engineering Services Ltd.

MRO Complex, Near Gate 03,

RGI Airport, Shamshabad – 500108

Sub.: Providing Manpower Services for Conducting Breath Analyzer Test at AIESL, MRO Complex, Shamshabad, HYD.

Dear Sir,

We, M/s..... (Name of Bidder) have submitted bid dt. .... for the aforesaid RFP.

Section 171 of CGST Act. / SGST Act. stipulates that it is mandatory to pass on the benefit of reduction in rate of tax on supply of Goods or Services or availability of Input Tax Credit, by way of commensurate reduction in prices.

Accordingly, it is certified that we have duly considered the impact of Input Tax Credit available on supplies in the GST regime, in our quoted prices. Further, any additional benefit of ITC if available to bidder shall be passed on to AIESL.

Further, we hereby confirm that our quoted prices are duly considering maximum possible benefit available and follow the aforesaid Section 171 of CGST Act/ IGST Act.

Further, if any refund on account of GST is received from the Government in future by the Bidder under any GST Refund/ Exemption or Subsidy Scheme, the same shall also be passed on to AIESL.

In case this declaration is found faulty in any manner, we shall fully be responsible for the consequential effect including making good of any losses of interest etc. to AIESL

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

**Form-6**

**Format for declaration by the Bidder – Bank Insolvency**

**“Self-Declaration by the Bidder on Letter Head”**

To

AI Engineering Services Ltd. (AIESL),

MRO Complex, Near Gate 03,

RGI Airport, Shamshabad

500108

I/ We, M/s \_\_\_\_\_ (Name of Bidder) hereby certify that proceedings for insolvency under the Insolvency and Bankruptcy Code, 2016, or as amended from time to time, have not started, against us and/ or our Parent/ Holding company \_\_\_\_\_ (Name of Parent/ Holding company).

\*Strike out if not applicable

(Seal & Signature of Bidder)



**Form 07**

**BIDDER'S COMPANY INFORMATION**

To

AI Engineering Services Ltd. (AIESL),  
MRO Complex, Near Gate 03,  
RGI Airport, Shamshabad – 500108

Please complete the below table. Please note references to other sources e.g., websites addresses are not acceptable. Additional information can be given as an attached sheet.

<b>Sl. No.</b>	<b>Requirements</b>	<b>Details</b>
1	Bidder's Company Name & address	
2	The company must have been incorporated as a partnership, private or a public limited company	
3	Paid up capital	
4	Year of incorporation	
5	Annual turnover for the last three years (up to FY 2021-22)	
6	Bidder's Company Contact Person Name, Job title, e-mail address, mobile, and direct contact telephone no. and fax no.	
7	Location and details of network support	

**Form 09**

**EVALUATION CRITERIA - TECHNICAL BID**

To,

AI Engineering Services Ltd. (AIESL),  
MRO Complex, Near Gate 03,  
RGI Airport, Shamshabad – 500108

**Evaluation Criteria: Technical Bid**

1. The Bidders must meet all the mandatory technical qualification criteria as listed in Section 11 of this tender. Should a bidder fail to comply with one or more of the mandatory criteria, his bid will not be evaluated any further.
2. The Bidders are to provide the detailed write-up under each item of their offered product listing the main / special features of each process / function including references / whichever and wherever applicable, along with process flow charts and screen shots, to support their compliance claims made in response to the tender requirements / specifications. Attach separate sheets, as necessary.
3. AIESL would evaluate the responses based on the detailed information as provided. The decision of AIESL in this regard shall be final.

We have studied all the terms and conditions , Evaluation Criteria –Technical Bid and agree to abide the same in total.

Authorized signatory of the bidder: \_\_\_\_\_

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

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

Bidder's Company Name & Seal: \_\_\_\_\_

Business Address:



**Form 09 A**

**TECHNICAL BID FORMAT**

To be printed on the Bidder's Company Letter Head

To,

AI Engineering Services Ltd. (AIESL),  
MRO Complex, Near Gate 03,  
RGI Airport, Shamshabad – 500108

**Ref. No: AIESL/HYD/PPMM/ENQ/25**

**Date: 09/01/2026**

Dear Sir,

**Sub: Technical Bid as per your Tender No. AIESL/HYD/PPMM/ENQ/25 dated 09/01/2026**

With reference to your tender AIESL/HYD/PPMM/ENQ/25 dated 09/01/2026 for **Providing Manpower Services for Conducting Breath Analyzer Test at AIESL, MRO Complex, Shamshabad, HYD**, we hereby submit our **Technical Bid** as per requirements mentioned in **Section 10 and 11**.

We also agree to the General Terms & Conditions, Work Scope, Workflow and Evaluation Criteria as prescribed in the bidding document.

Thanking you,

Encl:

**Authorized signatory of the bidder:** \_\_\_\_\_

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

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

**Bidder's Company Name & Seal:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Form 10**

**To,**

**EVALUATION CRITERIA - COMMERCIAL BID**

AI Engineering Services Ltd. (AIESL),  
MRO Complex, Near Gate 03,  
RGI Airport, Shamshabad – 500108

**Evaluation Criteria: Commercial Bid**

1. The commercial bids of Bidders, qualifying in the technical evaluation, will only be opened, and evaluated. The evaluation of commercial bids will be based on price and other terms offered in the Commercial bid as per Section 8,12, and Form 8 of Section 13.
2. The costs quoted should be individually classified under "Recurring" and "Non-Recurring". All such costs would be considered for evaluation of the price bids.
3. It will be the responsibility of the bidder to comply and pay all taxes / levies / duties in the country of origin as well as in India, as applicable for the entire contract.
4. The prices quoted in the commercial bid must be exclusive of all applicable taxes and duties. The taxes and duties components applicable in the country of origin of the Bidder as well as that applicable in India for all the items of commercial bid format should be indicated clearly and separately in the Commercial Bid. In case, no taxes are applicable, it should be indicated as 'NIL' or 'Zero' in the commercial bid format.
5. If the taxes and duties are not mentioned separately, the bid would be deemed to be inclusive of such taxes, levies, and duties applicable in India.
6. Withholding tax (applicable to foreign bidders) and TDS (applicable to Indian bidders) shall be deducted by AIESL on all payments, as per applicable Government of India rules & regulations.
7. Any increase in taxes / levies / duties in subsequent years will be reimbursed by AIESL on submission of proof of payment by the bidder. Similarly, in case of any reduction in the taxes / levies / duties from the present level, the benefit will be passed on to AIESL.
8. In case, any new taxes/ levies/ duties are introduced in future by the Government in the country of origin or in India during the period of the contract, the same shall be reimbursed to the bidder by AIESL on submission of proof of such payments.
9. Any other costs not quoted in the commercial bid, but which must be borne by AIESL for implementation of the bidder's solution, would be added to the total bid price for price comparison. The costs for this purpose will be taken from the prevailing market rate. The decision of AIESL in this respect would be final.
10. Unconditional discounts and credits, if any, would be adjusted in the total bid price for price comparison.
11. Conditional discounts and credits, if any offered in the commercial bid, will not be considered for price comparison.
12. Representations, if any, for modifications to the price quoted in the commercial bids will not be entertained after opening of the Tender.
13. Comparative evaluation of the price bids would be based on the costs computed in INR. The prices in commercial bid should be in INR only.

We also agree to the General Terms & Conditions, Work Scope, Workflow and Evaluation Criteria as prescribed in the bidding document.

Thanking you,

Encl:

Authorized signatory of the bidder: \_\_\_\_\_

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

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

Bidder's Company Name & Seal: \_\_\_\_\_

Business Address: \_\_\_\_\_

Signature of the Bidder



**Form 11**

**Formats for Certificates and Undertakings**

**Form 11 A**

**From Bidder's any Client / Customer**

To be printed on the Client / Customer's Company Letter Head

**Ref. No: AIESL/HYD/PPMM/ENQ/25**

**Date: 09/01/2026**

To

AI Engineering Services Ltd. (AIESL),  
MRO Complex, Near Gate 03,  
RGI Airport, Shamshabad - 500108

This is to certify that the (Name of the service offered in response to the tender) \_\_\_\_\_  
\_\_\_\_\_ provided by M/s (Company name and address of Service provider)  
\_\_\_\_\_ has been Implemented at (Company name and address of client / customer) \_\_\_\_\_  
\_\_\_\_\_ and has been in operation Since \_\_\_\_\_  
\_\_\_\_\_ (Mention the month and year the service went live). The service is currently operational.

**Authorized Signatory of**

**the Client / Customer:** \_\_\_\_\_

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

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

**Client / Customer's**

**Company Name & Seal:** \_\_\_\_\_

**Business' Address:** \_\_\_\_\_

**Form 11B**

**Joint Undertaking from the Parent Company & Subsidiary (Bidding) Company for meeting the Pre-qualification Criteria**

To be printed on the Parent Company Letter Head

**Ref. No: AIESL/HYD/PPMM/ENQ/25**

**Date: 09/01/2026**

To

AI Engineering Services Ltd. (AIESL),  
MRO Complex, Near Gate 03,  
RGI Airport, Shamshabad - 500108

- 1) With respect to Tender no. **AIESL/HYD/PPMM/ENQ/25** dated 09/01/2026 issued by AIESL, this is to certify that M/s (Name & address of the subsidiary who is applicant to the tender) \_\_\_\_\_ is the subsidiary company of M/s (Name & address of parent company) \_\_\_\_\_
- 2) At present, our subsidiary company M/s \_\_\_\_\_ does not have the required turnover of ₹ ----- during the last financial year as stipulated in the AIESL tender no. **AIESL-----** dated \_\_\_\_\_ for the reason stated below:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
- 3) However, our subsidiary company M/s \_\_\_\_\_ is interested to be an applicant to the above-mentioned tender and therefore to fulfill the requirement of the tender clauses and any contract that may be entered with AIESL in respect of this tender, if successful in winning the bid, M/s (the parent company) \_\_\_\_\_ hereby declares as under:
  - a) That, we shall act as a confirming party to the performance of our subsidiary company M/s \_\_\_\_\_
  - b) That, we shall stand as a guarantee towards performance of our subsidiary company in respect of contract with AIESL for the above-mentioned tender and there shall be a joint and several responsibilities of the parent company and the subsidiary company towards meeting the obligations and commitments of the Tender.

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

**CEO of Parent Company**

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

**Name of the Company:** \_\_\_\_\_

**Seal / Stamp of the company:** \_\_\_\_\_

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

**CEO of Subsidiary (Bidding) Company**

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

**Name of the Company:** \_\_\_\_\_

**Seal / Stamp of the company:** \_\_\_\_\_



**Form 11C**

**Bank Guarantee Format for Security deposit**

To

AI Engineering Services Ltd. (AIESL),  
MRO Complex, Near Gate 03,  
RGI Airport, Shamshabad  
500108

WHEREAS \_\_\_\_\_ (Name and address of Bidder)  
(Hereinafter called "Bidder") has undertaken, in pursuance of Contract no. \_\_\_\_\_  
dated \_\_\_\_\_ (Herein after called "Contract") to deliver all the Services comprised in the  
Contract and agree to abide by the terms and conditions of the Contract.

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a  
bank guarantee by a Scheduled Commercial bank in India recognized by you for the sum specified therein  
as Security deposit amounting to ₹ \_\_\_\_\_ (  
\_\_\_\_\_), for compliance with its obligations in accordance with the Contract.

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

NOW THEREFORE, we \_\_\_\_\_ Bank, a body corporate incorporated /  
constituted under (\*) Act, (\*) with its CIN (\*), and having its Registered/Head Office at (\*) and among others  
a branch at (\*), hereby affirm that we are guarantors and responsible to you, on behalf of the bidder, up to  
a total of Rs. \_\_\_\_\_ (  
\_\_\_\_\_), and we undertake to pay you, upon your first written demand declaring Bidder to be in default under the  
Contract No. \_\_\_\_\_ and without demur or protest, any sum or sums within the limits  
of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for  
your demand of the sum specified therein.

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

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

This Bank Guarantee shall be valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20  
:

(Signature of the authorized officer of the Bank) \_\_\_\_\_

Name and designation of the officer \_\_\_\_\_

Date: ( \_\_\_\_\_ ) Place: ( \_\_\_\_\_ )

**Form 12**  
**PRE-BID QUERY - TECHNICAL BID**

To be printed on the Bidder's Company Letter Head

To

AI Engineering Services Ltd. (AIESL),  
MRO Complex, Near Gate 03,  
RGI Airport, Shamshabad  
500108

We hereby wish to seek the following clarification on the various clauses to the tender terms, conditions, functional requirements, and technical requirements as mentioned in the AIESL tender.

Sr. No.	Annexure No.	Clause No.	Query / Clarifications

**Signature of the Bidder:** \_\_\_\_\_

**Name of the Bidder:** \_\_\_\_\_

**Company Name & Seal:** \_\_\_\_\_

**Business' Address:** \_\_\_\_\_



**Form 13**  
**PRE-BID QUERY - COMMERCIAL BID**

To be printed on the Bidder's Company Letter Head

To

AI Engineering Services Ltd. (AIESL),  
MRO Complex, Near Gate 03,  
RGI Airport, Shamshabad  
500108

We hereby wish to seek the following clarification on the various clauses to the tender terms, conditions as mentioned in the tender on commercial bid of the tender.

Sr No.	Annexure No.	Clause No.	Query / Clarifications

**Signature of the Bidder:** \_\_\_\_\_

**Name of the Bidder:** \_\_\_\_\_

**Company Name & Seal:** \_\_\_\_\_

**Business' Address:** \_\_\_\_\_

**Form 14**

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD**

*(To be submitted by Bidders seeking exemption under provisions of MSE's refer para 8.5 of this document)*

**(On Bidder's Letter Head)**

To,

AI Engineering Services Limited  
MRO Complex, Near Gate 03,  
RGI Airport, Shamshabad  
500108

I / We, the authorized signatory of M/s....., participating in the subject tender No AIESL/HYD/PPMM/ENQ/25 dt. 09/01/2026 for the item / job of Providing Manpower Services for Conducting Breath Analyzer Test at AIESL, MRO Complex, Shamshabad, HYD, do hereby declare the following:

1. That I / we have availed the benefit of waiver of EMD under MSE's provisions while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
2. That in the event we withdraw / modify our bid during the period of validity or I/we fail to execute formal contract agreement within the given timeline or I/we fail to submit a Performance Security within the given timeline or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of AI Engineering Services Limited for minimum period of One year from the date of committing such breach.

Signature and Seal of Authorized Signatory of bidder

Name of Authorized Signatory.....

Bidding Organization Name .....



**Form 15**

**Format for self-declaration on “ No Conflict of Interest”**

To be submitted on Bidders Company's letterhead

To

AI Engineering Services Ltd.  
MRO Complex, Near Gate 03,  
RGI Airport, Shamshabad  
500108

Subject: Undertaking for No

Conflict of Interest.Dear Sir,

In accordance with this RFP document, we Name of the firm wish to declare that

I/We Name of the firm confirm that I/We do not have any relative, who is an employee of AIESL and who is likely to benefit us during the Award / Implementation of this contract.

I/We also indemnify that any subsequent detection of direct or indirect beneficiary of any application / award of the contract to any employee of this organization may result in disqualification / termination. AIESL will have the sole discretion to do so, and such cases cannot be referred for arbitration.

Yours faithfully,

(Signature of the authorized signatory)  
(Name and Designation of the authorized signatory)  
(Seal of the Bidder)

Date:  
Place:

Signature of the Bidder



GOVERNMENT OF INDIA  
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION  
TECHNICAL CENTRE, OPP SAFDURJUNG AIRPORT, NEW DELHI

**CIVIL AVIATION REQUIREMENTS**  
**SECTION 5 – AIR SAFETY**  
**SERIES F PART IV**  
**ISSUE I, 16<sup>th</sup> SEPTEMBER 2019**

**EFFECTIVE: FORTHWITH**

F. No. DGCA.15032 (02)/1/2019-DAS

**SUBJECT: Procedure for breath-analyser examination of the personnel engaged in Aircraft maintenance, Air traffic control services, Aerodrome operations, Ground handling services for detecting consumption of Alcohol.**

**1. INTRODUCTION**

- 1.1 It is a well-known fact that alcohol is a sedative, hypnotic, and addicting drug. It impairs judgment and leads to behavior that can easily contribute to or cause accidents. Even when the blood alcohol levels are zero in the body, there could be some effect of hangover, which is mainly due to congeners. A hangover effect produced by alcoholic beverages after the acute intoxication has worn off, may be just as dangerous as the intoxication itself. Symptoms commonly associated with a hangover are headache, dizziness, dry mouth, stuffy nose, fatigue, upset stomach, irritability, impaired judgment, and increased sensitivity to bright light.
- 1.2 The majority of adverse effects produced by alcohol relate to the brain, eyes and inner ear, which are three crucial organs of any person associated with safety-related activities.
- Brain effects include impaired reaction time, reasoning, judgment and memory. Alcohol decreases the ability of the brain to make use of oxygen.
  - Visual symptoms include eye muscle imbalance, which leads to double vision and difficulty in focusing.
  - Inner ear effects include dizziness and decreased hearing perception.
  - If such other variables are added as sleep deprivation, fatigue, medication use, the negative effects are significantly magnified.



1.3 Para 1.2.7.1 of ICAO Annex -1 states that “Holders of licences shall not exercise the privileges of their licences and related ratings while under the influence of any psychoactive substance which might render them unable to safely and properly exercise these privileges”.

Federal Aviation Administration, USA and Civil Aviation Authority, UK have developed and published their policy for detection of consumption of psychoactive substance including alcohol by personnel engaged in safety sensitive functions.

1.4 This Civil Aviation Requirement lays down the procedure to be followed for the breath-analyzer examination for consumption of alcohol, of the personnel engaged in safety sensitive functions pertaining to airside operations. It also lays down the provision for enforcement action for violation.

1.5 This CAR is issued under the provisions of Section 5 (A) of Aircraft Act 1934, Rule 21 A and Rule 24 (3) read with Rule 133A of the Aircraft Rules, 1937.

## 2. Implementation Time frame:

The organization shall implement this CAR on or before 07.07.2024. During intervening period CAR Section-5, Series-F, Part-IV Issue-I dated 16<sup>th</sup> September 2019 shall remain in force, however the organizations are encouraged to implement the provisions of this CAR as soon as possible.

## 3. DEFINITIONS

Aerodrome Operation Personnel	Personnel manning Apron control, Personnel involved in operational duty on air side, aerobridge operator and Aerodrome Rescue & Fire Fighting Personnel(ARFF)
Air Traffic Controller	Air Traffic Controller” means a person on duty in an air traffic services unit and entrusted with the task of giving instructions, clearance or advice to aircraft by approved means of communication in the interest of safety of aircraft operations
Air Traffic Control Services	A service provided for the purpose of: a) preventing collisions: 1) between aircraft, and 2) on the manoeuvring area between aircraft and obstructions; and b) expediting and maintaining an orderly flow of air traffic.
Breath-analyser Examination	Test conducted on personnel to measure alcohol in his/her exhaled air so as to determine the concentration of alcohol in the blood.
Ground Handling Agency	An entity established for the purpose of providing ground handling service at an airport and security cleared by the Bureau of Civil Aviation Security and duly appointed by the airport operator

Rev-1, 08<sup>th</sup> April 2024

2

Ground Handling Personnel	Vehicle Drivers (including catering and refuelling vehicles), equipment operators, Marshalls
Maintenance	The performance of tasks required to ensure the continuing airworthiness of an aircraft, including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair or test.
Maintenance Personnel	Aircraft Maintenance Engineer or any other technically trained person authorized to carry out maintenance of aircraft.
Medical Personnel	<p><b>Medical Personnel for the purpose of this CAR means:</b></p> <ol style="list-style-type: none"> <li>The following 'Allied Health and healthcare professionals' as per the National Commission of Allied and healthcare professions Act 2021: <ol style="list-style-type: none"> <li>Emergency Medical Technologist</li> <li>Advance Care Paramedics</li> <li>Operation Theatre Technologist</li> <li>Anaesthesia Assistants and Technologists</li> </ol> </li> <li>All professionals registered under the Nursing Council of India</li> <li>All professionals registered under the Pharmacy Council of India</li> </ol>
Psychoactive substances	Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded
Safety-sensitive employees	<p>Persons who might endanger aviation safety if they perform their duties and functions improperly.</p> <p>This definition includes, but is not limited to, technical air crew, cabin crew, aircraft maintenance personnel, air traffic controllers, and security screeners.</p>

#### 4. APPLICABILITY

Provisions of this Civil Aviation Requirements are applicable to the following:

- 4.1 Organisations engaged in the provision of Air Traffic Control Services, Aerodrome Management, Aircraft Maintenance and Repair, Ground Handling Agency, Aircraft Operation.
- 4.2 Personnel employed in organizations as in para 4.1 whether holding licence/ approval/authorisation or non-licensed personnel i.e.
  - a. Air Traffic Controllers, Flight Dispatchers.
  - b. Aircraft Maintenance personnel, Aerodrome operation personnel, Fire and rescue personnel, Vehicle drivers (including catering and refuelling vehicles) ground equipment operators and ground handling personnel.



Rev-2, --- July 2024

3

## **5. SAFETY REGULATIONS**

5.1. The organizations as in para 4.1 shall ensure that at least 25% individuals employed in their respective organizations as engaged in such functions as provided under para 4.2, are randomly subjected to breath-analyzer examination on a daily basis within one hour of reporting for duty. Such employees may also be informed one hour before commencement of duty regarding his/her breath-analyzer test. If such a person report sick after being contacted, and shows inability to join duty, then that person shall produce a medical certificate duly issued by a Registered Medical Practitioner, whenever he/she reports for duty. The medical certificate will be reviewed by organization. Aerodrome Management shall be responsible for the conduct of BA test on the personnel of the ground handling agency and the aerodrome operational personnel.

The Organizations must use a scientifically valid method such as a random-number table or a computer-based random-number generator to select the covered employees for testing. Each covered employee in the pool must have a unique identifier Employee Number, or other comparable identifying number. The employer must ensure that all employees have an equal chance of being tested each time the selection is made. Specific individuals or groups must not be targeted including certain occupational groups or locations. The concerned organization shall select 25% individual for the BA test before start of the shift and communicate to the person conducting the BA test and the individual selected for the BA test when he/she reports for the duty.

Note: - Whenever the 25% leads to a fractional outcome, the fraction is to be completed on the higher side and complete natural number is to be considered for selecting target population.

- 5.2 As specified in Paras 1.4 and 4 of this CAR, no person shall consume any drug/formulation or use any substance mouthwash/tooth gel or any such product which has alcoholic content, prior to reporting for duty, as such alcohol content may lead to positive result in BA test. Any person, who is taking such medication shall consult the company doctor / doctor administering medication, before they undertake the assigned duty.
- 5.3 Save as otherwise provided, officer of Air Safety Directorate/Directorate of Medical Services (Civil Aviation)/Concerned Directorate of DGCA may require random breath-analyzer examination of personnel as covered in para 4.
- 5.4 In an event of suspicion regarding consumption of alcohol, Aerodrome Management may conduct random breath-analyzer examination of ground handling personnel and Aerodrome Operation Personnel. Similarly other organisation may also subject their employees to random BA test without compromising with the 25% of daily requirement for BA test.

Rev-1, 08<sup>th</sup> April 2024

4

## 6. EQUIPMENT USAGE AND CALIBRATION PROCEDURE

### 6.1 EQUIPMENT USAGE AND CALIBRATION

6.1.1 Organization shall make available at least two serviceable breath-analyzer equipment fuel cell technology based, capable of giving accurate digital value up to three decimal places in **mg/dL** with a memory to store and recall at least last 1000 records.

6.1.2 The breath-analyser equipment shall be used only in auto mode.

6.1.3 The breath-analyzer equipment shall be attachable to a printer. At least one serviceable printer for the breath-analyzer equipment shall be available at all times.

6.1.4 The breath-analyzer equipment shall be calibrated after 10,000 blows/at a frequency as recommended by the equipment manufacturer whichever is earlier from an agency having ISO certification. The date of the last calibration shall be appended on the instrument. Record of such calibrations shall be maintained by the employer. It shall be the responsibility of the employer to ensure continued serviceability of the breath-analyzer equipment and maintain such records.

### 6.2 CALIBRATION AGENCIES

6.2.1 The organization shall ensure the following with respect to the calibration agencies/labs contracted for calibration of their breath analyser equipment:

6.2.1.1 The contracted agencies/ labs engaged in calibration of their Breath Analyser Equipment carries out the calibration in accordance with the procedure and recommendations laid down by the manufacturer and should have ISO certification to undertake the calibration activity. The contracted agencies/labs issues a calibration certificate bearing a unique number for each calibration of Breath Analyser Equipment.

6.2.1.2 Calibration agency maintains at least following record:

- (i) Manual containing the calibration procedure prescribed by the manufacturer.
- (ii) **Incoming Record:** Calibration Agency maintains daily incoming record of BA equipment received for calibration. Record should clearly indicate Serial no. of the Equipment, Date and Time of receipt, Mode of receipt, Date of Last calibration, Name of the operator or BA test agency.
- (iii) **Dispatch Record:** The agency maintains dispatch record of the equipment including Date/time of dispatch, Mode of dispatch, Mode of Payment, Invoice number (Transaction Reference in case of online payment), Calibration Certificate number and validity.
- (iv) Calibration records of the equipment used in calibration process of Breath Analyser Equipment.



Rev-2, --- July 2024

5

6.2.1.3 All the records in para 5.2 are preserved for a period of two years.

6.2.2 Organization shall facilitate the DGCA inspection for checking the compliance of the above mentioned requirements.

## **7. PROCEDURE FOR BREATH-ANALYZER EXAMINATION**

7.1 Organisation shall have a Doctor holding MBBS degree/~~trained Paramedics/Emergency Medical Technician (EMT)/Personnel holding BSC (Nursing)/Diploma (Nursing)~~ /Medical Personnel to conduct the breath-analyser examination at a designated place within the airport premises. Alternatively organisations may pool their resources including personnel used for conducting BA test or avail the breath-analyzer examination services of Govt. /Govt. licensed private hospitals/ aerodrome operator/ Private organizations, holding the facility to carry out breath-analyser test, located in the premises of the aerodrome/Medical facilities established by Aerodrome operator. Such facilities shall be subjected to periodic checks by the DGCA.

Note: In case of Flying Training Organisations, in addition to above mentioned medical personnel the trained safety officer of the concerned flying training organization can also conduct breath analyser test.

7.2 Before each test, the Medical Personnel shall run an 'air blank' on the instrument and obtain a reading of 0.000. The Medical Personnel shall also carry out a control test on daily basis and keep a record of printout to ensure serviceability of both the breath-analyzer equipment and the printer. Any BA reading during examination of a personnel above 0.000 shall be considered as positive result. Breath-analyzer examination shall be recorded on camera and recording shall be preserved for a period of six months.

7.3 Breath-analyzer examination record shall be maintained as per the format given in Appendix I and Appendix II.

7.4 If the breath-analyzer examination result is positive, a repeat test shall be carried out after an interval of maximum 20-25 minutes. Once a subject personnel is detected positive, medical personnel as in para 7.1 on duty, shall provide the proforma as per Appendix-I and the subject personnel shall give declaration in respect of the use of equipment (same or alternate) for conduct of second test on that proforma.

During this time, the subject personnel may be permitted to wash his face and rinse his mouth, if desired. Before the second test is carried out, a control test must be taken on the equipment being used to verify the serviceability and correctness of the breath-analyzer. Both the readings so obtained shall be recorded and print out taken. The second test shall be carried out in the presence

of a witness as designated by the organisation, who shall countersign the test report.

Rev-2, --- July 2024

6

7.5 The make, serial number and calibration status of the breath-analyzer shall be recorded in the event a personnel is detected positive for alcohol consumption. Under no circumstances, third test shall be conducted.

7.6 If the second test is satisfactory, the concerned personnel may be cleared for duty.

7.7 All the breath-analyzer examination positive /refusal cases shall be promptly reported but not later than 24 hours of occurrence to the concerned Regional Offices of the DGCA and at DGCA (HQ) as per table below:

S. No.	Personnel	Concerned Directorate of DGCA
1.	Maintenance personnel	Airworthiness Directorate
2.	Air Traffic Control Officer	AS & ANSS Directorate
3.	Aerodrome Operation personnel	Aerodrome Directorate
4.	Ground Handling Personnel	Aerodrome Directorate
5.	Flight Despatcher	Flight Standards Directorate

## 8. ACTION ON POSITIVE TEST

8.1 Any person, who tests breath-analyzer examination positive for the first time/refuses to undergo the breath-analyser examination/refuses to undergo the breath-analyser examination the second time upon being tested positive during the first test/ attempt to evade the breath-analyzer examination by leaving the airport premises, shall be kept off duty and his/her license/approval shall be suspended for a period of three months. Non-licenced/non approval holder, shall be removed from safety sensitive functions for a period of three months.

8.2 In case of second such violation of the provisions contained in Para 8.1 of this CAR, the license/approval issued by DGCA, of the concerned person shall be suspended for a period of one year. Non-licenced/ non approval holder, shall be removed from the performance of safety Sensitive function for a period of one year.

8.3 In case of third such violation of the provisions contained in Para 8.1 of this CAR, the license/approval issued by DGCA of the concerned person shall be suspended for a period of three years. Non-licenced/non approval holder, shall be removed from safety sensitive functions for a period of three years.

8.4 In case of fourth such violation of the provisions contained in Para 8.1 of this CAR, the license/approval issued by DGCA of the concerned person shall be cancelled and non-licenced/non approval holder shall be removed permanently from sensitive functions.

Issue-I, 16<sup>th</sup> September 2019

7

8.5 For the ground handling personnel and aerodrome operational personnel, who do not hold any licence/approval, the concerned aerodrome operator/Organization shall formulate a procedure for temporary removal from the duty and/or permanent removal from the duty of a personnel involved in violation of para 8.1 to 8.4.

## **9. PRESERVATION OF RECORDS**

The Employer/Organisation conducting BA Test shall maintain records of breath-analyser examination for the personnel. All the relevant records must be preserved for a period of one year.

## **10. GENERAL**

10.1 It shall be the responsibility of organisations to document the process for the Breath Analyser examination in their respective manuals and ensure wide publicity of the procedure.

10.2 Each Organisation shall submit monthly data in respect of Para 8 of this CAR to the concerned Directorate as per the table in para 7.7 at DGCA (HQ) latest by 10<sup>th</sup> of every month for the immediate preceding month.

Sd/-  
(Vikram Dev Dutt)  
Director General of Civil Aviation





Appendix I

(NAME OF THE ORGANISATION)  
MEDICAL EXAMINATION FOR ALCOHOL

Sl. No. ....

To be filled by Person undergoing the BA test (in Capital Letters)

I hereby report for the duty

Name ..... Job Function/designation. ....

License No./Approval No. if Applicable .....

Emp. No. .... Place ..... Date ..... Time of Reporting .....

Signature .....

**Declaration of subject personnel**  
**(Tick the option applicable)**

1. I wish to undergo confirmatory test on the same Breath- Analyser Equipment.  
Or  
I wish to undergo confirmatory test on the alternate Breath- Analyser Equipment

(Name & Signature of subject personnel)

**Declaration by Doctor / Medical Personnel**

The choice of Breath- Analyser Equipment has been exercised by the subject personnel.

(Name & Signature of Doctor/Medical ~~Officer~~ Personnel)

To be filled up by the Medical Personnel

1. Breath-analyzer Result Negative/Positive  
(Reading to be indicated in writing)
2. If found positive the result of first test:  
.....%BAC at.....hrs
3. Result of second test at..... hrs .....%BAC
4. Sr No. of BA Equipment used .....
- Remarks: He/she is not under/under the influence of alcohol at present.

Signature of Witness

Signature/Name of **Doctor/** Medical  
Personnel

Name and Designation  
Date/Time .....

Date/Time.....

BREATH-ANALYSER EXAMINATION FOR ALCOHOL

Place: ..... Date: .....

Name of the Medical Personnel: .....

**NOTE:** In case a Personnel is tested 'Positive' in first test, a separate Form is required to be filled up as in "Appendix I" by the **Doctor**/Medical Personnel and countersigned by the witness.

S No.	Name (in capital Letters) of Personnel undergoing BA Test	Emp. No/Unique I.D.	Job Function	Time of Reporting	I hereby report for the duty. Signature of personnel undergoing BA Test	BA Reading (in %)	Time of BA Test	Equipment Serial Number	Signature of <del>Officer</del> <b>Doctor/ Medical Personnel</b>	Remarks