



Tender No- E/17-49/323

**TENDER FOR PROVIDING MEDICAL SERVICES
AT AIESL, MUMBAI**



Sub: Tender for Providing Medical Services at Mumbai

AI Engineering Services Ltd (hereinafter referred to as AIESL), invites **TWO DIFFERENT** bids under Two Bid System from eligible bidders (hereinafter referred as Service Provider/Tenderer/Contractor) who meets the Bid Evaluation Criteria as per Annexure A specified in this Tender document for providing Medical Services for the employees of AIESL at Mumbai in the following 2 presently working locations from the licensed/registered hospital/ Nursing home or medical service provider, having an hospital/office at Mumbai:

- 1) Old Airport (OAP), Kalina, Santacruz (East), Mumbai-400029.
- 2) New Engineering Complex (NEC), Sahar, Vile Parle (East), Mumbai-400099.

Work Scope:

Provision of Occupational Health Center as per Maharashtra Factories Rule, 1963.

1. Provision of Factory Medical Officer having **MBBS** qualification included in the schedule to the Indian Medical Degrees Act of 1916 or in the Schedules to the Indian Medical Council Act, 1956 and possess a Certificate of Training in Industrial Health of minimum three months duration recognised by the State during the working period (8 Hrs per day)
2. One dresser-cum-compounder throughout the working period.
3. Medical equipment

The duration of CONTRACT will be for **two years** from the date of commencement of the contract which is **extendable by one more year on the same terms and conditions. Prices shall remain firm during the execution of the contract.**

- I. **Name of work/services to be provided:** Providing Medical Services.
- II. **Earnest Money Deposit (EMD): Rs.2,00,000/-** (Rupees Two Lakhs only).
MSME/ Udyog Aadhar and Start up establishments are exempted from submitting EMD as per Govt. of India policy.
- III. **Contract period: Two years; extendable by one more year.**
- IV. **Date & time of pre-bid meeting: 19/09/2022 at 11:30 hrs. (IST)at Engine Overhaul Conference Room, OAP, Mumbai.** Bidder will be permitted to visit AIESL premises at OAP and NEC at the time of Pre-bid meeting.
- V. **Due date & time for bid submission: 26/09/2022 latest by 11:00 hrs. (IST).**
Tenders received after due date / time by post/courier/personally shall not be entertained / considered. Tender drop box is kept at Gate No. 1, Air India Security Main Gate, Old Airport, Kalina, Santacruz (East), Mumbai 400029.
- VI. **Technical bid opening date & time: 26/09/2022 at 1130 hrs. (IST)**
- VII. **Financial bid opening date & time:** Will be intimated to the parties who qualify in the technical evaluation.
- VIII. **Venue of bid opening: Engine Overhaul Conference Room, OAP, Kalina, Santacruz (E.), Mumbai-29.**
- IX. **Tender fee (bidding document fee):** Not Applicable.
- X. **The bids submitted by the bidder will be valid for a period of 120 days from the date of opening the technical bid.**
- XI. **Number of Persons required to be deployed:** as per Scope of Services mentioned in this tender document.

If any of the dates specified above is declared a holiday by AIESL due to unforeseen circumstances, the tender proceedings will be conducted on the next working day

General Information:

AI Engineering Services Limited (AIESL) is floating a Tender to enter into contract with qualified party to provide **Medical Services at AIESL, Mumbai.**

One set of Tender documents containing following Annexure in respect of the above services is enclosed.

SN	Description	Annexure Number	Page Number
I	Disclaimer	Annexure-1	
Ii	Guidelines for submission of tender	Annexure-2	
Iii	Terms & Conditions of tender	Annexure-3	
Iv	Techno-commercial Bid Form Part-A	Annexure-4	
V	Techno-commercial Bid Form Part-B	Annexure-5	
Vi	Performa for the letter of unconditional acceptance of the Terms and conditions of the Tender	Annexure-6	
Vii	Non-disclosure agreement from the bidder	Annexure-7	



Viii	Format for Authorization letter for attending bid opening	Annexure-8	
Ix	Performa for declaration of blacklisting	Annexure-9	

**General Manager- Engineering
For AI Engineering Services Ltd.**



Annexure-1

DISCLAIMER

- 1.0 AIESL herein referred to as AI Engineering Services Limited formerly known as Air India Engineering Services Limited.
- 1.1 AIESL invites tender under two bid systems for Medical services at Mumbai in the following 2 presently working locations from the licensed/registered Hospitals/ Nursing Home or medical services providers, having an Hospital/ Nursing Home or office at Mumbai:
 - 1) Old Airport (OAP), Kalina, Santacruz (East), Mumbai-400029.
 - 2) New Engineering Complex (NEC), Sahar, Vile Parle (East), Mumbai-400099.
- 1.2 The information contained in this tender document or/and any information about the aforesaid subject matter provided subsequently to the applicants/bidders in any form by 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 before awarding of the tender.
- 1.3 The purpose of this tender document is to provide all bidders with the information that may be useful to them in the formulation of their proposals/ bids in response to this tender document. The statements and facts contained herein, which reflect various assumptions and assessments arrived by AIESL do not purport to contain all/exhaustive information on the aforesaid subject matter that each application may require for submitting their bids.
- 1.4 The information provided in this tender document to the applicants is on a wide range of matters, some of which depend upon the interpretation of the law. The information given is not an exhaustive account of statutory requirements and shall not be regarded as a complete or authoritative statement to law.
- 1.5 The assumptions, assessments, statements, and information contained in this tender document may not be complete, accurate, adequate, or correct. Each bidder shall, therefore, conduct its due diligence, investigations, and analysis and shall check the accuracy, adequacy, correctness, reliability, and completeness of the assumptions, assessments, and information contained in this tender document and shall obtain independent advice from appropriate sources at no cost to AIESL.
- 1.6 AIESL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. 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 document.
- 1.7 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 document, from time to time till the closing date of the tender.
- 1.8 The tender document does not imply that AIESL is bound to select a bidder or to appoint the selected bidder, as the case may be, and AIESL reserves the right to reject all or any of the proposals without assigning any reason whatsoever at any time.
- 1.9 The bidder shall bear all its costs associated with or relating to the preparation & submission of its proposal/ 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 its proposals. 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 or submission of the proposal, regardless of the conduct or outcome of the bid selection process as contained herein.



Annexure-2

GUIDELINES FOR SUBMITTING THE TENDER

2.0 “AI Engineering Services Limited”, formerly known as AIR INDIA ENGINEERING SERVICES LIMITED hereafter called “AIESL” invites sealed/closed tenders under two bid systems for the subject services as per terms and conditions of the tender documents.

2.1 The tender documents can be downloaded from the “AIESL” website: www.aiesl.in.

2.2

Important points to be noted :	
Availability of tender documents	Tenders may be downloaded from ‘AIESL’ Website: http://www.aiesl.in
Last date/time for clarifications and queries from the bidders.	Till 0900 Hrs on 26/09/2022
Last date/ time for submission of tenders	Till 1100 Hrs on 26/09/2022
Time for opening of technical bids	At 11:30 Hrs on 26/09/2022
Time for opening of financial bids	It will be informed later via emails

2.3 **Tender Fee: NIL**

2.4 **Earnest Money Deposit:** ₹ 2,00,000/- (Two Lakhs Only).(DD to be submitted with technical bid in the favour of AI Engineering Services Limited Payable at Mumbai).

2.5 Contact for clarifications regarding requirement, the scope of work:

Mr. Mukesh Kumar
Dy. General Manager (CO)-IE,
AI Engineering Services Limited (AIESL),
OAP, Mumbai-400029
Email: mukesh.kumar@aiesl.in

2.6 **How to submit tenders:**

Tenders are invited in the two-bid system. Therefore, tender(s) be sealed/closed in separate envelopes containing and superscripting as under

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

It shall contain duly filled "Technical Bid-Part A, with required documents as per Techno-commercial Bid Form and shall be super scribed with Techno-commercial Bid Part A / Tender No. E/17-49/323, Due Date: 26/09/2022.

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

It shall contain duly filled Price Bid-Part B and be super scribed with Price Bid / Tender No. E/17-49/323, Due Date: 26/09/2022.

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

Both the above (sealed/closed) envelopes (I&II) be put in a third envelope which should also be securely sealed/closed and be super scribed with "Quotations for Tender No. E/17-49/323, Due Date: 26, September 2022.

Bidders name and address to be written at one of the corners of this envelope.

iv) Submission of Tenders:

Tenders should be addressed to General Manager-Engineering, AI Engineering Services Limited, Mumbai-400 029 and be dropped in the Tender Box kept at the following address on or before the due date/time: **Gate No.-1, Air India Limited AI Engineering Services Limited (AIESL),Old Airport, Kalina, Santacruz, Mumbai-29**

2.7. Tenderers who wish to attend the tender opening may do so OR send their representative with an authorization letter on their company letterhead as per Annexure-8 duly signed by their authorized signatory for presenting the same to the tender committee at the time of opening of the tender at the above address, time and date.



- 2.8 “AIESL” reserves the right to reject any tender in part OR full OR annul the whole tender process without assigning any reason.
- 2.9 Tender documents sent through post or courier mode will be at risk of the tenderer and AIESL will not be responsible for any loss or non-receipt of the tender documents. Tender received after due date/time will not be entertained/considered. If the tender closing/opening date is declared a holiday in AIESL, Mumbai office the last date of submission/opening of the bids will automatically stand extended to 1100 hrs of the next working day.
- 2.10 Contract commenced from the date of furnishing signed contractual agreement post-issuance of letter of intent to L-1 vendor.
- 2.11 The term of the contract will be 24 months from the contractual date (may extend to another 12 months on mutual agreement).
- 2.12 The bid-offer price should be valid for 75 days from the date of opening of the financial bids.
- 2.13 The tenderer who qualifies for the award of contract will have to deposit with AIESL 5% of the total value of the contract towards an interest-free security deposit, within 2 weeks of receipt of the contract. The security deposit is to be paid by a bank draft or a banker’s cheque in favour of the ‘AI Engineering Services Limited, payable at Mumbai.
- 2.14 The validity of the security deposit shall be until 30 days after the scheduled completion of all obligations under the contract /agreement. The security deposit will be refunded/returned after 2(two) months of successful completion of deliveries of services against the completion of the contract after adjusting for penalties if any, that may be imposed under the terms of the purchase order.
- 2.15 In case, the security deposit is not deposited in time, the bills shall not be processed for payment. In an exceptional case, if the shortlisted tenderer desires, the security deposit amount can be deducted from the shortlisted tenderers’ bills and the balance payment released, for which the vendor will have to give a specific request to Finance Department, AIESL.
- 2.16 Payment will be made against submission of invoices duly verified by Dy GM-Engg. or their authorised nominee. No advance payment shall be considered in any case and case if any vendor will submit their quotation with this condition, then the same will be liable to be rejected.
- 2.17 It should be the duty of the service provider to indemnify AIESL against all losses that arise due to negligence or wilful misconduct of its employees.
- 2.18 Bidders should signify their acceptance of our terms and conditions in their bid via Annexure-6.
- 2.19 Bidder should submit non-disclosure agreement with the technical bid via Annexure-7.
- 2.20 Bidder should submit declaration of blacklisting with the technical bid via Annexure-9.
- 2.21 The Technical Bids will be opened on 26/09/2022 11.30 AM, at Engine Overhaul Conference Room, OAP, Mumbai in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).
- 2.22 The Financial Bids of only technically acceptable tenders will be opened for further consideration. The decision of the AIESL in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the AIESL.
- 2.23 EMD of the unsuccessful bidders will be returned to them, without interest, within a period of three months from the date of award of contract to the successful bidder.

SD/-

**General Manager (Engineering),
AI Engineering Services Limited.**



Annexure-3

TERMS & CONDITIONS OF THE TENDER

3.1 WORK SCOPE:

Provision of Occupational Health Center as per Maharashtra Factories Rule, 1963.

4. Provision of Factory Medical Officer having **MBBS** qualification included in the schedule to the Indian Medical Degrees Act of 1916 or in the Schedules to the Indian Medical Council Act, 1956 and possess a Certificate of Training in Industrial Health of minimum three months duration recognised by the State during the working period (8 Hrs per day)
5. One dresser-cum-compounder throughout the working period.

Equipment to be provided:

1. Glazed sink with hot and cold water always available.
2. A table with a smooth top at least 180 cm. X 105 cm.
3. Means for sterilizing instruments.
4. A couch
5. Two buckets or containers with close fittings lids.
6. A kettle and spirit stove or other suitable means of boiling water
7. One bottle of spiritus ammeniac aromaticus (120 ml).
8. Two medium size sponges
9. Two 'Kidney' trays
10. Four cakes of toilet, preferably antiseptic soap.
11. Two glass tumblers and two wine glasses.
12. Two clinical thermometers
13. Two tea spoons
14. Two graduated (120 ml) measuring glasses
15. One wash bottle (1000 cc) for washing eyes
16. One bottle (one litre) carbolic lotion 1 in 20
17. Three chairs
18. One screen
19. One electric hand torch
20. An adequate supply of tetanus toxied
21. Coramine liquid (60 ml)
22. Tablets - antihistaminic, antispasmodic (25 each)
23. Syringes with needles - 2 cc, 5 cc and 10 cc.
24. Two needle holders, big and small.
25. Suturing needles and materials
26. One dissecting forceps
27. One dressing forceps
28. One scapel
29. One stethoscope
30. Rubber bandage-pressure bandage
31. Oxygen cylinder with necessary attachments
32. One Blood Pressure apparatus
33. One Patellar Hammer
34. One Peak-flow meter for lung function measurement.
35. One Stomach wash-set
36. Any other equipment recommended by the Factory Medical Officer according to specific need relating to manufacturing process.
37. Eight plain wooden splints 900 mm X 100 mm X 6 mm.
38. Eight plain wooden splints 350 mm X 75 mm X 6 mm.
39. Four plain wooden splints 250 mm X 50 mm X 12 mm.
40. Two pairs artery forceps.
41. Injections-morphia, Pethidine, atropine, adrenaline, coramine, novocaine (4 each).
42. Two surgical scissors.



3.2 RATES:

3.2.1 Bidder has to quote the rates for

- a) One Medical Officer (**MBBS**) per location (OAP and NEC) during working hours
- b) One dresser cum compounder per location (OAP and NEC) during working hours
- c) Rent for Equipment's mentioned above

3.2.2 The above rates quoted by the bidder shall remain fixed as mentioned above and will be billed by successful bidder accordingly during the term of the contract. L-1 will be decided on the basis of rates quoted by bidder.

3.5 OTHER REQUIREMENTS

1. The Service Provider shall strictly observe and follow the statutory regulations like The Contract Labour (Regulation and Abolition) Act 1970, Payment as per The Minimum Wages Act 1948, The Employees' Provident Funds & Miscellaneous Provisions Act 1952, Employees State Insurance Scheme under ESI Act 1948 Act, The Payment of Gratuity Act 1972, The Workmen's Compensation Act 1923, and all other relevant statutory regulations during the period of the contract, covering its employees with appropriate insurance, etc. The Service Provider shall be solely responsible for its failure to fulfil these statutory obligations and shall indemnify AIESL against all such liabilities, which arise or likely to arise out of the Service Provider's failure to adhere such statutory obligations. All documents, registers pertaining to this contract shall be maintained meticulously and shall be provided to AIESL on demand.
2. The Service Provider shall be responsible for any damages or losses of AIESL's property and will be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by natural calamity.
3. It shall be the sole responsibility of the Service Provider to obtain and keep ready necessary license/permissions from various statutory bodies and/or concerned local municipal bodies for running medical services and produce the same before the concerned authority as and when asked for. The copies of all such valid documents shall be provided to AIESL in advance to confirm compliance. An undertaking in this regard has to be given by the Service Provider.
4. The Service Provider is required to maintain the details like ID, address proof etc., of all his employees/workers with Personnel department. Police verification certificate shall be obtained by the Service provider in respect of the employees deployed.
5. All the staff deployed by the Service Provider shall be issued ID cards by Service Provider Company and all such ID cards shall be counter signed by Personnel department.
6. The Service Provider shall not use the AIESL premises for any other activity except for the purpose for which it has been provided for.
7. The Service Provider shall be responsible for timely payment of wages to its employees as per Minimum Wages Act of Maharashtra State and all other statutory obligations, such as, Provident Fund, ESI, Service Tax etc. in force from time to time. Any lapse in this regard shall be viewed seriously.
8. The Service Provider shall ensure proper discipline among its employees and further ensure that they do not indulge in any unlawful activity.
9. The Service Provider shall at all times keep indemnify AIESL and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Service Provider shall at its own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
10. The Service Provider shall be personally responsible for conduct and behavior of its staff and any loss or damage to AIESL's moveable or immovable property due to the conduct of the Service Provider's staff shall be made good by the Service Provider. If it is found that the conduct or performance of any person employed by the Service Provider is unsatisfactory, the Service Provider shall have to remove the concerned person and engage a new person. The decision of the AIESL's designated officer in this regard shall be final and binding on the Service Provider.



11. The Service Provider shall not appoint any sub-contractor to carry out its obligations under the contract.
12. Subcontracting in any form will lead to immediate termination of contract.
13. The workers/employees deployed by the Service Provider shall be directly under the supervision, control and employment of the Service Provider and they shall have no connection what so ever with AIESL. AIESL shall have no obligation to control/supervise such workers or to take any action against them except as permissible under the law. Such workers/employees deployed by the Service Provider shall also not have any claim against AIESL for employment, pension, or any other statutory claim, or regularization of their services by virtue of being employed by the Service Provider, against any temporary or permanent posts in AIESL. In case of any untoward incident/fire/death/injury of any employee, AIESL will not be liable to pay any damages.
14. Service Provider shall ensure that his representative is available for proper administration and supervision at the works to the entire satisfaction of AIESL.
15. The Service Provider shall have to execute an appropriate agreement with AIESL on a non-judicial stamp paper of Rs. 100/- accepting all terms and conditions.
16. The contract may be terminated by giving one month's notice by AIESL. However, if it has been found/ reported that there has been a gross misconduct, negligence, noncompliance of orders requiring immediate action, the General Manager (Engineering), AIESL Mumbai shall have the rights to revoke the contract immediately without any notice.
17. **Prices shall remain firm during the execution of the contract.**

3.6 AMENITIES TO BE PROVIDED BY AIESL

1. AIESL shall provide adequate space at both the work locations to the Service Provider:
 - Old Airport (OAP), Kalina, Santacruz, Mumbai-29 and
 - New Engineering Complex(NEC),Sahar, Vile Parle,Mumbai-99,
2. Service Provider shall provide and maintain furniture (tables and chairs), Medical equipment required for First Aid.
3. Electricity & water charges will be borne by AIESL.

3.7 PAYMENT

1. The invoices in respect of monthly charges will be submitted in duplicate by the Service Provider to Personnel Department, AIESL Mumbai. The Invoices shall be processed and paid by office of AIESL-Finance, Mumbai after due certification from Personnel Department, AIESL Mumbai.
2. The invoices shall be submitted on monthly basis and the payment will be released within 30 days.
3. In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, the Service Provider shall not be entitled to any interest to be paid by AIESL for late payment.

3.8 VALIDITY OF CONTRACT

1. The contract for Medical Services shall remain valid for a period of 24 months only and may be extended further for 12 months subject to satisfactory services and acceptance by both parties at same terms and conditions.
2. On termination of the contract, the Service Provider will hand over the space and equipment supplied by AIESL (if any), in good working condition, back to AIESL.
3. For premature termination of the agreement, one month notice from the AIESL's side and three months' notice from Service Provider's side shall be required in writing. The Service Provider shall vacate the premises, if desired by the



AIESL and shall handover the same to AIESL along with all articles as may have been provided. The decision of the Competent Authority in AIESL shall be final and will be binding upon the Service Provider.

4. AIESL reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of the Service Provider and excess expenditure incurred on account of this will be recovered by AIESL from pending bills or by raising a separate claim. However, the agreement can be terminated by the Service Provider by giving three months' notice in advance. If the agency fails to give three months' notice in writing for termination of the agreement then three month's payment, etc. and any amount due to the agency from AIESL shall be forfeited.
5. If AIESL is not satisfied with the quality of eatables served, services provided or behavior of the Service Provider or his/her employees, the Service Provider will be served with 24-hour notice to improve or rectify the defect(s), failing which AIESL will be at liberty to take appropriate necessary steps as deemed fit.

3.9 PENALTY

1. In case services are found to be unsatisfactory or there is breach of any of the clause of terms and conditions, the contract is liable to be terminated at one month's notice.
2. In the event of violation of any contractual or statutory obligations by the Service Provider, it shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against AIESL by any individual, agency or government authority due to acts of the Service Provider, the Service Provider shall be liable to make good/compensate such claims or damages to AIESL. As a result of the acts of the Service Provider, if AIESL is required to pay any damages to any individual, agency or government authority, the Service Provider would be required to reimburse such amount to AIESL or AIESL reserves the right to recover such amount from the payment(s) due to the Service Provider while settling its bills.
3. AIESL reserves the right to impose a penalty (to be decided by the AIESL authorities) on the Service Provider for any serious lapse in maintaining the services willfully i.e. The Service Provider will provide Doctors and Compounder for all working days.

3.10 JURISDICTION

Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Mumbai courts only.

3.12 MINIMUM CRITERIA FOR TECHNICAL SHORTLISTING:

1. Certificate of Incorporation/enterprise.
2. The bidder must possess the requisite licenses, permits, registrations, certificates etc. from appropriate statutory authorities for providing the required service(s).
3. The bidder must have a minimum turnover of INR 1.88 Cr per annum for each of last 3 years with three years of experience in similar services of the Service Provider. Proofs need to be enclosed (LOI or contract completion certificate for each experience need to be enclosed)
4. The bidder must have PF/ESI/Gratuity Registrations. Certificate of Registration shall be submitted.
5. The bidder must have GST registration. Certificate of registration shall be submitted.
6. Copy of valid Pan No. Certificate shall be submitted.
7. The bidder or any of its associates have not been banned / blacklisted by any Govt Department / Central Govt. Unit / Public Sector Unit / Financial Institution / Court in the last three years.
8. Bidder is willing to provide any additional information required during the course of evaluation and processing of the submitted bid.



3.13 INDEMNITY BOND

Successful bidder should indemnify AIESL against any claim by any authority. In the event, AIESL has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this contract, the Service Provider only shall pay such claim/damages and even if AIESL is called upon to pay such damages/penalties, the Service Provider shall reimburse the same. This is subject to the condition that AIESL complies with various requirements in respect of the laws applicable to it.

3.14 REJECTION OF BIDS (techno-commercial Bid & Price Bid):

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

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

3.15 Evaluation of Bids:

i) **Technical Bids:** The Technical Bids would be evaluated first for compliance of 'Pre-qualification Criteria' as specified in the Tender. "AIESL" may seek required information, documents, etc. at any time from the tenderer as it may consider necessary for evaluation of the bids.

ii) Price Bids :

- a) The Price Bids of only technically suitable Tenderers, who qualify the 'Pre-qualification Criteria' of the Tender, would be opened on a later date.
- b) The date and time of opening of the Price Bids would be intimated in advance to technically qualified bidders only to participate in the opening of the Price Bids OR to send their authorized representatives to witness the opening of the Price Bids.

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

3.17 Technically Disqualified Bids:

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



3.18 Extension of the closing date / due date/ time of Tender :

The date/time for submission of bids and opening of Technical Bids-Part A may be extended at any time, at the sole discretion of "AIESL". Amendments to this Tender, if any, will be hosted on 'AIESL' Website: www.aiesl.in ONLY and "AIESL" will not intimate the Tenderers individually of the same. The Tenderers are, therefore, advised to visit the 'AIESL' website regularly till the date of closing of the Tender.

3.19 Earnest Money Deposit (EMD):

- i. The Tenderer will furnish along with Technical Bid-Part A, EMD of **Rs 2,00,000/-** (Two Lakhs Only) in the form of DD/Pay order drawn from a Scheduled / Nationalized Bank in favor of "AI Engineering Services Limited" payable at Mumbai.
- ii. The companies/firms registered with NSIC/SSI /MSME (under its Single Point Registration Scheme) shall be exempted from the payment of earnest money deposit provided they are registered for providing manpower services they intend to quote against AIESL tender, provided attested copy of Certificate of Registration with NSIC / SSI /MSME is submitted. AIESL reserves the right to allow Purchase preference to SSI / NSIC registered firms or Public Sector Undertakings as admissible under the prevailing policy of Govt. of India.
- iii. Tenders received without EMD OR the lesser amount of EMD OR received in different mode, will be rejected.
- iv. EMD so deposited shall not carry any interest.
- v. In case, the successful Tenderer refuses to accept the LOI/Contract OR fails to abide by any terms of the Tender/fails to commence the work within the stipulated time, EMD shall be forfeited.
- vi. In the case of a successful Tenderer, EMD can be adjusted in SD as a special case.
- vii. In case of unsuccessful Tenderers, EMD shall be refunded without interest, within a reasonable time after the finalization of the Tender.

3.20. Security Deposit (SD):

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

3.21. Applicable Rates & Validity

Rates to be quoted must be in INR as per the format given in the Techno Commercial Bid Form Part B only. Any deviation in format OR if rates quoted are conditional, the same shall be outrightly rejected.

i. **Inclusions :**

The rates offered /finalized/agreed by the Tenderer shall be inclusive of all Govt. Taxes/ Levies(except for GST), Equipment cost , manpower cost (including statutory payments),provision for Name Badges, Uniform, substitution, etc.

ii. **Exclusions:**

The GSTN on applicable rates is excluded. This would be paid/reimbursed, as and if applicable, together with the monthly bills.

iii. **Rate Negotiation:**

It is not the general practice of "AIESL" to carry out Post Tender Negotiations. Therefore, Tenderers are advised in their interest to submit their best quotes in response to this Tender. "AIESL", however, reserves the right to carry out negotiations after evaluation of Price bids in exceptional cases with the L-1 bidder.



- iv. **Special Powers to “AIESL”** :In case there is a tie between two selected bidders, AIESL shall have a right to ask both the bidders to offer a revised bid in a sealed envelope. The L-1 out of these two shall be entitled to an award of the contract.
- v. **Validity of Rates:** Rates finalized & agreed will remain firm during the Contract period of two years plus one year extendable.



SUBJECT: -Tender for Providing Medical Services at AIESL, Mumbai

Tender No- E/17-49/323

Due Date: 26 September 2022

TECHNO-COMMERCIAL BID FORM – PART A

NAME OF THE BIDDER COMPANY (as per Registration Certificate)	
COMPLETE POSTAL ADDRESS OF THE BIDDER COMPANY (as per Registration Certificate)	
1. Name of the Bidder and Complete registered address	
1(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)	
1 (b) Has your company/ firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	
1(c) Were you or your company ever required to suspend catering services for a period of more than 06 months continuously after you commenced the catering services? If so, give the name of the contract and reasons thereof.	
1(d) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
2. Name, Designation and Tel. No(s) of the Contact Person, -Fax No(s) and email address	
3. Year of commencement of business	
4. Statutory details (photocopy to be attached)	
a) PAN-	
b) ESI Reg. No.-	
c) GST Reg. No.-	
d) EPF registration No.	
5. Turnover Certificates for last three financial years duly certified by CA.	
6. Letter of unconditional acceptance of tender terms & conditions of the tender	Yes/No
7. Non-disclosure Agreement submitted	Yes/No
8. Declaration for blacklisting submitted	Yes/No
9. List of present and past clients (Please use separate sheet for each) as per the following format. Also submit either LOI or certificate of successful completion must be enclosed.	
Format for details of present and past clients:	



Sr. No.(1)	Name of Organization with complete postal address(2)	Name and Designation of contact person with Tel.No./ Mob. No.(3)	Date from which the contract was awarded(4)	No of persons deployed by your firm (5)
11. Volume of business done not less than INR 1.88 Cr during each of the last three years (please submit documentary evidence like audited balance sheets and Profit & loss accounts etc.				
Details of Annual financial tum-over for last three financial years	2018-2019	2019-2020	2020-2021	



Annexure-5

SUBJECT: -Tender for Providing Medical Services at AIESL, Mumbai

Tender No- E/17-49/323

Due Date: 26 September 2022

TECHNO-COMMERCIAL BID FORM – PART B

	Tender No. E/17-49/323	Due Date: 26 September 2022
	Subject: Tender for Providing Medical Services at AIESL, Mumbai	
SN	PRICE BID FORM – PART B	
1	Name of the Bidder / Co.	
2	Address	
3	Telephone No./ Fax No./Mobile Tel No.	
4	Name of Contact Person	
5	Monthly Rates for the job as per the terms & conditions	
5(A)	Unit Charges per month per location (at OAP and NEC) exclusive of GST in Rs.(To be quoted by bidder):	
	i. Doctor (MBBS)	
	ii. Compounder	
5(A1)	Total Charges per month in Rs. per location = (i + ii)	
5(B)	Rent of Equipment (per month)	
5(C)	Total Quote for Providing Medical Services in INR excluding GST= above SN 5 (A + B)	

Criteria for selection of L1 rates:

L1 rates will be decided based on the lowest rates quoted by the bidder at 5 (C).

In case of tie between L1 bidders, the bidder with higher turnover will be considered as L1.

7. Applicable Rates & Validity

Rates to be quoted must be in INR as per the format given in the Techno Commercial Bid Form Part B only. Any deviation in format OR if rates quoted are conditional, the same shall be out rightly rejected.

i) **Inclusions** :The rates offered /finalized/agreed by the Tenderer shall be inclusive of all Govt. Taxes/ Levies(except for GST), Equipment cost , manpower cost (including statutory payments),provision for Name Badges, Uniform, substitution, etc.

ii) **Exclusions:**

The GSTN on applicable rates is excluded. This would be paid/reimbursed, as and if applicable, together with the monthly bills.



iii) Rate Negotiation:

It is not the general practice of "AIESL" to carry out Post Tender Negotiations. Therefore, Tenderers are advised in their interest to submit their best quotes in response to this Tender. "AIESL", however, reserves the right to carry out negotiations after evaluation of Price bids in exceptional cases with the L-1 bidder.

iv) **Special Powers to "AIESL":** In case there are a tie between two selected bidders, AIESL shall have a right to ask both the bidders to offer a revised bid in a sealed envelope. The L-1 out of these two shall be entitled to an award of the contract.

v) **Validity of Rates:** Rates finalized & agreed will remain firm during the Contract period of two years plus one year extendable, except for revision in the minimum wages.

8. Revision of Rates during contract period:

i) No request shall be entertained for an increase of Rates (either of manpower or material) during the validity of the Contract and extensions, if any, under any circumstances except for Govt. Levy/Taxes.

ii) In case, rate of GSTN is revised after the opening of Tender/issue of contract OR if any new Tax is introduced after starting of the contract, the same shall be payable to the selected bidder at new rates.

9. The Price bid will be valid for 120 days from the date of opening of Technical Bids.

10. Any overwriting / cutting in rates must be signed.

11. Declaration: It is reiterated

i) That I have carefully gone through and have understood and agreed to abide by the General Terms & Conditions, Work-scope, and specifications governing the tender.

ii) That the above rates quotes had been filled after considering all the factors and all the costs and consequences related to the work scope, terms, and conditions of the Tender.

iii) It is also confirmed that I am authorized to sign the tender document.

Signature of Authorized signatory:

Name & Designation:

Co. Name & Seal:

Date:

Place:



Annexure-6

SUBJECT:-Tender for providing Medical services at AIESL, Mumbai

Tender No- E/17-49/323

Due Date: 26 September 2022

ANNEXURE-VI

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

(TO BE ATTACHED WITH TECHNO-COMMERCIAL BID FORM-PART A)

(TO BE TYPED ON THE LETTERHEAD OF THE BIDDER COMPANY.)

To,

General Manager (Engineering),
A I Engineering Services Limited,
Old Airport, Kalina, Santacruz(East),
Mumbai-29

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

Tender No: E/17-49/323

Tender Name: Tender for providing Medical services at AIESL, Mumbai.

Reference:

Date:

Please refer to your above-referred Tender for Providing Medical Services at AIESL, Mumbai.

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

We also confirm that we have submitted our response against the above tender for the subject service after due consideration of all the Technicalities and costs involved.

Signature of Authorized signatory:

Name & Designation:

Co. Name & Seal:

Date:

Place: Mumbai.



Annexure-7

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

To,

General Manager (Engineering),
A I Engineering Services Limited,
Old Airport, Kalina, Santacruz(East),
Mumbai-29

Reference:

Date:

Sub: Non-disclosure Agreement

Tender No: E/17-49/323

Tender Name: Tender for providing Medical services at AIESL, Mumbai.

Dear Madam Sir,

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

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

Yours sincerely,

Name & Designation:

Co. Name & Seal:

Date:

Place: Mumbai.



Annexure-8

FORMAT OF AUTHORIZATION LETTER FOR ATTENDING BID OPENING

(ON COMPANY LETTERHEAD)

To,

General Manager (Engineering),
A I Engineering Services Limited,
Old Airport, Kalina, Santacruz(East),
Mumbai-29

Sub: Authorization for attending bid opening.

Tender No: E/17-49/323

Tender Name: Tender for providing Medical services at AIESL, Mumbai

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

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

Authorized Signatory

With SEAL

Note:

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



Tender No: E/17-49/323

Due Date: 26 September 2022

PROFORMA OF DECLARATION OF BLACK LISTING

**(FORMAT TO BE TYPED ON TENDERERS' LETTERHEAD AND SUBMITTED ALONG WITH
TECHNICAL BID DOCUMENTS WITH SIGNATURE AND STAMP)**

In the case of a Proprietary Concern:

I hereby declare that neither I in my personal name or in the name of my Proprietary concern M/s. _____ which is submitting the accompanying Bid/Tender nor any other concern in which I am proprietor nor any partnership firm in which I am involved as a Managing Partner have been placed on black list or holiday list declared by except as indicated below:

(Here give particulars of blacklisting, and in absence thereof state "NIL")

In the case of a Partnership Firm :

We hereby declare that neither we, M/s. _____, submitting the accompanying Bid/Tender nor any partner involved in the management of the said firm either in his/her individual capacity or as proprietor or managing partner of any firm or concern have or has been placed on blacklist declared by AIESL except as indicated below:

(Here give particulars of blacklisting and in the absence thereof state "NIL")

In the case of Company:

We hereby declare that we have not been placed on any holiday list or black list declared by AIESL except as indicated below:

(Here give particulars of black listing or holiday listing and in the absence thereof state "NIL")

It is understood that if this declaration is found to be false in any particular, AIESL shall have the right to reject my/our bid, and if the bid has resulted in a contract, the contract is liable to be terminated.

Place :

Signature of Bidder:

Date :

Name of Signatory: