

1. Notice Inviting Tender (NIT)

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

E-Tender is invited on GeM Portal from eligible and qualified bidders meeting Qualification Criteria for supply of the following goods/services:

Sr. No.	Brief Description of Goods / Services /Category	Quantity (in UOM)	Earnest Money Deposit (EMD)* (in Rs.)	Remarks
1	<i>Supply of A4 size white photocopier paper, 75 GSM, 500 papers per rim</i>	9000	₹ 48000	For detailed Specifications, please see Tender Document

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

DGM-PPMM, Northern Region
AI Engineering Services Limited

DISCLAIMER

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

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

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

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

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

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

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

Introduction

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

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

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

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

OBJECTIVE

The purpose of this Tender document is to present the requirements of AIESL and to invite Technical and Price proposals under the two-bid tender process, from experienced, capable & reputed Vendors registered in India for *“Supply of A4 size white photocopier paper, 75 GSM, 500 papers per rim”*.

1.1 Critical Data Summary

AIESL Reference No.	AIESL/PPMM/DEL/NR/2026/54
Description of Goods / Services /Category	"Supply of A4 size white photocopier paper, 75 GSM, 500 papers per rim."
Type of Tender	Product/Services: Both NCB (National Competitive bidding): Two bid system
Selection Criteria	Least cost selection L1
Submission of Bids	Through GeM Portal only
Date of issue of tender	Refer portal
Place and time of pre bid conference	Refer portal
Process to raise pre bid queries	Pre-bid queries (if any) must be raised by bidders on GeM at least one day prior to pre bid meeting. Any other mode of queries will not be entertained.
Site Visit	Not required
Last date/ time for submission of Bids documents through portal ("Due Date/ Time")	Refer Portal
Date and Time of Opening of technical Bid	Refer Portal
Opening of Financial Bid	Refer Portal
Extension of Due Date/Time	The Due Date / Time of submission and opening of Bids may be extended at any time, at the sole discretion of AIESL. Bidders are advised to visit GEM Portal regularly for updates.
Estimated value of the Tender	₹ 24 Lakhs /-
Earnest Money Deposit (EMD)	₹ 48,000 /- (INR Forty eight thousand Only) Beneficiary Name: AI Engineering Services Limited, Delhi Bank Name: <u>STATE BANK OF INDIA</u> Branch: 11 Sansad Marg, New Delhi- 110001 A/c No 33029526378, IFSC Code: SBIN0000691, Payable at: New Delhi The bidder may pay the EMD amount through the following online payment link: https://forms.eduqfix.com/aiengineering/add
Period of Contract	12 months and material is to supply in staggered manner (refer GeM).
Payment Terms	30 Days

1.2 ABBREVIATIONS:

AITB	Appendix to Instructions To Bidders	MSMED	MSME Development (Act)
AEP	Airport Entry Pass	NEFT	National Electronic Funds Transfer
ADP	Airport Driven Permit	NIT	Notice Inviting Tender
BCAS	Bureau of Civil Aviation Security	PAN	Permanent Account Number
BOQ	Bill of Quantities	PC	(Indian) Penal Code
BSD	Bid Securing Declaration	PPD	Procurement Policy Division
DPIIT	Department for Promotion of Industry and Internal Trade	PQB	Pre-Qualification Bidding
EFT	Electronic Funds Transfer	PVC	Price Variation Clause
EPFO	Employees Provident Fund Organization	RAP	Reverse Auction Process
ESI	Employees State Insurance	RCM	Reverse Charge Mechanism
GCC	General Conditions of Contract	SC	Scheduled Caste
GeM	Government e -Marketplace	SCC	Special Conditions of Contract
GST	Goods and Services Tax	ST	Scheduled Tribe
GSTIN	GST Identification Number	TCS	Tax Collected at Source
GTE	Global Tender Enquiry (International Competitive Bidding)	TDS	Tax Deducted at Source
HSN	Harmonized System of Nomenclature	TIA	Tender Inviting Authority
IEM	Independent External Monitor	TIS	Tender Information Summary
IPR	Intellectual Property Rights	GSM	Grams per Square Meter
INR	Indian Rupee		A4 paper (75 GSM) has a standard size of 210 × 297 milli meters . A standard 500-sheet ream weighs approximately 2.34 kilograms (approx. 2190g–2340g).
ITB	Instructions To Bidders		
JV	Joint Venture		
JV/C	Joint Venture/ Consortium		
LoA	Letter of Award (Acceptance)		
MII	Make in India		
MSE	Micro and Small Enterprises		
MSME	Micro Small and Medium Enterprises		

Form 4: Qualification Criteria – Compliance
(To be submitted as part of Technical bid)
(Along with supporting documents, if any)
(on Company Letter-head)

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

Bidder's Name _____

[Address and Contact Details]

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

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

The list below is indicative only. You may attach more documents as required. Non submission or incomplete submission of documents may lead to rejection of the bid as nonresponsive.

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

S.No	Description	AIESL condition	Vendor Response	Documentary proof
1.	Name of the Company/Establishment	MUST	Yes/No	Fill here
2.	Full Address of Registered Office	MUST	Yes/No	Fill here
3.	Nature of company (Whether Proprietorship Firm / Partnership Firm / Limited Company / Corporation / Any Other (Specify) (Enclose Proof)	MUST	Yes/No	Fill here
4.	Name /Telephone No./ Mobile No. of Authorized Person	MUST	Yes/No	Fill here
5.	E-mail id	MUST	Yes/No	Fill here
6.	Certificate of Incorporation	MUST	Yes/No	To be submit
7.	If the Bidder is an MSE/Start-ups enterprise, submit proof	MUST	Yes/No	To be submit
8.	a. Average Annual financial turnover of during the last three years, ending 31 st March of the previous financial year, should be at least 30% (thirty percent) of the estimated tender cost.		Yes/No	Fill here

	<p>b. Liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the contract, of no less than the amount specified in the tender.</p> <p>Turnover Certificate, Balance Sheets, P&L Account Statements, ITR & Solvency Certificate duly signed by CA (Chartered Accountant) must be submitted.</p>			
9.	<p>The Bidder must have at least three years' experience of handling similar services during the last three financial years for providing similar type of services to Central/State Government/ PSU / Reputed organization or aviation sector. Services rendered with list of such Central/ State/ PSU /Reputed organization or aviation sector shall be furnished.</p> <p>Similar Services: Supply of stationary items.</p>	MUST	Yes/No	To be submit
10.	<p>The Bidder must have successfully executed /completed similar services for export and import /re-import of Aircraft parts over the last three years i.e. the current financial year and three preceding financial years:</p> <ul style="list-style-type: none"> • Three completed services costing not less than the amount equal to 40% of the estimated tender cost, or • Two similar completed services costing not less than the amount equal to 50% of the estimated Tender cost, or • One similar completed service costing not less than the amount equal to 80% of the estimated tender cost. 	MUST	Yes/No	Fill here PO no and it's value
11.	<p>Bidder should confirm compliance to the stated work-scope in entirety and confirm that they have submitted their Commercial Bid in the same format as given in bid document.</p>	MUST	Yes/No	Fill here
12.	<p>Bidder should provide escalation matrix.</p>	MUST	Yes/No	To be submit
13.	<p>Bidder should provide solvency certificate</p>	Not required	Yes/No	To be submit
14.	<p>Bidder has enclosed an EMD of Rs. _____, by way of Demand Draft, Banker's Cheque, or ECS as a part of the</p>	MUST	Yes/No	Fill here

	Technical Bid. (MSE/Start-ups enterprises should submit Bid Security Declaration)			
15.	Bidder agrees to pay non-interest-bearing deposit @ 5% of PO/Contract Value or equivalent Bank guarantee as Security deposit, for the period of contract.	MUST	Yes/No	Fill here
16.	Bidder agrees that the payment would be made after receipt of material.	MUST	Yes/No	Fill here
17.	PAN and GST Number	MUST	Yes/No	Fill here

Note:

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

I am authorized to sign this document(s).

Signature : _____

Name : _____

Designation : _____

Company Seal : _____

FORM 7 : FORMAT OF BID SECURITY DECLARATION FROM BIDDERS

IN LIEU OF EMD

(for MSE/STRATUP Enterprises)

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

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

Sir/ Madam,

We, the undersigned, solemnly declare that:

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

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

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

- b) Fail or refuse to sign the contract

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

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

(Signature with date)

(Name and designation)

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

[name & address of Bidder and seal of company]

Dated on day of [insert date of signing]

Format 1.3: Bank Guarantee Format for Performance Security

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

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

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

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

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

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

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

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

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

(Signature of the authorized officer of the Bank)

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

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

Contractor's Name _____

[Address and Contact Details]

Contractor's Reference No. _____

Date.....

To

Dy. Gen. Manager - PPMM

AI Engineering Services Ltd

No Claim Certificate

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

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

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

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

Yours faithfully,

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

Date:

Place

FORMAT 4

UNDERTAKING FOR SECURITY DEPOSIT

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

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

Tender No

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

I/We, the undersigned declare that:

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

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

Authorized Signatory

Name of Signatory _____

Designation of Signatory _____

Seal of Company

FORMAT 5

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

To

Dy. Gen. Manager - PPM

AI Engineering Services Ltd, NR, IGIA, New Delhi

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

ACCEPTANCE OF TERMS AND CONDITIONS

Dear Sir,

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

Authorized Signatory

Name of Signatory _____

Designation of Signatory _____

FORMAT 6

Undertaking Regarding Non-Blacklisting

(To be submitted on the bidder's letterhead)

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

Sir/Madam,

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

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

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

Authorized Signatory: _____

Name: _____

Designation: _____

Scope of Work for Tender – Supply of A4 Size Paper

1. Name of Work:

Supply of A4 Size Copier Paper for a period of 12 Months.

2. Scope of Supply

The successful bidder shall supply A4 Size Copier Paper as per the following specifications:

Paper Size: A4 (210 mm × 297 mm)

Substance / GSM: 75 GSM

Color: White

Brightness: Minimum 90–95%

Compatibility: Suitable for high-speed photocopiers, laser printers, inkjet printers, and fax machines

Paper Quality: Smooth surface finish; Dust-free; Jam-free performance; Suitable for double-sided printing

3. Quantity Requirement

Approximate Monthly Requirement: 750 Reams

Total Estimated Quantity for 12 Months: 9,000 Reams

Quantity mentioned is approximate and may vary as per actual requirement. Payment shall be made on actual supplied quantity.

4. Contract Period

The rate contract shall be valid for 12 months from the date of award of contract.

5. Delivery Schedule

Delivery shall be made in a staggered manner.

Approx. 750 reams per month to be supplied.

S.No	Delivery (QUANTITY)	Time period		
1	1500	Within 7-15 days after the award of contract		
2	1500	After 56 days of 1 st delivery		
3	1500	After 56 days of 2 nd delivery		
4	1500	After 56 days of 3 rd delivery		
5	1500	After 56 days of 4 th delivery		
6	1500	After 56 days of 5 th delivery		

The supplier must ensure uninterrupted supply throughout the contract period.

6. Sample Submission & Technical Qualification

Bidders are required to submit one ream (sample) of A4 paper along with their bid or within the stipulated time as mentioned in the tender.

The sample will be evaluated by the user department for compliance with the specified technical parameters.

Only those bidders whose samples are verified and approved by the user department shall be considered technically qualified.

Financial bids of only technically qualified bidders shall be opened.

The approved sample shall be treated as the reference standard for the entire contract period.

Any supply not matching the approved sample shall be liable for rejection.

7. Inspection & Acceptance

Material will be inspected at consignee location.

Any defective / damaged / substandard paper shall be replaced within 7 days at supplier's cost.

Supply not conforming to approved sample and technical specifications shall be rejected.

8. Price & Taxes

The quoted rate shall be inclusive of all taxes, transportation, loading/unloading, and delivery charges.

Rates shall remain firm during the contract period.

Bidder's signature and stamp.