

**Ref No: AIESL/MMD/CAMC AC Unit/01****Date: 24.07.2025****COVERING LETTER**

Subject: Tender for Comprehensive Annual Maintenance Contract (CAMC) of PCP AC Units at EOD & CCF, Package AC units at Plasma Shop, Jig Boring M/C/MAHO M/C Room CRF, RCDL- First Floor Hanger No 4 and VRF AC units at COD-LG Facility EOH, Portable AC Units at Hanger no 4 and Walk-in-Freezer at CMRS in Engg. Dept. AIESL, OAP, Mumbai.

AI Engineering Services Limited (AIESL), Old Airport, Santacruz (E) invites on line bids through GeM portal from authorized firms/contractors for Comprehensive Annual Maintenance Contract (CAMC) of PCP AC Units at EOD & CCF, Package AC units at Plasma Shop, Jig Boring M/C/MAHO M/C Room CRF, RCDL- First Floor Hanger No 4 and VRF AC units at COD-LG Facility EOH, Portable AC Units at Hanger no 4 and Walk-in-Freezer at CMRS in Engg. Dept. AIESL, OAP, Mumbai.

- a) **Description:** Comprehensive Annual Maintenance Contract (CAMC) of PCP AC Units at EOD & CCF, Package AC units at Plasma Shop, Jig Boring M/C/MAHO M/C Room CRF, RCDL- First Floor Hanger No 4 and VRF AC units at COD-LG Facility EOH, Portable AC Units at Hanger no 4 and Walk-in-Freezer at CMRS in Engg. Dept. AIESL, OAP, Mumbai.
- b) Job/Work Location: AIESL, OAP, Santacruz (East), Mumbai – 400 029.
- c) Earnest Money Deposit of Rs. 15,610.00/- (Fifteen thousand Six hundred ten only) must be submitted by gateway available in the link <https://forms.eduqfix.com/aiengineering/add>.

DISCLAIMER

- ✓ The information contained in this tender document or / and any information pertaining to 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, prior to award of the Tender.
- ✓ 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 at by AIESL, do not purport to contain all / exhaustive information on the aforesaid subject matter that each applicant may require for the purposes of submitting their bids.
- ✓ The assumptions, assessments, statements and information contained in this tender document may not be complete, accurate, adequate or correct. Each bidder should, therefore, 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 document and shall obtain independent advice from appropriate sources at no cost to AIESL.
- ✓ The information provided in this tender document to the applicants is on a wide range of matters, some of which depend 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.
- ✓ 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.
- ✓ 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 close date of tender.
- ✓ 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. The bidder shall bear any and 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

**Ref No: AIESL/MMD/CAMC AC Unit/01****Date: 24.07.2025**

or other expenses incurred by the bidder in preparation for submission of the proposal, regardless of the conduct or outcome of the bid selection process as contained herein.

❖ General Terms and Conditions

- ✓ 'AIESL' as used in the Tender document means 'AI Engineering Services Limited'.
- ✓ "Contract" means the agreement entered into between the Purchase and the Contractor, as recorded in the contract form signed by the parties including all annexure thereto and appendices therein.
- ✓ "Tenderer" or Seller" or "Bidder" means as used in the Tender document, is one who has submitted the quotation in response to our tender document. It also means the individual or firm or company, who are manufacturers and suppliers, on whom the order for work is placed and shall be deemed to include their approved successors, heirs, executors and administrators, holding company/Group/Group Companies, Conglomerate as the case may be.
- ✓ It is further clarified that any individual signing the tender or other documents in connection with the tender must certify whether he signs as:
 - i) A "Sole Proprietor" of the firm or constituted attorney of such sole proprietor.
 - ii) A partner of the firm if it is a partnership must have authority to refer to arbitration and disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, the tender should be signed by all the Partners.
 - iii) Constituted attorney of the firm, if it is a Company.
 - iv) Authorized signatory of the firm.

❖ ONE BID PER BIDDER:

A Bidder shall submit only 'one [01] Bid' in the same Bidding Process either as single entity. A Bidder who submits or participates in more than 'one [01] Bid' will cause all the proposals in which the Bidder has participated to be disqualified.

- ✓ A bidder shall not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices. The bidder found to have a conflict of interest shall be disqualified. A bidder shall be considered to have a conflict of interest with one or more bidders in this bidding process, if:
 - a) they have controlling partner (s) in common; or
 - b) they receive or have received any direct or indirect subsidy/ financial stake from any of them; or
 - c) they have the same legal representative/authorized signatory/agent for purposes of this bid; or
 - d) they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder; or
 - e) Bidder participates in more than one bid in bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/ sub-assembly/ Assemblies from one bidding manufacturer in more than one bid.
 - f) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid;
 - g) In case of a holding company having more than one independently manufacturing units, or more than one unit having common business ownership/management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/ common business/ management units in same/ similar line of business. Bidders are required to submit a confirmation for no conflict of interest with other bidders. Failure to comply this clause during tendering process will disqualify all such bidders from process of evaluation of bids.
- ✓ Alternative Bids shall not be considered.
- ✓ Bidders are required to provide complete details of all Directors/Partners/Proprietors etc. including Father's name, Residential address, AADHAR, PAN Card details. & DIN Nos. and corresponding documents.

AI ENGINEERING SERVICES LIMITED

MATERIALS MANAGEMENT DIVISION
OLD AIRPORT, SANTACRUZ (EAST), MUMBAI – 400 029



Ref No: AIESL/MMD/CAMC AC Unit/01

Date: 24.07.2025

In case of Partnership / LLP: Bidder must submit copy of Partnership /LLP Deed.

In case of Public / Limited Company: Bidder must submit copy of Share Holding details of all shareholders.

- ✓ It is the responsibility of the participating Bidder(s) to assess the relationship as mentioned above. In case any undertaking/declaration given by a Bidder(s) in this regard is found to be false, this would be a sufficient ground for rejection of Bid(s) /termination of contract and also initiation of further action as per Corrupt/Fraudulent/ Collusive / Coercive Practice.

❖ Standard Terms & Conditions:

- ✓ AIESL reserves the right to close the tender / reject any / all offers at any stage of tender at its sole discretion.
- ✓ AIESL reserves the right not to consider the bid of any Bidder, blacklist the Bidder for 3 (three) years, if it is determined / noticed at any stage during the tendering process or after release of Contract that the said Bidder has directly or indirectly engaged in any misrepresentation, corrupt, fraudulent, collusive, coercive practice in order to bid / obtain the Contract. This will also have an impact on other Contracts / POs, the Bidder may have with AIESL where AIESL reserves the right to take appropriate action as deemed fit.
- ✓ AIESL reserves the right to reject / not consider at its sole discretion the bids of such bidders who have been involved in any litigation with AIESL in the last 3 years and / or are at present involved in any ongoing litigation or arbitration proceedings against AIESL. Further, those bidders who have records of poor performance during the last 3 (three) years, as on the date of submission of the bid, such as abandoning the work, rescinding of the contract for which the reasons are attributable to the non-performance of the Bidder or its constituents, inordinate delays in completion and/or have a consistent history of litigation / arbitration awarded against the Bidder or any of its constituents or financial failure due to bankruptcy etc. are liable to be disqualified.
- ✓ AIESL reserves the right to reject / not consider at its sole discretion the bids of such bidders have been blacklisted / debarred by any PSU, government bodies in India.
- ✓ Bidders are required to declare if they have any ongoing legal disputes with any government agencies such as Income Tax, EOW etc. Suppression / Misrepresentation of such facts whenever it comes to light would invite disqualification and AIESL reserves the right to take appropriate action as deemed fit including discontinuing business dealings with the party.

❖ SPECIAL CONDITIONS

- ✓ The location of work is Hangar/Apron areas, at Old Airport. The area is highly security sensitive and contractor will be required to obtain entry pass from our Security dept.
- ✓ A qualified and responsible supervisor will always remain present at site, when the work is being carried out. He will ensure compliance of standard safety precautions and use of safety equipment.
- ✓ Equipment which are in fit to use and serviceable condition only shall be provided to AIESL. It will be the contractor's sole responsibility to attend break down of equipment, if any, during the operation.
- ✓ Safety of the contractor's personnel / equipment shall be responsibility of the contractor.

❖ TENDER PROCEDURE

- ✓ This tender is strictly a **Two Bid Tender** i.e. Technical Bid and Price Bid. **Both the bids are to be submitted through GeM portal. No other mode of submission will be acceptable.**
- ✓ The close / due date for submission of bids may be extended at any time, including after the scheduled date of closing, at the sole discretion of AIESL.
- ✓ Amendments or extension of the close / due date, if any, to this tender will be informed via GeM portal
- ✓ In their own interest, bidders are advised to submit bids, well before the close date / time of tender in order to avoid any last moment glitches. AIESL may not entertain any request for extension of close date and time and reserves the right to accept or reject any such request at its sole discretion.

AI ENGINEERING SERVICES LIMITED

MATERIALS MANAGEMENT DIVISION
OLD AIRPORT, SANTACRUZ (EAST), MUMBAI – 400 029



Ref No: AIESL/MMD/CAMC AC Unit/01

Date: 24.07.2025

- ✓ The bidder or their authorized representatives (maximum two) would only be permitted to attend the pre-bid meeting, if any.

❖ **For any clarification, please contact the following official.**

- 1) Technical clarification-Mr. A G Dubey, Executive-II, EFD, e-mail-ag.dubey@aiesl.in.
- 2) Bid Clarification- Mr. Ashisa Ku Swain, Dy. Manager-MM, email-ashish.swain@aiesl.in

❖ **Submission of BIDS:**

Technical Bid:

- ✓ Bidders are advised to study carefully the Terms & Conditions as given in this tender document and submit their **technical bid** accordingly.
- ✓ Bidders are required to download all the documents. Wherever applicable the documents are to be duly filled-in with the required details. The filled-in documents along with supporting documents, if any, need to be uploaded on GeM portal for technical evaluation purpose. **Uploading of required Documents is mandatory. The documents should not mention any rates / prices. else bidder will be disqualified during technical evaluation.**
- ✓ Bidders are **required to give their acceptance of the terms and conditions as per Documents.** Any deviation from the terms and conditions must be clearly spelt out in the Technical Bid.
- ✓ Any other deviation in the specifications or tender's terms and conditions must be communicated to the concerned buyer / user for acceptance of the same, prior to submission of the bid depending on the merit of the case. AIESL reserves the right to accept or reject the deviation. In case, the deviation is accepted, the tender document will be amended accordingly. The bidder should submit their bid in line with the tender document only or else the same would be liable for rejection.
- ✓ AIESL reserves the right to change this date of opening at its own discretion.
- ✓ **All the supporting documents, as specified in the tender documents that are required for compliance of bid must be submitted with the technical bid.**
- ✓ AIESL reserves the right to call for the original copies of the attached / submitted documents in the technical bid for verification purpose during the evaluation stage. The Technical Bids would be evaluated for compliance in accordance with the tender document. The User Department of AIESL reserves the right at its sole discretion to seek clarification for shortcomings in information/documents from the bidders as deemed necessary for the purpose of evaluation of the bids.

❖ **Price Bid:**

- ✓ Bidders are required to **quote for the entire tendered quantity.**
- ✓ AIESL will not accept inclusion of any additional costs, if requested for, after closing of the tender.
- ✓ Submission of incorrect or incomplete information or with arithmetical errors in compilation of the data would be at the bidder's sole risk. The decision of AIESL in such cases would be final and binding.

❖ **Validity of Quotation, Prices, Govt. Taxes / GST**

- ✓ The price offered / agreed should remain firm till completion of the contract.
- ✓ No request for increase in price shall be entertained during this period except on account of increase in GST or any other Government levy, if imposed by the Govt. of India. Proof of payment for such increase is to be submitted to AIESL by the successful Bidder.
- ✓ The Bidders should commit to pass on the benefit to AIESL of reduction in statutory taxes, etc. by the Government, during the period of validity of the Contract.
- ✓ During the contract period, if for any reason there is a downward revision in prices, the successful bidder will be responsible for passing on the benefits to AIESL.
- ✓ Increase in Govt. Taxes / GST etc. or any new levies, if imposed by the Govt. of India / State Govt. / Local Bodies, during the contract period will be borne by AIESL, if requested for, by the Successful Bidder/s. However, such request will be considered only if it is substantiated with

AI ENGINEERING SERVICES LIMITED

MATERIALS MANAGEMENT DIVISION
OLD AIRPORT, SANTACRUZ (EAST), MUMBAI – 400 029



Ref No: AIESL/MMD/CAMC AC Unit/01

Date: 24.07.2025

copies of valid documentary proof of the same and **only if the bidder/s has quoted their rate giving the break-up of Govt. Taxes / GST in their price bid.**

❖ **AMENDMENTS / EXTENSIONS:**

- ✓ AIESL reserves the right to, amend any part / terms and conditions of the tender / extend the due date at its sole discretion.
- ✓ Amendments and clarifications, if any, to this tender will be hosted on the GeM Portal & NIT will be published on website of AI ENGINEERING SERVICES LIMITED. AIESL will not intimate the tenderers individually of the same. The tenderers are, therefore, advised to visit GeM portal / AIESL website regularly till the date of closing of the tender. The last amendment, if any, will be hosted a minimum of seven days before the closing date of the tender.
- ✓ Amendments, corrigendum, if any, and any extensions of the due date of opening of the Bids, as per the requirements of AIESL, will be uploaded in GeM.

❖ **REJECTION OF BIDS:** The submitted Bid will be rejected on the following grounds:

- ✓ Tenders received without required information and relevant documents as per the eligibility criteria, are liable to be rejected. However, AIESL reserves the right at its sole discretion to seek whatever information, documents etc. from the bidders as it may consider necessary for the purpose of the technical evaluation.
- ✓ In case of any variation, in the documents / data declaration submitted by the Bidder in support of the Technical Bid with the original documents, the Bids of such Bidder would be out-rightly rejected and would be disqualified during Technical Bid evaluation of Tender.
- ✓ Conditional Bids are liable for rejection. Decision of AIESL in such case shall be final and binding.

❖ **Benefits / Preference for Micro & Small Enterprises (MSEs) and make in India Purchase Preference (MII):**

- ✓ Benefits and purchase preference will be given to MSEs as per Public Procurement Policy for Micro and Small Enterprises (MSEs), Order, 2012 (Dated 23.03.2012).
- ✓ Benefits and purchase preference will be given to Make in India as per Govt. of India policy.

❖ **Earnest Money Deposit (EMD)/Bid Security:**

Earnest Money Deposit of 16,520.00/- (Sixteen thousand five hundred twenty only) must be submitted in the payment gateway available in the “<https://forms.eduqfix.com/aiengineering/add>” through online mode.

Exemption of EMD:

The bidders seeking EMD exemption must submit the valid supporting documents for the relevant category with the Bid.

- Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar.
- Startups as recognized by Department of Industrial Policy and Promotion (DIPP).
- Sellers who have got their credentials verified through the process of Vendor assessment by vendor Assessment Agencies for the particular product for which e-Bid/RA has been invited.
- OEMs having annual turnover of Rs. 500 Cores and above and having profit in last three years out of five years.
- MSEs/MII units registered with the NSIC under its single point registration Scheme/Public Sector Registered with Udyog Aadhar Memorandum (UAM).

❖ **Security Deposit / Performance Bank Guarantee:**

- ✓ The Bidder/s who qualifies for award of Contract will have to deposit with AIESL 5 % (Five percent) of the total value of the Contract, as Security Deposit (SD) within 10 days of

AI ENGINEERING SERVICES LIMITED

MATERIALS MANAGEMENT DIVISION
OLD AIRPORT, SANTACRUZ (EAST), MUMBAI – 400 029



Ref No: AIESL/MMD/CAMC AC Unit/01

Date: 24.07.2025

notification of notification of acceptance of bid and communication of contract. This SD will be free of interest. In case, the SD is not deposited in time, the bills shall not be processed for payment till the SD is paid.

- ✓ The Applicable Security Deposit / Performance Bank Guarantee must be submitted in the payment gateway available in the “<https://forms.eduqfix.com/aiengineering/add>” through online mode.
- ✓ The SD is applicable to all bidders including MSME's.
- ✓ In case of submission of Security Deposit/Performance guarantee is to be paid by way of Account Payee Demand Draft, banker's Cheque, ECS, Bank Guarantee issued from any Commercial Bank, Fixed Deposit Receipt from any Commercial Bank for an equivalent amount in favour of AI Engineering Services Limited and payable at Mumbai.
- ✓ It may please be noted that the original BG has to be forwarded by the Bank directly to AIESL through registered AD as per the detailed procedure which will be advised to the successful bidder. The expenses incurred towards submission of Security Deposit / Bank Guarantee will have to be borne by the successful bidder/s.
- ✓ In case of breach of Contract or violation of any terms of the Contract the Security Deposit shall be forfeited / bank guarantee be invoked.
- ✓ The Security Deposit / Bank Guarantee will be refunded / returned without interest within 60 days of successful completion of services against the Contract after adjusting for penalties, if any, that may be imposed under the terms of the Contract.
- ✓ Validity of the BG would be for an additional period of 60 days after the scheduled completion of all obligations under the Contract.

❖ **EVALUATION CRITERIA:**

✓ **Technical Bids :**

- ✓ The Technical Bids would be first evaluated for compliance. AIESL reserves the right at its sole discretion to seek whatever information, documents etc. from the bidder as it may consider necessary for the purpose of evaluation of the bids.

✓ **Price Bids:**

- ✓ The Price Bids of only those bidders who qualify as per the requirements of Technical Bid would be opened.

❖ **Inspection Clause:**

- ✓ Inspection of bidders' facilities at the time of evaluation of the Technical Bids: AIESL reserves the right to inspect at its cost the production facility / facilities of the bidders in order to assess their infrastructure and capability to produce and deliver in accordance with the work schedule as indicated in this tender. The decision of AIESL in such case shall be final and binding.
- ✓ Inspection of the facility of the bidder who has been awarded the Contract / Purchase Order: AIESL further reserves the right to inspect the work location/office facility of the bidder, who has been awarded the Contract / Purchase Order, in order to confirm consistency of quality of the items as produced for AIESL.

❖ **Other Terms & Conditions:**

✓ **Force Majeure:**

- ✓ The Bidder / Successful Bidder /AIESL (herein referred to as Party / Parties) shall not be liable for, nor be in default by reason of any failure or delay in discharge of its obligations under this Tender / Contract, where such failure or delay is caused by any act, including but not limited to any act of God, action or inaction of government authorities, fire, flood, gales, storm, lightning, earthquake, explosions or other catastrophes, accidents, weather, power failure or shortage of power, riot, war (declared or undeclared), warlike operations, act of terrorism, boycott, embargo, rebellions, sabotage, epidemics,

AI ENGINEERING SERVICES LIMITED

MATERIALS MANAGEMENT DIVISION
OLD AIRPORT, SANTACRUZ (EAST), MUMBAI – 400 029



Ref No: AIESL/MMD/CAMC AC Unit/01

Date: 24.07.2025

- quarantines, lock out, restrictions on travel based on travel advisories of any governmental entity, unavailability of the usual means of transportation, hostilities, revolution, civil commotion or public disorder or any other cause beyond its control.
- ✓ The Party encountering and affected by such causes and event shall inform the other in writing immediately of such an occurrence event and shall use its best reasonable efforts to minimize the economic and other effects and rectify as soon as possible any harm or delay created thereby shall reasonably allocate its available resources, giving priority to their obligations under this Contract.
 - ✓ For the avoidance of any doubt it is clarified that, payment obligations of AIESL shall be excused due to an event of Force Majeure.
 - ✓ **Interpretation:** In the event of any difference in the interpretation of any of the clauses of the Contract / Purchase Order / Agreement and / or the Tender documents, the clarification given by General Manager (SS), AIESL shall be final and binding.
 - ✓ **Arbitration:** Any dispute arising between the parties in respect of the construction, interpretation, application, meaning, scope, operation or effect of this document or the validity or breach thereof, shall first be resolved amicably by mutual consultation. If an amicable settlement is not forthcoming and dispute is not resolved within 21(Twenty One) days, from the date when mutual consultation started, recourse may be taken to settlement of disputes through arbitration as per the Arbitration and Conciliation Act 1996, and the award made in pursuance thereof shall be binding on the parties.
 - ❖ **JURISDICTION:**-The court of Mumbai only will have jurisdiction to deal with and decide upon any legal dispute what so ever arising out of this tender.

❖ **Quality inspection and Rejection after release of contract / Purchase Order:**

QUALITY ASSURANCE – Wherever applicable, successful bidder/s should ensure that Quality of the work/job is as per specifications. Not meeting the specification / parameter / quality and or deficient in any other respect would cause rejection at the time of inspection and material will be returned to the vendor at their cost.

Date:
Place:

Bidder Signature:
Name & Designation:
Company Name & Seal:

NAME OF WORK : Comprehensive Annual Maintenance Contract (CAMC) of PCP AC Units at EOD & CCF, Package AC units at Plasma Shop, Jig Boring M/C/MAHO M/C Room CRF, RCDL- First Floor Hanger No 4 and VRF AC units at COD-LG Facility EOH, Portable AC Units at Hanger no 4 and Walk-in-Freezer at CMRS in Engg. Dept. AIESL, OAP, Mumbai.

DESCRIPTION & SCOPE OF WORK

1. SITE LOCATIONS: There are following site locations, where subject Package AC Units, VRF AC units, Portable AC Units and Walk-in Freezers are installed as of now along with its Outdoor units. If any changes in below locations occurs due to shifting and relocation, the subject CAMC shall remain effective or may terminated / excluded partially or fully as per requirement & decision of AIESL:

1.1 Landing Gear Facility, EOH Division: As per BOQ, there are Vertical standalone Blue Star VRF Air conditioning units consisting of 3 nos. 28HP ODUs having COP more than 3.5 at 100% capacity & 18 nos. 4TR Vertical IDUs of height 12" each inside LG facility EOH.

1.2 ATEC area, EOD, 5th floor, Hanger no. 3: As per job description of attached BOQ, there are Blue Star make Precision Package / PCPA Air conditioning units (Qty: 4 Nos IDUs) (Capacity-10TR/35kW with twin comp. Up flow & 4 Nos twin fan ODUs) (Model no. : PCX-352UFS), (Sr no. - PCD352F01080162/63/64/65) at ATEC area 5th flr, Hanger no 3.

1.3 Standards Division, CCF, 6th floor, Hanger no.3: As per job description of attached BOQ, there are Blue Star Precision Package / PCPA Air conditioning units (Qty: 3 Nos IDUs) (Capacity-10TR/35kW with twin comp. & 3 Nos twin fan ODUs) (Model no.: PCD-352F), (Serial no - 1000006/7/8) at CCF, Standards Division, 6th floor, Hanger no. 3.

1.4 Calibration Room, CCF, 6th floor, Hanger no. 3: As per job description of attached BOQ, there are Blue Star Precision Package / PCPA Air conditioning units (Qty: 1 Nos IDUs) (Capacity-9.7TR/34kW with twin comp. Down flow / Top return & 1 Nos twin fan ODU) (Model no.: PCX-341DTS), (Serial no - 070010) at Calibration room, 6th flr, Hanger no. 3.

1.5 CMRS, COD, Ground floor, Hanger no 3: As per job description of attached BOQ, there are Blue Star make Hermatic type Walk - In Freezer (Qty: 2 IDUs & 2 OUDs) (Model no.: RUAL-00614DP) (Capacity- 6000BTU/0.5TR each) (Temp. Range: -25 to 10 degree C) consisting of 2 nos. ODUs with Danfos Compressors and 2 nos. IDUS (Sr. No. 148623CG4721/148580CG4721/ 5702428560825) along with Temp controllers, Starter panels etc located at COD, CMRS in ground floor, Hanger no. 3, Engg. Dept.

1.6 Plasma Shop, Engine O/H Department : As per job description of attached BOQ, there are VOLTAS make one Package AC Unit of 17TR, 2 ODUs & 1 IDU at Plasma Shop, Engine O/H Department.

1.7 Jig Boring Machine/MAHO M/C Room CRF Building - As per job description of attached BOQ, there are VOLTAS make one Package AC Unit of 17TR, 2 ODUs & 1 IDU at Jig Boring Machine/MAHO M/C Room CRF Building.

1.8 RCDL Room, First floor Hanger no 4 - As per job description of attached BOQ, there are VOLTAS make two Package AC Unit of 7.5TR each, 2 ODUs & 2 IDUs at RCDL Room, First floor Hanger no 4.

1.9 Portable AC Unit at Hanger no 4 - As per job description of attached BOQ, there are LG make two AC Units of capacity 9TR each, at Hanger no – 4.

2.0 Cooling tower of Air compressor at the terrace of AOD Building - As per job description of attached BOQ, there is one cooling tower of Air Compressor at the terrace of AOD Building. AMC (Non Comprehensive) to be done i.e. preventive maintenance & breakdown maintenance.

2. PROJECT PLAN & DESCRIPTION OF WORK:

2.1 The subject work includes Comprehensive Annual Maintenance Contract (CAMC) of PCP AC Units at EOD & CCF, Package AC units at Plasma Shop, Jig Boring M/C/MAHO M/C Room CRF, RCDL- First Floor Hanger No 4 and VRF AC units at COD-LG Facility EOH, Portable AC Units at Hanger no 4 and Walk-in-Freezer at CMRS in Engg. Dept. AIESL, OAP, Mumbai.

2.2 The subject CAMC includes Quarterly Periodic Maintenance Services (PMS)/visits to all the AC units along with its electro - mechanical accessories, ODUs, IDUs etc as required.

2.3 This CAMC also includes to attend unlimited breakdown calls/ complaints/visits within 48 hours including all types of repair, service, all electrical issues, electrical panels & cables, drain pipe, gas line & coils leakages, gas charging testing, commissioning etc all..

2.4 All the vendors / Bidders are requested to visit the site & understand the Scope of Work, site conditions and site constraint before bidding.

2.5 The L1 Bidder will have to complete the job within the WO value without any extra work. If necessarily required, prior permission and approval must be taken from the EIC, EFD.

3. SCOPE OF WORK: The scope of work and explanatory notes given below are essentially for reference only to assist the contractor to understand the work contents of CAMC & Any minor modification or changes in project plan & scope of work have to be taken in consideration, if advised by EIC without any extra charges / cost as quoted in Tender within the scope of this CAMC.

The Contractors are advised to visit & understand the CAMC, which includes following :

3.1 CAMC of Vertical standalone Blue Star VRF AC units consisting of 3 nos. 28HP ODUS (IVRFB-28TCN) having COP more than 3.5 at 100% capacity & 18 nos. 4TR Vertical IDUs of height 12" with remote/tab located at Landing Gear Facility, EO/H Dept, OAP.

3.2 Quarterly Preventive Maintenance Service (4 - Visits in a year) of all IDUs & ODUS including all checks such as inlet - outlet Temperature, suction - discharge Pressure of coil, Compressor motor, Condenser pump, Coil & filter cleaning etc as per attached checklist.

3.3 To attend unlimited breakdown calls within 48 hours including all types of repair/ replacement, services, all electrical issues, electrical panels & cables, drain pipe, gas line & copper coil leakages, gas charging, testing, commissioning etc without any extra cost.

3.4 CAMC of Blue Star Precision Package / PCPA Air conditioning units (8 Nos IDUs.-10TR/35kW with twin comp. & 8 Nos twin fan ODU) (Model no. : PCX-352UFS, PCX-341DTS/UBS, PCX-352UF/PCD-352F) located at ATEC area 5th flr (4nos) & CCF, Std. Div 6th flr (4nos) in H3.

3.5 Quarterly Preventive Maintenance Service (4 - Visits in a year) of all IDUs & ODUs including all checks such as inlet - outlet Temperature, suction - discharge Pressure of coil, Compressor motor, Condenser pump, Coil & filter cleaning etc as per attached checklist.

3.6 To attend unlimited breakdown calls within 48 hours including all types of repair / replacement, services, all electrical issues, electrical panels & cables, drain pipe, gas line & copper coil leakages, gas charging, testing, commissioning etc without any extra cost.

3.7 CAMC of Hermatic type Walik-In Freezer (Model no. : RUAL-00614DP) (2 Nos), (Capacity- 6000BTU/0.5TR each) (Temp. Range: -25 to 10) consisting of 2 nos. ODUs with Danfos comp. & 2 nos. IDUs along with Temp controller & starter panel at COD, CMRS in H-3.

3.8 Quarterly Preventive Maintenance Service (4 - Visits in a year) of all IDUs & ODUS including all checks such as inlet - outlet Temperature, suction - discharge Pressure of coil, Compressor motor, Condenser pump, Coil & filter cleaning etc as per attached checklist.

3.9 To attend unlimited breakdown calls within 48 hours including all types of repair / replacement, services, all electrical issues, electrical panels & cables, drain pipe, gas line & copper coil leakages, gas charging, testing, commissioning etc without any extra cost.

3.10 CAMC of VOLTAS Package AC unit (17TR, 2 ODUs & 1 IDU) at Plasma Shop EOH Dept. Job includes to attend unlimited breakdown calls within 48 hours including all types of repair, service, all electrical issues, electrical panels & cables, drain pipe, gas line & coils leakage, gas charging, testing, comm. etc.

3.11 Quarterly Preventive Maintenance Service (4 - Visits in a year) of all IDUs & ODUS including all checks such as inlet - outlet Temperature, suction - discharge Pressure of coil, Compressor motor, Condenser pump, Coil & filter cleaning etc as per attached checklist.

3.12 CAMC of VOLTAS Package AC unit (17TR, 2 ODUs & 1 IDU) at Jig Boring Machine/MAHO M/C Room CRF Building. Job includes to attend unlimited breakdown calls within 48 hours including all types of repair, service, all electrical issues, electrical panels & cables, drain pipe, gas line & coils leakage, gas charging, testing, comm. etc.

3.13 Quarterly Preventive Maintenance Service (4 - Visits in a year) of all IDUs & ODUS including all checks such as inlet - outlet Temperature, suction - discharge Pressure of coil, Compressor motor, Condenser pump, Coil & filter cleaning etc as per attached checklist.

3.14 CAMC of VOLTAS Package AC unit (7.5TR each, 2 ODUs & 2 IDU) at RCDL Room, First floor Hanger no 4. Job includes to attend unlimited breakdown calls within 48 hours including all types of repair, service, all electrical issues, electrical panels & cables, drain pipe, gas line & coils leakage, gas charging, testing, comm. etc.

3.15 Quarterly Preventive Maintenance Service (4 - Visits in a year) of all IDUs & ODUS including all checks such as inlet - outlet Temperature, suction - discharge Pressure of coil, Compressor motor, Condenser pump, Coil & filter cleaning etc as per attached checklist.

3.16 CAMC of Portable AC Unit at Hanger no 4 (quantity-two, 9TR each, Make – LG). Job includes to attend unlimited breakdown calls within 48 hours including all types of repair, service, all electrical issues, electrical panels & cables, drain pipe, gas line & coils leakage, gas charging, testing, comm. etc.

3.17 Quarterly Preventive Maintenance Service (4 - Visits in a year) of all IDUs & ODUS including all checks such as inlet - outlet Temperature, suction - discharge Pressure of coil, Compressor motor, Condenser pump, Coil & filter cleaning etc as per attached checklist.

3.18 AMC (Non comprehensive) of cooling tower of Air compressor at the terrace of AOD Building. Job includes to attend unlimited breakdown calls within 48 hours including all types of repair, service, all electrical & mechanical issues, electrical panels & cables, drain pipe, testing, comm. etc.

3.19 Quarterly Preventive Maintenance Service (4 – Visits) of all units of cooling tower in a year including all checks as per PMS attached check list.

3.20 Apart from above, any unforeseen breakdowns, repair / replacement or services required have to be attended by the CAMC holder within the scope of this CAMC without any cost.

4. INCLUSION UNDER THE CAMC

4.1 All the Air Conditioning units & Walk in Freezer will be serviced as per PMS schedule & submit the PMS / Service report to EIC, dully signed with user dept. & manager SE, AC. A copy of PMS report to be submitted along with invoice for payment.

4.2 Repair / Replacement of Compressors, Condenser motor / pump, Condenser fan motor, Fan blades, Filters, Catch all core, Copper coils & Pipelines etc of Package & VRF units, whenever required to maintain the machines in serviceable condition within CAMC cost.

4.3 Repair / Replacement indoor heater, motor, Door heater & Gasket rubber to avoid ice formation & also ODUs compressor, motor, fan, coils & Pipelines etc of Walk in Freezer.

4.4 Repair / Replacement of PCB circuit, Mother board, Temperature & Humidity controller, Auto cutoff sensor, Thermostat, Control wiring, Pressure & other gauges, digital display etc of above equipment whenever required urgently, within the scope of this CAMC cost.

4.5 All the breakdown calls must be attended within 48 hours including all types of repair / replacement jobs, all electrical issues, electrical panels & cables, drain pipe, gas line & copper coil leakages, R22 gas charging, testing, commissioning etc without any extra cost.

4.6 Painting of ODUs, their stands & sheds, tray, foundation support, Compressor, Motor etc.

4.7 If the CAMC Holder / contractor fails to attend the repair / replacement / breakdowns etc within the given time to restore the machines in serviceable condition, proportional cost deduction will be applicable on Pro-rata basis or Equivalent amount will be deducted if it is arranged through any external agency /provided by AIESL from the CAMC cost/bills.

5. SPECIAL CONDITION OF THE TENDER

5.1. Bidder must have a registered office in Mumbai/NaviMumbai/MMR Municipal Limits with telephone and internet connectivity to coordinate and monitor day-to-day maintenance and service works, else party should give undertaking to attend the breakdown calls within our stipulated time of 48 hrs. There should be a designated Manager / Supervisor to take care of the operational requirements as well as administrative works for meeting all statutory requirements for All Existing Workers & to liaison with AIESL. They should be ready to be present at AIESL with short notice to attend administrative matter as & when required.

5.2. During operation and maintenance of these Package ACs, Bidder shall protect all existing plants, structure, piping, conduits, equipments and facilities against damage during his CAMC work. The Bidder shall execute their work in a manner that ensures the uninterrupted operation of AIESL's existing utilities, electrical systems & other facilities that are interconnected with the operational plants, air conditioners for which the Bidder is engaged under this CAMC.

6. ADDITIONAL CONDITIONS OF CONTRACT

- 1 GST: As per Govt. of India notification, it is mandatory for the Contractor (Service Provider) to pay the GST to Central Excise Department and the same shall be reimbursed by AIESL on production of the documentary proof of payment. It is also notified that the Contractor shall register under GST category & get a registration number from the Central Excise Dept. GOI.
- 2 Intending Bidders are advised in their own interest to visit the site of work and Familiarize themselves with the site conditions before submitting their quotations / bids for subject tender.
- 3 The Contractor will not be entitled for any compensation due to enactment of any law regulation, etc. on account whether the same is/are enforced by state central Govt. during the tenure of the contract. Any other Tax like Sales Tax on works contract, Tax of levy, octroi, excise duty etc. on materials or any elements in respect of this contract shall be payable by the contractor and AIESL will not entertain any claims of contractor, whatsoever in this respect.
- 4 Rates for all items must cover the cost of all materials, labours, machinery, scaffolding, tools, tackles and all appliances, what so ever necessary for the complete execution of subject work.
- 5 Mobilization advance shall not be paid by AIESL on any account for the subject work/material.
- 6 Various Hot/Height work permits as applicable for the job with reference of safety precautions will have to be obtained from regulatory sections of AIESL before starting the job, if required.
- 7 The contractor shall adhere to the rules, regulations & instructions of Security Dept AIESL.
- 8 Every activity in connection with the subject work shall be carried out necessarily with the prior permission of EIC. Also necessary coordination should be made with AMC holder if any.
- 9 Before commencement of work, contractors are required to fill up and get approval of "work permit" for working at height from competent authorities in daily basis. This is mandatory requirement when workers are working at height more than 5 feet from floor level.
- 10 Contractors are required to procure adequate numbers of safety harness, helmets etc. duly approved by EIC before commencement of work at his own cost as per industrial safety norms.

SIGNATURE OF BIDDER WITH THE RUBBER STAMP

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. Quotation shall be inclusive of all Labour, Materials, tools, tackles, consumables, transportation, welding etc.
2. Applicable GST Shall be quoted extra / in addition to basic cost of the job after discount / buyback / less etc.
3. Necessary entry passes/gate passes shall be obtained for Manpower/Material to be taken out/ in at AIESL, OAP.
4. Necessary Hot Work Permit/Height Work Permit shall be obtained from AIESL Fire Security for Welding/gas cutting work before commencement of hot work/height work wherever applicable during the entire period of work.
5. Manager SE (EFD - AC / Comp. Section) shall be contacted on (Tel.No.26263806/3669) for required / existing sample/ assistance/ supervision / joint measurements / entry passes. hot & height permits as applicable for the job.
6. Contactor shall visit site and confirm the job specifications as per sample before submission of tender.
7. Safety / Protective Equipments such as Safety Belts, Helmets, goggles shall be used by workers wherever appl.
8. Necessary co-ordination shall be done with AMC holder, AC section, EFD & user dept. AIESL for shutdown etc.
9. The contractor shall complete all contractual obligations (Agreement / W.Compensation policy) within 15 days from the date of issue of LOI.
10. The contractor shall ensure the AIESL production is not disturb during the erection & commissioning period. The contractor shall plan well in advance the activities to be undertaken inside the shop areas.
11. The contractor employees shall not move around in other areas inside the premises.
12. The contractor shall follow all engineering safety procedures / precautions inside premises during the delivery & erection time.
13. The final payment shall be made to the contractor only on clearing & shifting the complete debris arising out of this erection, to the scrap yard / designated location at OAP after job.

I have fully understood the scope of work and agree to abide to above general terms and conditions of the contract.

DATE:

PLACE:

SIGNATURE OF BIDDER WITH THE RUBBER STAMP

AI ENGINEERING SERVICES LIMITED

MATERIALS MANAGEMENT DIVISION

OLD AIRPORT, SANTACRUZ (EAST), MUMBAI – 400 029



Ref No: AIESL/MMD/CAMC AC Unit/01

Date: 24.07.2025

PRE-QUALIFICATION CRITERIA - COMPLIANCE STATEMENT

Bidders who fulfil the following eligibility criteria, requirements, and submit documentary proof thereof along with the Technical Bid, will only be eligible for evaluation of the technical bids. Bidders are required to indicate the compliance status for each of eligibility criteria by stating Yes or No. The documentary evidences as required be attached with this Annexure duly page numbered in sequence of the criteria. "NO" to any one of the criteria will result in disqualification of the bid as these are mandatory eligibility criteria.

Sr. No.	Eligibility Criteria	Compliance (Yes / No)	Remarks
1	Whether Bidder is a Proprietorship/Partnership Firm, LLP Etc./Company registered in India under the Indian Companies ACT 1956 OR Indian Companies Act 2013 for last 3 years as on 31 st March, 2025.		
2	The bidder must have at least three years' experience as on 31st March 2025 of providing similar type of service to central/ State Govt./PSUs/ Nationalised Banks/Reputed Organizations. The bidder must have successfully completed similar work over the last three years i.e. the current financial year and the last three financial years :- <ul style="list-style-type: none">• Three similar completed service costing not less than amount equal to Rs. 3,12,200/-. or• Two similar completed services costing not less than the amount equal to Rs. 3,90,250/-. or• One similar completed service costing not less than the amount equal to Rs. 6,24,400/-.		
3	Should be a Firm (Proprietorship or Partnership / Company / Registered Society etc.) and should be a Reputed Manufacturer/Reputed Marketer for the last 3 years. Self-attested copy(s) of proof of above like Current Shop & Establishment License with the name of the owner, date of registration of the Firm / Company / Organisation, complete address, nature of business / items being traded, copies of Purchase Order(s) / Contracts) issued by any customer or any other valid document as a proof of above should be enclosed.		
4	EMD to be submitted along with Technical Bid.		
5	Minimum Average Annual turnover of related services during the last 3 years ending 31 st march 2025, should be at least Rs. 3 Lacs or above. Copies of Certified Financial Statement for above mentioned period to be submitted. Proforma statement is not acceptable.		
6	Possession of PAN number is a must at the time of application of the tender. Self-attested copy of PAN Number should be enclosed.		
7	The bidder must possess GST Registration Number at the time of application of the tender. Self-attested copy of GST Reg. Number should be enclosed. In case, the bidder does not possess the GST Registration Number, they need to give an undertaking that they will apply for and obtain the GST Registration Number, if the subject contract is placed on them by AIESL.		
8	Bidder should have not been black listed by any of Governments Authority or public Sector Undertaking (PSUs) in the last three years.		

AI ENGINEERING SERVICES LIMITED

MATERIALS MANAGEMENT DIVISION

OLD AIRPORT, SANTACRUZ (EAST), MUMBAI – 400 029



Ref No: AIESL/MMD/CAMC AC Unit/01

Date: 24.07.2025

9	Besides the above eligibility criteria, a team of AIESL Officials may visit the office of the bidder to assess their infrastructure and capability as per AIESL's request.		
10	Tender document should be duly signed, stamped, and completed in all aspects (pages).		

DEVIATION SHEET

S/NO.	DESCRIPTION OF DEVIATION FROM THE TENDER

Date:
Place:

Bidder Signature:
Name & Designation:
Company Name & Seal:

AI ENGINEERING SERVICES LIMITED



MATERIALS MANAGEMENT DIVISION
OLD AIRPORT, SANTACRUZ (EAST), MUMBAI – 400 029

Ref No: AIESL/MMD/CAMC AC Unit/01

Date: 24.07.2025

❖ Payment Terms:

- No request for advance / pre-payment will be entertained.
- Duly certified invoices to be submitted to Invoicing section along with Proof of Delivery (POD).
- Payment will be made as per terms governed by GeM.
- 100 % payment will be made as per GeM guidelines.
- TDS/ taxes shall be deducted by AIESL from payment made against these invoices, as per the applicable laws.
- Payment will be done on the basis of Joint Measurement Sheet for the quantum of work done.

Date:

Place:

Bidder Signature:

Name & Designation:

Company Name & Seal:



AI ENGINEERING SERVICES LIMITED

MATERIALS MANAGEMENT DIVISION

OLD AIRPORT, SANTACRUZ (EAST), MUMBAI – 400 029

Ref No: AIESL/MMD/CAMC AC Unit/01

Date: 24.07.2025

❖ Penalty Clause:

- If the supplier fails to supply the item/Complete the Job within the time frame shall be liable to pay the liquidated damage (LD)/penalty charges at the rate 0.5 % per week or part thereof the value of the undelivered portation of the goods/service (Excluding taxes and delivery charges) subject to maximum of 10% of the value of the undelivered or delayed goods. This is to be recovered from the Security Deposit/ Performance Guarantee.
- There should normally be no system of waiver of LDs for delayed supplies in supply contracts and it may strictly be an exception rather than a rule. For an extension of the delivery date with waiver of LD, approval of the CA with consultation of associated Finance may be taken and justifications recorded.
- **Penalty for Substandard / defective Quality / Short supply:** At the time of delivery / acceptance of the item / goods and service if it is found that the items / goods so delivered are not as per the specifications given in the Contract / Purchase Order then AIESL reserves the right to reject the entire lot and get the entire quantity replaced free of cost by the bidder. The service is acceptable as per the specification provided in the tender and subject to quality control of the user department.

❖ Termination and Exit Clause:

➤ In case of unsatisfactory performance or breach of any of the clauses of this contract, AIESL would issue a notice of 30 days to the party to rectify the breach and improve the performance failing which AIESL shall be at liberty to terminate this agreement by providing 30 days written notice to the party. The party shall not have any right to dispute or question the judgment of AIESL of the unsatisfactory performance of the party.

➤ Notwithstanding the above, AIESL shall also be at liberty to terminate this agreement for any reason including change in situation/circumstances, etc. by providing the party with 90 days written notice. The party shall also be at liberty to terminate this contract by providing AIESL with 90 days written notice. In such an event, the terminating 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.

Date:

Place:

Bidder Signature:

Name & Designation:

Company Name & Seal:

AI ENGINEERING SERVICES LIMITED



MATERIALS MANAGEMENT DIVISION

OLD AIRPORT, SANTACRUZ (EAST), MUMBAI – 400 029

Ref No: AIESL/MMD/CAMC AC Unit/01

Date: 24.07.2025

BIDDER'S GENERAL INFORMATION

BIDDER'S DETAILS

S. No.	Required Details	To be filled by the Bidder
1	Name of the Company	
2	Status of the Bidder – a) Whether a Firm (Proprietary, Partnership), Company, Corporation, Registered Society	
	b) If the Bidder is a partnership firm, then please state whether the signatory has the authority to refer to arbitration, any disputes concerning the business of the partnership agreement or a power of attorney.	
	c) If the Bidder is a Company incorporated under the Companies Act, 1956 / 2013, then the signatory should have the authority to submit the bid on behalf of the said Company and refer to arbitration disputes arising under this Tender and / or Contract by a power of attorney board resolution.	
3	Company office Address of the bidder	
4	Name of the Contact Person Designation Telephone no. / Mobile no. Email Address	
5	GST registration number	
6	PAN Card Number	
7	Copy of valid certificate of registration with agencies / bodies as mentioned under the Clause 'Benefits / Preference for Micro & Small Enterprises (MSEs)' must be submitted.	
8	Please specify the details of the registration certificate:	
	Registration Certificate No.	
	Date of Issue	
	Valid Up to	
	Item covered under Registration Certificate	
9	Do you have any ongoing disputes with any Govt. or statutory agencies? *	
10	Is the bidder a MSE unit owned by a person belonging to Scheduled Caste or Scheduled Tribe	
11	Relaxation to Start-up companies (whether MSME or Non-MSME) as per clause in tender terms will be given provided they submit the 'Certificate of Recognition' as mentioned in tender document under heading “Exemption of EMD” in tender terms.	
	a) Are you a Start-up Company	
	b) If yes, Certificate of Recognition to be attached.	
12	Any other relevant information	

(*) – if Yes, please provide details.

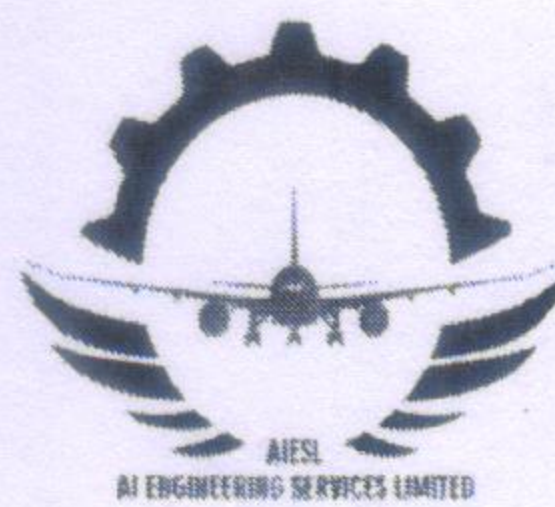
Date:

Place:

Bidder Signature:

Name & Designation:

Company Name & Seal:



ISO Document No. For WorkOrder Format : EF/FM/PC/03 and For Checklist Format : EF/FM/PC/02

AI ENGINEERING SERVICES LIMITED

Engineering Facilities Division

Issue Date:

Complete
Before:

Completed On: _____

Section: EFD AC.SECTION

Priority

ESSENTIAL

Equipment
Name:

PACKAGE AC UNIT

Sr.No :

Check :

D (3 Month)

Location:

Service/Check The Following	D	Remarks
1. Compressor	*	
2. Condenser Coil	*	
3. Evaporator Coil	*	
4. Air Filter	*	
5. Note the Return Air Temp	*	
6. Electrical panel	*	
7. Thermostate	*	
8. Note the Electrical Current	*	
9. Drain Pipe	*	
10. Body panel	*	
11. Fan Motor/ Fan Blade/ Fan Blower	*	
12. Contactor	*	
13. Cooling Tower	*	
14. Condensor / Cpump	*	
15. Float Valve	*	
16. Note the Room / Temp	*	

Service/Check The Following	D	Remarks

Defects to be noted:

Job not completed .Give reasons:

Name , Signature
Service Engineer

Name , Signature of
Area Incharge/ Supervisor

Name , St.No , Signature
Manager Service Engineer:

Signature
T.O/S.T.O/Sr.Engr/Dy.C.E:

O.K to Post:

Dy.G.M/A.G.M

- 1. Compressor
- 2. Condenser Coil
- 3. Evaporator Coil
- 4. Air Filter
- 5. Note the Return Air Temp
- 6. Electrical panel
- 7. Thermostat
- 8. Note the Electrical Current
- 9. Drain Pipe
- 10. Body panel
- 11. Fan Motor/Fan Blade/Fan Blower
- 12. Contactor
- 13. Cooling Tower
- 14. Condensor Pump
- 15. Float Valve
- 16. Note the Room Temp



SAFETY NORMS

The following norms are to be observed by the Contractor for the construction, installation, maintenance, repair, overhaul and erection jobs at the AIESL Premises.

As a part of the contract, contractor must satisfy the under mentioned safety requirement and must always ensure that these are followed without deviation:

Contractor should ensure in writing before starting job that their workers and Supervisor are trained and having adequate knowledge & experience of work and related safety precautions to follow.

Smoking is strictly prohibited in areas with combustibles or flammable and other areas where smoking are prohibited.

Any hot job (welding, soldering, gas, cutting etc.) however minor it may be or any job which involves open flame or using a hot source or temporary electrical connections shall not be done without prior hot work permission from Fire Officer-AIESL. Contractors are not permitted to carry out any hot work on holidays, Saturdays and Sundays or beyond AIESL normal working hours without AIESL-Supervision and prior permission in writing.

It is entirely contractor's responsibility to ensure that protective equipment such as safety belts, lifelines, helmets, Safety Shoes etc. depending on the jobs are issued & used by contract workmen. Contractor's supervisor shall be present at site all the time and ensure that these PPEs are used by workers. If contractor need any suggestion on the matter, contractor can approach EIC/Safety Officer-AIESL. Any lapse on matters of safety will be viewed seriously.

All equipment used to carry out work shall be rendered safe. No equipments such as ladders, tractors, cranes, etc. or welding sets or any tools which belong to the AIESL shall be used by contractor unless specifically mentioned in writing in the terms of contract. Notwithstanding these it is obligatory on contractor's part, to verify the quality and safety aspects of such equipment, machinery or tools so that no injury or accident will occur when used in the expected manner. Any incident occurs during work, contractors are entirely responsible for it including compensation that may arise out of the incident.

AI ENGINEERING SERVICES LIMITED

MATERIALS MANAGEMENT DIVISION
OLD AIRPORT, SANTACRUZ (EAST), MUMBAI – 400 029



Contractor must clearly bear in mind that a competent supervisor shall always be on site when contractor's men are at work. Lapse on this point shall be viewed seriously irrespective of occurrence of any incidents.

Contractor shall ensure that safety precautions expected of contractor's professional work are completely understood by contractor's supervisors and workers and that these are followed. Contractor shall also ensure that in every job that contractor must take cognizance of varying site conditions. Contractor's staff are completely knowledgeable about the hazards and dangers associated with the work for which due alertness and safe working methods shall be followed.

Site work is quite different from work in an organized workshop. Contractor shall bear this point in mind so that proper work methods to protect contractor's staff from any danger can be evolved.

Contractors are not permitted to carry out work within the premises of this AIESL which otherwise under conditions of contract are expected to be carried out in contractor's premises.

Contractor's materials which are flammable / combustible must under no circumstances be stored in any of our workshops or building or near aircraft. Contractor shall plan of temporary sheds so located that a fire in such a shed shall not involve any of the AIESL property. A Separate permission must be taken from Safety Officer-AIESL for it.

Supervisors and field staff may not be aware of the seriousness of consequences of going near aircraft under run-up. Contractors are responsible to see that out of curiosity and lack of awareness while going in a vehicle or otherwise people should not approach an aircraft under run-up.

Precautions During Welding

The contractor must ensure that welding machine is equipped with an earthing cable without joints.

Electrical supply to be tapped from power source identified by MSE-AIESL & connections must be firm to eliminate sparking. Circuit must be protected by fuse.

AI ENGINEERING SERVICES LIMITED

MATERIALS MANAGEMENT DIVISION
OLD AIRPORT, SANTACRUZ (EAST), MUMBAI – 400 029



There should be no flammable material nor any spillage of such material in the locations of work spot.

There should be no joint in the phase side conductor cables.

If the welding is to be carried out in the vicinity of aircraft, separating, distance should not be less than 150 feet.

Welding job should not be carried out directly above or below the aircraft in the hangar.

The welding work carried out in workshop should be under the personal supervision of Engineering Facilities Division Supervisor. He will ensure that welding work is carried out in safe location & all flammable material are removed from the site

The said Supervisor should inform the related workshop / Section Incharge (eg. COD, AOD etc.) that the welding job is being be carried out.

The Contractor's staff must be appraised of the hazards of

- i) Being near to an engine under run-up and
- ii) Not following smoking restrictions.

The above should also be conveyed in writing to concerned contractor/supervisor before starting the job.

Additional Precautions & Instructions

The Contractor should ensure to arrange due supervision to avoid accident and cause of accident.

The Contractor must be careful regarding "SAFETY FIRST" during working and in AIESL premises.

Each hot job that may be carried out particularly beyond office hours or on Holidays must have prior concurrence from a responsible authority of the rank of not below Technical Officer from (EFD).

The Contractor must ensure provision of adequate firefighting capacity to deal with at incident state itself, such provision should not be less than 2-gallon foam

AI ENGINEERING SERVICES LIMITED

MATERIALS MANAGEMENT DIVISION
OLD AIRPORT, SANTACRUZ (EAST), MUMBAI – 400 029



extinguishers properly maintained by them. The staff should know the uses of the above-mentioned fire extinguishers.

Jobs will be carried out only after obtaining a daily work permit from the AIESL.

1. General:

- a. All workers to wear helmets at the construction site. To be provided by the contractor.
- b. All workers to wear safety shoes. To be provided by the contractor.
- c. All workers to wear suitable clothing for the job required e.g. Welders to have leather aprons while welding and gloves to protect from the heat. To be provided by the contractor.
- d. All workers to be familiarised by the contractor the safe methods of operating and procedures in case of an emergency.
- e. All workers to attend Class / Briefing by the Safety Engineer-AIESL to familiarise the safety aspects on site.
- f. All scaffolding to be used should be of steel pipes and with adjustable clamps. To be provided by the contractor.
- g. All workers must be covered under the workmen compensations act. A suitable insurance policy to be taken and original copy to be kept with AIESL. All statutory regulations etc. to be observed by the contractor, and in case of any non-compliance the AIESL must be indemnified by the contractor.
- h. Where applicable, provident fund records to be kept at site.
- i. All wage records to be kept at site and payments to be as per the minimum wages act.
- j. Chipping etc, to be done wearing protective eyeglasses.
- k. Various types of fire extinguishers to be used depending upon the nature of fire are available with EFD Fire Section. Contractor has to ensure that they



position at site, suitable fire extinguisher type listed below, depending on nature of work.

1. 1 No. of AFFF Mechanical Foam Extinguisher
2. 1 No. of CO2 type Extinguisher
3. 1 No. of Water type CO2 Extinguisher
4. Two buckets of sand/water, preferably sand.

1. All unsafe incidents and occurrences will be reported to the site engineer immediately.

Working at heights:

- a. Contractor has to ensure that only workers capable of scaling heights should be deputed to do the jobs.
- b. All scaffolding to be made of steel pipes and with adjustable steel clamps. This should be tested and certified by the site supervisor of the contractor and AIESL site supervisor/Engineer to confirm the same. If possible, use A crow make scaffolding.
- c. Bamboo/wooden ladders to be checked for missing rungs and the fitness of the ladder should be certified by the AIESL engineer at site/ Safety Officer.
- d. All ladders to be tied at the top end, to prevent the slipping of ladders.
- e. All workers at height to wear nylon safety belts, as approved by AIESL. The other end of the belt to be hooked to a structural member of the building.
- f. While working on sloping roofs, nylon nets to be provided below to catch falling objects.
- g. Men working heights, should be provided with holsters for keeping hand tools for easy retrieval and will leave both hands free for climbing.
- h. As far as possible, mechanise the upward movement of materials, so that head load can be avoided.

AI ENGINEERING SERVICES LIMITED

MATERIALS MANAGEMENT DIVISION
OLD AIRPORT, SANTACRUZ (EAST), MUMBAI – 400 029



- i. Daily height work permit approved by Executive/AGM/DGM from AIESL be obtained for working at heights before beginning of work.

Electricals

- a. All electrical equipment brought to site, should be checked by the factory/site electrical supervisory staff of the AIESL, for the suitability of the equipment and certified by them. These certificates should be prominently displayed on the equipment.
- b. All electrical equipment should have proper proper earthing.
- c. The distribution board to have an ELCB of 30 mA capacity to be provided for the hand tools circuits.
- d. All connections through the distribution board to be made with a plug and socket and no loose wires, with wooden splinters.
- e. All hand tools to be earthen.
- f. All welding equipment to be provided with a cutout switch. The welding cables should be of adequate length for the earthing of the job and usage of rods etc. is not permitted.
- g. All wires/cables to run only above ground level at a height of min. 2.5 m.
- h. All outdoor light fixtures left unattended for the night time work must be checked for water tightness.
- i. While working with operating equipment they should be disconnected electrically and the fuses to be handed over to the supervisor of AIESL for safe keeping.

Vehicular traffic: (Applicable to vehicle owned by the contractor)

- a. All vehicles delivering the goods must be driven by licenced driver.
- b. Cleaners not to drive.

AI ENGINEERING SERVICES LIMITED

**MATERIALS MANAGEMENT DIVISION
OLD AIRPORT, SANTACRUZ (EAST), MUMBAI – 400 029**



- c. The vehicle must be in good condition.
- d. Unsafe acts like carrying people on running boards etc should be avoided.
- e. When outside vehicles come the contractor to ensure safe discharge of goods and send out immediately.
- f. Wherever possible all heavy machinery and equipment to be unloaded using a crane, or a derrick.