

AI ENGINEERING SERVICES LIMITED

2nd Floor, CRA Building, Safdarjung Airport, New Delhi - 110003

TENDER REF:

AIESL/HQRS/GM/2026/18
Date: 17-02-2026

TENDER FOR

Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd.

Due Date : 10-03-2026

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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, about the accuracy or completeness of this document and any liability thereof expressly disclaimed. The RFQ 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 an 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 according to this Tender.

AI Engineering Services Ltd. to make no representation or warranty and shall have no liability to any person, including any 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 about 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.

Notice Inviting Tender

Tender Description : Tender for Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd.

TENDER REF: **AIESL/HQRS/GM/2026/18** Date: **17-02-2026**

AI Engineering Services Ltd., (AIESL) invites quotations in two bid format (Technical and Commercial) from reputed Logistics Service Provider who have Pan India presence in providing integrated services of end to end supply chain services on door delivery basis for handling of Aircraft part, Equipment, tools etc., to and from various AIESL stations in India through surface transport and/or air transport.

The period of the proposed contract would be 1 year

The Tender document can be downloaded from GeM portal free of cost.

Prospective bidders are requested to:

- Prepare the Technical Bid, consisting of the Technical bid response at Annexure A & C, along with cover letter at Annexure B.
- Prepare the Financial bid, consisting of the Commercial bid response at Annexure – D, along with cover letter at Annexure E, for digital submission in GeM portal.

Tender should be submitted in GeM portal only.

Last date and Time for submission of Tender: 10th March, 2026 up to 16.00 hrs IST

Date and Time for opening of Technical bids : 10th March, 2026 after 16.10 hrs IST

Only the Technical bids would be opened on the scheduled date of opening. The technical bids would be evaluated first. The financial bids of only those tenderer's who are qualified in the technical evaluation, would be opened. Necessary intimation regarding the opening of commercial bids would be provided to such technically qualified vendors.

Thanking you,

yours faithfully,
For AI ENGINEERING SERVICES LTD

Chief Procurement Officer
New Delhi, INDIA

(I) INTRODUCTION

AI Engineering Services Limited (hereinafter referred to as “AIESL”), a company incorporated under the Companies Act 1956, having its registered office at 2nd Floor, CRA Building, Safdarjung Airport, New Delhi - 110003 invites bids under two bid system from eligible bidders (hereinafter referred to as “Bidder(s)”) meeting the Technical Bid Evaluation Criteria mentioned at SECTION A of the Tender and also complying with other terms and conditions of the subject Tender for **Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd** in complete accordance with this Tender.

(II) PURPOSE OF THE TENDER

AIESL, a public-sector undertaking is the largest aviation MRO in India. For its operational requirements, AIESL requires a Service Provider for performing the services mentioned in Section I above. For this purpose, AIESL is inviting Service Providers (herein after referred to as SP) to quote for these services in 2 bid tendering process viz. technical bid as per **Section C & D and Price Bid as per Section E** and/or if any additional task is mandated by the regulatory authorities, the same should be complied with by the service provider at no additional cost.

(III) SUMMARY OF BIDDING INFORMATION

A	Tender No. & Name of the Tender	TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026 Tender for Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd.
B	Date Issued	17-02-2026 (The Tender can be downloaded from GeM portal AIESL’s website (www.aiesl.in))
C	Pre-Bid Meeting	03-03-2026. The queries will be responded by 05-03-2026.
D	Last date/ time for submission of Bids documents (“Due Date/Time”)	10-03-2026 on or before 16:00 hrs.
E	Place of Submission of Bids	Through GeM Portal
F	Date and Time of Opening of Bids	(i) Technical Bid – 10th March 2026 at 16:10 hrs. (ii) Price Bid – the date will be intimated subsequently to the technically qualified bidders.
G	Place of Opening of Bids	Online, through GeM portal
H	Extension of Due Date/Time	The Due Date / Time of submission of Bid documents and opening of Bids may be extended at any time, at the sole discretion of AIESL, and shall be displayed on the GeM portal. No separate press advertisement will be issued by AIESL regarding extension of Bid opening date and Due Date/Time.
I	E-Mail Address of Communication for any clarifications.	Through GeM portal only

Note: The date and time for the opening of the Price Bids of the technically qualified Bidders shall be intimated later. If any of the due dates specified above happens to be a holiday, then the next working day shall be the due date for the said purpose.

The tender is in a two bid system i.e. 1- Technical Bid and 2- Price Bid to be conducted through GeM portal. *The bidders are required to submit their bids in two different formats in compliance with GeM.*

TENDER FOR INVITING QUOTATIONS FOR ENGAGEMENT OF A CONSULTANT ON RETAINERSHIP BASIS FOR COMPLIANCES FOR IMPORT/EXPORT, LOGISTICS SOLUTIONS AND REGULATORY COMPLIANCES FOR AI ENGINEERING SERVICES LIMITED

Doc. No.	Contents	Document
1	Technical Bid – Annexure-A together with a covering letter – Annexure B & C for the technical bid from the tenderer to AI ENGINEERING SERVICES LTD.	TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026 Tender for Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd.
2	Commercial Bid – Annexure D together with its covering letter – Annexure E from the tenderer to AI ENGINEERING SERVICES LTD.	TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026 Tender for Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd.

The above two documents should be submitted through GeM. The Bidder must comply with requirements of GeM.

The tenderer’s queries to be put up through GeM only.

The tenderers, or their authorized representatives, would be permitted to attend the opening of the tenders. The representatives must carry a letter of authority from the tenderers, or any other valid document, authorizing them to attend the tender opening, failing which they will not be permitted to participate in this process. The name(s) of the representative(s) may also preferably be directly sent to **AI ENGINEERING SERVICES LTD** in advance of the date of opening of the tender by e-mail.

Amendments and clarifications, if any, to this tender will be hosted on the GeM portal.

Yours faithfully,
For AI Engineering Services Ltd

Chief Procurement Officer
New Delhi.

SECTION A

TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026

General Terms and Conditions:

1) Terms and Conditions governing the Bid:

1. Terms of Tender

- a) Tenderers must submit their technical and price bids digitally through GeM portal only.
- b) Tenders received through fax, courier, postal and / or through e-mail will not be considered.
- c) Tenders that are incomplete are liable to be rejected.
- d) All bids must be submitted in English language only. The bidder must submit a translated copy in English, if any of the document they wish to submit as part of bid in a language other than English.
- e) Scanned copy of the Tenders should be duly signed and stamped on every page by an authorized signatory of the tenderer and uploaded in the GeM.
- f) The price quoted in pdf copy should be clearly typed / written in figures and words, free from corrections or overwriting. Corrections, if any, must be authenticated by the full signature of the person who has signed the quotation. Any variation in figures and words, amount mentioned in the words will be taken. The Price Bid Annexure-D must also be filled up on line in GeM portal.
- g) **All Quotations should be in INR (Indian Rupees only).**
- h) Conditional discounts, if any, shall not be given any consideration for L-1 purpose.
- i) **AI ENGINEERING SERVICES LTD reserves the right to reject in whole or part any bid without assigning any reason whatsoever.**
- j) The offers should be **valid for the acceptance by AI ENGINEERING SERVICES LTD for a minimum period of 120 days** from the date of closing of the tender.
- k) **All information related to the price to be quoted by the tenderer should be given only in the format of price bid provided in the tender.**
- l) During the course of evaluation of bids AIESL reserves the right to ask for clarifications/documents from the bidders and in case any discussions are required with the tenderers during the course of evaluation of the bids to clarify issues that cannot be resolved otherwise through emails, telephone calls, etc. the same would be held at New Delhi on dates that are mutually convenient to the tenderers and-AI ENGINEERING SERVICES LTD. The tenderers would have to depute their personnel to New Delhi for this purpose at their expense.
- m) Price bids of only those tenderers, who are found qualified on the basis of evaluation of their technical bids, would be opened, and accordingly such tenderers would be intimated in advance by E-mail and / or by telephone / fax the date of opening of the price bids.

The following may please be noted:

- i) On the date of opening of the tenders, only the technical bids would be opened as per GeM procedure.
- ii) **The Technical Bid should not contain any indication of the price. In case an indication of the price quoted is included in the technical bid, the quotation will be rejected without any reference to the tenderer. No correspondence will be entertained in this regard.**
- iii) The bids should be neatly presented. Corrections, if any, should be duly authenticated with full signature of the person who has signed the tender, failing which the tender is liable to be rejected.
- iv) AI ENGINEERING SERVICES LTD reserves the right to accept / reject / defer any / all offers without assigning any reason.
- v) The price bids of only those tenderers, who are found qualified in the Technical Bid evaluation, would be opened at a later date, which would be notified in advance to the successful tenderers by e-mail / fax.
- vi) In the event of default, AI ENGINEERING SERVICES LTD reserves the right to claim damages from the successful tenderer. In the event of continued default, AI ENGINEERING SERVICES LTD also reserves the right to award the contract to any other party at the cost and risk of the successful tenderer. In such case, the vendor shall not be entitled for any compensation whatsoever for any costs incurred or to be incurred on this account.

2) Definitions:

The following words, as used in the Tender shall have the meaning ascribed to them below:

- i. The term 'AIESL', shall mean "AI Engineering Services Limited", a company incorporated under Companies Act 1956,
- ii. The term "Bidder" shall mean the entity who has submitted the sealed/closed Bid for this Tender through its authorized signatory.
- iii. The term "Contract" shall mean the agreement entered between AIESL and the Successful Bidder, confirming its acceptance of the Tender, on the terms and conditions mentioned therein.
- iv. The term "Days" shall mean the working days of AIESL.
- v. The term "Services" shall mean the services to be provided by the Successful Bidder as mentioned in the Tender.
- vi. The term "Successful Bidder" or the "Service Provider"(SP) shall mean the Bidder who has been awarded the Contract to carry out the Services contemplated in this Tender.
- vii. The term "L-1" means Bidder with the lowest quote, and "L-2" means Bidder with the second lowest quote.

6. Grounds for Rejection of bids

The bids are liable to be rejected forthwith, i.e., without being evaluated, on the following grounds:

- a) If the bid has been received after the closing date / time of the tender.
- b) If only the Technical bid has been received and the Commercial bid has not been received, and vice versa.
- c) If the bid has been received by any form other than provisions of GeM.
- d) If the bid has not been signed by the authorized signatory of the tenderer.
- f) The Technical Bid should not contain any indication of the price related to the Price Bid. In case an indication of such price quoted is included in the Technical Bid, the Bid will be rejected without any reference to the Bidder. No correspondence will be entertained in this regard.
- g) The Bid shall stand rejected if the Bidder submits an incomplete Bid, i.e., where only the Technical or only the Price Bid is received
- h) If the information given in response to the Tender is incomplete, ambiguous, without requisite supporting documents, unverified, unattested, and/or submission of illegible copies or unexplained materials and/or bids not received as per the desired formats & bidding instructions.
- i) If the bid response is not presented neatly and corrections if any are not duly authenticated with full authorized signatures of the person who has signed the bid document,
- j) If the bid has been received without the undertaking of acceptance of all terms & conditions
- k) If the bid (technical/price) is incomplete.
- l) The above list is only illustrative and there can be other relevant grounds of rejection of bids.
- m) In case of any variation, in the documents/data submitted by the Bidder in support of the Technical Bid and in comparison, with the original documents during technical evaluation, the Bids of such Bidder would be outrightly rejected/disqualified during technical evaluation of Tender
- n) If the price indicated in the Price Bid is Conditional.
- o) If the Price Bid is not submitted in the format described in Section D in the Tender.
- p) The above list is only illustrative and there can be other relevant grounds of rejection of Bids.

7. Undertakings

The Tenderers are required to provide certification / undertaking with their Technical and Price bids as per the formats given at Annexures B and E respectively. The covering letters duly signed are to be enclosed along with the respective bids.

- a) AIESL, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
 - i. Suspend and/or cancel the Bidding process and/or amend and/or supplement the Bidding process or modify the dates or other terms and conditions relating thereto.

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- ii. Consult with any Bidder to receive clarification or further information.
 - iii. retain any information and/or evidence submitted to the AIESL by, on behalf of, and/ or concerning any Bidder; and/ or
 - iv. Independently verify, disqualify, reject, and/or accept all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- b) It shall be deemed that by submitting the Bid, the Bidder agrees and releases the AIESL, its employees, agents, and advisers, from any and all liability for claims, losses, damages, costs, expenses, or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection with the Bidding process and waives, to the fullest extent permitted by applicable laws, any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

8. SUBMISSION OF BIDS:

- a) The Bid must be only in the prescribed format. The Bid cover should carry the complete name and address of the Bidder, along with the telephone, fax, and e-mail address. Bids must be submitted online through GeM portal not later than the Due Date/Time.
- b) If for some reason, the Bid Due Date/Time or the Bid opening date is declared a holiday, then the Bid Due Date/Time or the Bid opening date will automatically stand extended to the same timings of the next working day. In the event of the receipt of the Bid after the Due Date/Time, the Bid shall be rejected. AIESL reserves the right to reject any Bid in part or full or annul the Tender process without assigning any reasons.
- c) Bids should be filled in prescribed forms duly signed and stamped and the prices in the Price Bid must be written/typed both in words and figures without any overwriting. Corrections & overwriting, if any, should be counter signed and stamped by the Bidder.
- d) Bidders are advised to study the Tender carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the tender with the full understanding of its implications.
- e) The issue of this Tender does not imply that AIESL is bound to select a Bidder. Notwithstanding anything contained in this Tender, AIESL reserves the right to reject any Bid and to annul the Bidding process and/or reject all Bids at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof. If AIESL rejects or annuls all the Bids, it may, at its sole discretion, invite all eligible Bidders to submit fresh Bids hereafter.
- f) Bidders shall bear their costs associated with or relating to the preparation and submission of their 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 their Bid. All such costs and expenses will 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 a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of this Tender process
- g) No bidder shall submit more than one Bid against this Tender. In case more than one bid is received, only the last submitted bid would be considered.
- h) Bids prepared by the Bidder shall contain all requisite information along with self-attested supporting documents as per details provided in the Technical Bid.
- i) The Price Bid of only those Bidders who are found technically suitable during technical evaluation would be opened. The opening date and time of Price Bids would be intimated to all the technically qualified Bidders to enable them to attend the price Bid opening
- j) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the subtotals shall prevail, and the total shall be corrected
- k) Price bids should be submitted strictly as per the Format of Price Bid in Section E.

9. Modification of Bids

- a. On account of any amendments, being made to the Tender the Bidders shall have a right to modify their bid after the bid submission but prior to the due date (or extended due date, if any) for submission of Bid. The guidelines of GeM, in this regard will be followed. The last modified bid of the Bidder before the due date (or extended due date, if any) shall be final and binding on the Bidder.

- b. At any time prior to the last date for submission of bids, AIESL may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify this Tender document by an amendment. In order to afford reasonable time to Tenderers to take such amendments into account for preparation and submission of their bids, AIESL may, at its discretion, extend the last date for the submission of bids through an announcement of its website.

10. Withdrawal of Bids

No bid will be permitted to withdraw in the interval between the last date for submission of bids and expiration of the period of bid validity. Withdrawal of bid during this period would result in forfeiture of bidder's EMD. However, on account of any amendments by AIESL, the Bidder may withdraw their bid after the bid submission prior to the due date (or extended due date, if any) for submission of bid.

11. OPENING OF BIDS

- viii. On the date of opening of the Tender, only the Technical Bids will be opened through online methods of GeM portal. Price Bids of only those Bidder(s) who are declared qualified after the evaluation of the Technical Bids will be opened. Intimation will be sent to those Bidders who qualify after the evaluation of the technical Bids. No correspondence in this regard will be entertained.
- ix. If in the price quoted in the Price Bid, there is a discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price shall be corrected accordingly.

12. Zero deviation:

- i. Bidders are advised to quote strictly as per the terms and conditions of the Tender and not to stipulate any deviation/exceptions. This is a zero-deviation Tender, and no deviations shall be permitted.
- ii. Bidders are advised to note that taking a deviation from the following terms and conditions of the Tender shall lead to the rejection of their Bids:
- a. Firm/Quoted Price throughout the Contract Period and the extension period
 - b. Scope of Work
 - c. Special Conditions of Contract
 - d. Functional terms and conditions
 - e. Service Delivery / Completion Schedule
 - f. Period of Validity of Bid
 - g. Arbitration / Resolution of Dispute
 - h. Service Level Expected (SLE)
 - i. Force Majeure
 - j. Statutory Compliance with Applicable Laws
 - k. Registration of PF & ESIC in the name of the Firm
 - l. All the pages of the Tender must be mandatorily signed and stamped by the authorized signatory along with the supporting documents as asked in the technical bid.
 - m. All documents in support of the Tender must be submitted in accordance with the checklist as per the Check sheet attached in this section.
 - n. Any other condition specifically mentioned in the Tender elsewhere that non-compliance of the clause shall lead to rejection of the bid.

13. MSE PROVISION:

- i. 100% exemption in turnover for registered MSE service provider.
- ii. No exemption in experience is granted.
- iii. Price Preference – The MSE registered for the Tendered Service and quoting price within the price band of L1+15% (fifteen percent) shall also be allowed to provide a portion of the requirement by bringing down their price to the price quoted by L1. In a situation where the price quoted by the L1 Bidder (the "L1 Price")

Tender FOR inviting quotations for Engagement of a Consultant on Retainership basis for Compliances for Import/Export, Logistics Solutions and Regulatory Compliances for AI Engineering Services Limited

is from other than an MSE and such MSE shall be allowed to supply total tendered value/service.

14. **STARTUP PROVISION:**

Startup Bidders will receive 100% turnover exemption. However, Startup bidder must demonstrate technical capability through the specialized category registration.

15. **AMENDMENTS AND EXTENSIONS**

Amendments and Extensions, if any, to this Tender, will be hosted on the GeM portal. The Bidders are, therefore, advised to visit GeM Portal regularly till the date of closing of the Tender. In case there is a change in Service Details/Requirements / Terms & Conditions after the release of the Tender but before it's Due Date/Time, the Bidders who have submitted their Bids shall have an option to re-submit their Bids, if they choose to do so, within the extension period as may be specified by AIESL. For the avoidance of doubt, it is hereby clarified that the last Bid submitted by the Bidder will be considered the final Bid.

16. **TENDER FEE: There is NO TENDER FEE.**

The Tender is available for down-loading on free of cost basis from e Tender section of the AIESL website www.aiesl.in There is no fee for the Tender Documents.

17. **VALIDITY OF BID, PRICES, GOVT. DUTIES / LEVIES ETC.**

- a. The price quoted by the Bidders shall be valid for a period of 120 (One Hundred Twenty) days from the date of opening of the Technical Bid. Any Bid whose validity is less than 120 (One Hundred Twenty) days shall be summarily rejected.
- b. Option Clause: The quantum and nature of work mentioned in the tender document are approximation and subject to change.
- c. The price offered/agreed shall remain firm till the completion of the Contract and subject to the terms & conditions of the Tender/Contract.
- d. No request for an increase in prices shall be entertained during the Contract Period, except on account of an increase in GST or any other Government levy, if imposed by the Govt. of India/State Govts/Local bodies or airport operator charges, provided the Successful Bidder submits proof of payment for such increase to AIESL.

18. **Validity of Price**

The price quoted and agreed rates must remain firm during the contract period, if awarded. No request for increase in price shall be entertained during the period of validity of the contract.

- a. **Inclusions:**
The quoted rates will include Consultation charges, Administrative charges, Documentation Charges, etc.
- b. **Exclusions:**
Other charges/taxes levied by Govt authorities or statutory charges/surcharges will be paid as per actual rates applicable from time to time.

19. **VARIATION OF QUANTITY**

AIESL reserves the right to increase or decrease the volume of required service under the same price and terms & conditions to take care of any change in the requirements during the period starting from issue of tender till placement of the contract / Purchase Order.

20. **PRE BID MEETING:**

A pre – bid meeting will held at 1130 hrs on 03-03-2026 in office of GM – PPMM, AI Engineering Services Limited, CRA Building, Safdarjung Airport, New Delhi – 110009 with prospective bidders for clarification on work scope and other tender terms and conditions. Interested prospective bidders may attend the same.

21. EVALUATION OF BIDS:

1. Technical Bid

In the Technical Bid, the tenderers must provide detailed information pertaining to its firm, as mentioned in the Eligibility and pre-qualification criteria at **Section-C**. The tenderers must also confirm acceptance of AI ENGINEERING SERVICES LTD's Terms and Conditions as per Annexure B . Deviations, if any, from the stated requirements, or terms and conditions, must be clearly spelt out in the Technical Bid. Bids will be evaluated based on the scrutiny / study of technical bids submitted and complete compliance to the eligibility and prequalification criteria, along-with relevant supporting documents. **The Technical bid must not mention any rates / prices.**

2. Price Bid

The price bid should be submitted strictly as per the format given as per Annexure D, of the commercial bid. The Price Bid will be evaluated based on the most competitive price quoted by the bidders in their offers for the services required and the overall least cost to AI ENGINEERING SERVICES LTD for the selected / chosen option.

Lowest bidder will be at he Lowest Consultancy Charges quoted in Section-E, Annexure-D.

AIESL desires that there will be a single Consultant appointed for the stated activities of consultation.

22. SUBCONTRACTING:

The essence of the Tender is that there will be no sub-contracting or delegation or outsourcing of any of the Services to any entity other than the applicant/bidder. However, if the tenderer must do so, the tenderer must comply with the following:

- a. the tenderer must convey to AIESL in writing the purpose and extent of such subcontracting.
- b. In such case(s), the tenderer shall bear the sole responsibility of any consequences resulting from such subcontracting arrangement.
- c. The tenderer shall fully indemnify AIESL from any liability/liabilities arising out of such arrangement(s).
- d. The tenderer must assume responsibility/responsibilities to comply with all the provisions of this tender.
- e. However, even after sub-contracting the Successful Bidder shall at all times remain liable to AIESL for the same.

23. RECOVERY OF SUM DUE:

- a. Whenever under this Contract any sum of money is recoverable from the Bidder, AIESL shall be entitled to recover such sum from the monthly bills and the security deposit held by AIESL.
- b. In the event of the said security deposit being insufficient, the balance of total amount recoverable shall be deducted from any sum due to the Bidder under this or any other Contract with AIESL.
- c. Also, should this amount be insufficient to cover the said amount recoverable, the Successful Bidder shall pay to AIESL on demand the balance amount, if any, immediately but not later than 14 (fourteen) days of the demand along with the interest @ 18 % (eighteen percent) per annum from the due date specified in the demand notice.
- d. If any amount due to AIESL is so set off against the said security deposit, the Successful Bidder shall have to make good, the said amount immediately but not later than 14 (fourteen) days, in order to restore the Security Deposit to its original value. Non restoration of such Security Deposit will be treated as event of default, leading to right of AIESL to take appropriate remedial action, including termination of the contract.
- e. AIESL reserves the right to deduct from the Successful Bidder's invoice, for any loss or damage caused to AIESL Employees/ cargo/ plant / equipment / machinery / building or any other property of AIESL/AIAHL or any damage caused to any third party by negligence or due to any other reason attributable to the Successful Bidder including its employees.

24. CONFIDENTIALITY:

- a. The Bidder/Successful Bidder/AIESL shall at all times keep confidential, all information acquired in consequence of this Tender, including (without limitation) the information concerning the technology, technical processes, business processes, procedures, personal data, business affairs, financial affairs of each other (hereinafter referred to as Confidential Information). Confidential information means information that is designated as 'confidential' or which by its nature is clearly confidential.
- b. The Bidder/Successful Bidder/AIESL shall not disclose the confidential information to any other third party, without the prior written consent of each other, or required to be disclosed at law.
- c. However, they may be entitled or bound to disclose such Confidential Information under compulsion of law and to comply with applicable laws or under a valid order of a competent court where requested by governmental or regulatory agencies or to their professional advisers where reasonably necessary for the performance of their professional services.
- d. As such, the Bidder/Successful Bidder/AIESL agree to keep such Confidential Information as strictly confidential and shall disclose the same to their employees/professional advisers only on a 'need to know' basis.
- e. The Bidder/Successful Bidder/AIESL agree that any such information received by it shall be:
 - (1) information of like importance, but in any case no less than a reasonable degree of care,
 - (2) protected and kept in strict confidence, using the same degree of care and safeguards as it uses to protect its own not to use Confidential Information for any purpose other than to carry out its respective obligations under this Tender
- f. A breach of this confidentiality may result in the Contract being terminated in addition to any other remedy the Bidder/Successful Bidder/AIESL may have.

25. CONTRACT SURVIVABILITY:

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

26. CONTRACT SEVERABILITY:

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

27. COMPLIANCES WITH THE APPLICABLE LAWS:

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

28. INDEMNIFICATION:

- 1 The Successful Bidder shall indemnify AIESL against the payment of penalty/third party claims/damages/loss of property of AIESL, its subsidiaries or any other party arising due to the negligence on part of the Successful Bidder and/or its employees.
- 2 The Successful Bidder shall also indemnify AIESL for making good any claim/penalty/loss or damages, including

costs (including counsel fees and legal cost) thereof, in respect of any breach or violation of any provisions of any law, including labour laws governing the employees of the Successful Bidder. In case of any failure to make good the above/any losses/expenses to AIESL, the same shall be deducted from the amounts to be paid to Successful Bidder, as per the bills raised, or may be deducted from the security deposit or from any payments to be made to the Successful Bidder under the Contract.

- 3 For the avoidance of any doubt it is hereby clarified that the Successful Bidder shall be solely liable for accidents, injuries, death and/or damages caused to any individual/s and/or property of AIESL and/or any third party, due to negligence of its employees, during performance of their duties under the Contract and shall indemnify AIESL and/or its employees, from costs or liabilities, arising therefrom (including counsel fees and legal cost).
- 4 The Successful Bidder shall be liable to keep AIESL indemnified against any claim or claims whatsoever and any liabilities, that may arise on account of the Successful Bidder's failure to comply or adhere with any statutory

obligations, legislations, regarding the laws governing intellectual property rights whether in India or any other country as applicable. AIESL shall be entitled to deduct any amounts to make good the above/any losses/expenses incurred by AIESL on account of such claims or liabilities. The decision of AIESL as to the amounts to be deducted shall be final and binding on the Successful Bidder.

- 5 The provisions of this Article shall survive the termination or expiration of the term of the Contract.

29. FORCE MAJEURE:

- 1 The Bidder/Successful Bidder/AIESL (herein referred 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, 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.
- 2 The Party encountering and affected by such causes and event shall inform the other in writing immediately of such an occurrence event and will 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 Tender/Contract.
- 3 For the avoidance of any doubt it is clarified that, payment obligations of AIESL shall be excused due to an event of Force Majeure.

30. Penalty Clause:

The AIESL may impose penalties for delays in meeting periodic milestones as set by AIESL. This needs to be mentioned.

- a. The penalty shall be levied for the delayed delivery viz. delivery beyond the period allowed for each milestone @ 2% per day subject to a maximum of 10% of the invoice value.
- b. Amount of penalties, if any, shall be deducted from the bills along with the penalty mentioned at sub-para 12.a above.

31. PERIOD OF CONTRACT

The Contract Period would be 01(One) year from the date of execution of the Contract ("**Contract Period**"). However, AIESL reserves the right to extend the Contract Period for a further period of 01 (One) year at the same rate, terms, and conditions, subject to the mutual consent of AIESL and the successful bidder.

32. PRICE NEGOTIATION

As a general norm price negotiations are not to be carried out with the bidders. Negotiations, if at all, shall be an exception and may be held for better pricing with the L1 bidder only and with the L2, L3, and so on bidders only in case of the split of the Services/Value

33. EVALUATION CRITERIA FOR TECHNICAL BID (STAGE 1)

- a) 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.
- b) In the event, the Bidder fails to provide any information or documents sought by AIESL, the Bid of the said Bidder shall be rejected by AIESL. No correspondence in this regard will be entertained.
- c) The Bidders who qualify as per the Technical Bid evaluation criteria as mentioned under Sections C, Section-D- Annexures A, B & C, and other requirements of the Tender would be considered for the next stage of the Tender process, and they would be duly intimated as per provision of GeM.
- d) **The Bidder must enclose along with the Technical Bid, a blank copy of the format of Price Bid** as provided in Section E in the tender, duly crossed & signed (ensure that no Price Indication is mentioned in the technical Bid as a confirmation that they have quoted the rates in the 'Price Bid' format exactly as per Section E.

34. EVALUATION CRITERIA FOR PRICE BID (STAGE 2):

- a) The Price Bids of only those Bidders who qualify under the Criteria as specified in Section-C, and comply with the other Tender requirements would be opened. The date and time of opening of the Price Bids would be intimated in advance to the Bidders who get qualified in the Technical Bid evaluation as per provision of GeM.
- b) Price Bids should be submitted strictly as per the format given in Section E of the tender document. The detailed procedure/method of quoting and criteria for evaluation of the Price Bids has been provided in Section E.

35. AWARD OF CONTRACT/AGREEMENT, ACCEPTANCE, COMMENCEMENT / EXECUTION

The award of the Contract shall be subject to fulfillment (in addition to eligibility criteria and the Undertakings as provided under the Tender) of the following conditions by the Bidder:

- i. The Successful Bidder must convey acceptance of the Letter of Acceptance (LOA)/contract within 7 days of receipt of the same and provide their bank details with a canceled cheque.
- ii. The Successful Bidder must commence the Services within 30 days after execution of the Acceptance of LOA/ Contract.
- iii. The Successful Bidder shall execute the Contract within 30 days of acceptance of LOA. The cost towards the preparation, negotiation, and execution of the Contract shall be borne by the Successful Bidder.

36. FRAUDULENT PRACTICES:

AIESL requires that Bidders observe the highest standard of ethics during the Bidding process and execution of contracts. In pursuance of this, AIESL defines, for the purposes of this provision, the terms set forth below as follows:

- a) **"Corrupt practice"** means the offering, giving, or soliciting of anything of value to influence the action of a public official in the procurement process or contract execution; and
- b) **"Fraudulent practice"** means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of the AIESL and includes collusive practice among Bidders (before or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive AIESL of the benefits of free and open competition.
 - i. Shall reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract.
 - ii. Shall declare a Bidder ineligible and blacklist such Bidder, either indefinitely or for a stated period if, at any time, AIESL determines that the Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the Contract.

- iii. Shall rescind the Contract forthwith, in case of Successful Bidder adopting fraudulent/corrupt practices during the currency of the Contract.
- iv. Bid Security Declaration will be applicable, or the Security deposit shall be forfeited, as the casemay be in addition to the above-mentioned remedies which AIESL shall have.

37. CONTRACT MANAGEMENT:

The contract administration would be the sole responsibility of the PPMM of AIESL. PPMM will monitor for day-to-day activities of the Contract as per the terms as may be specified in the Contract. For Services received directly by PPMM, the quantum of damages to be levied incase of any under performance or deviation from the terms of the Service as per the Contract will be determined by the competent authority in the PPMM and the same shall be advised to the Finance department.

In the context of facilitation of execution of contracts, PPMM would assist in respect of therequired space and infrastructure, etc.

38. ERRANT BIDDERS:

In case after Price Bid opening, the L-1 Bidder does not accept the contract or is not awarded the Tender for reason solely attributable to such L-1 Bidder, for reasons as mentioned in this Tender, thereof leading to retendering, AIESL shall apply clauses of the Bid Security Declaration submitted by such Bidder and such Bidders shall be debarred for a period up to 01 (one) year from participation in the next tender for the subject services as well as against any tender inquiry for any servicesought by AIESL and its sister concerns at all locations. AIESL further reserves the right to blacklist/holiday list the Bidder for a period of up to 3 (three) years.

39. JURISDICTION:

Any Dispute whatsoever arising out of this Tender shall be subject to the exclusive jurisdiction of the courts of Delhi only.

40. DISQUALIFIED BIDS

Price Bids of the technically disqualified Bidders would be intimated through GeM portal only. No separate communication shall be sent in this regard.

41. SUBMISSION OF BILL:

SP shall tender pre-receipted bills once every Fortnight (Consolidated bills should be submitted every First Week and Third Week of the month) for service provided to AIESL. Bills should be on the letterhead of SP and in the format prescribed by AIESL. A checklist and original documents in support of various Charges indicated in the bill should accompany each bill. Any bill not accompanied by a checklist and one or more documents will not be received in AIESL. Personnel authorized by AIESL will acknowledge receipt of the bills after due verification of enclosures. Bills that are returned to SP on account of deficiencies will contain remarks about deficiencies. Incidence of storage charges attributed to oral/verbal queries of customs authorities shall not be claimed by SP.

42. PAYMENT TERMS:

All payments to the successful Bidder by AIESL for the services rendered by it shall be subject to the following compliances:

- a. AIESL shall make every effort to examine and arrange payment of bills within 45 days of receipt of the pre-receipted bills with all the relevant original supporting documents.

However, a delay in the settlement of payments shall not be accepted as a valid ground for SP to delay consignments and/or make any request for advance payment. It is clearly and specifically understood that storage charges incurred on account of delay in transportation of consignments on grounds of delay in payment of bills on the part of AIESL will have to be borne by SP. AIESL does not undertake to communicate to SP, reasons for partial or non-admission of one or more claims made in the bills. The bills should be submitted as per the agreed tender terms & conditions clearly with the breakup along with the supporting documents, failing which the bills will not be considered for payment process until the SP submits the clear and relevant supporting documents.

- b. Payment will be made through ECS (Electronic Clearance Service).
- c. The successful bidder is required to submit a duly verified Bank Mandate form along with a copy of the relevant cheque leaf, duly canceled to enable Accounts Department to make payment through ECS.
- d. TDS shall be deducted by AIESL from the payment made against these invoices, as per the applicable laws.

43. TERMINATION OF CONTRACT:

The Contract may be terminated in the following circumstances:

- i. The Contract shall expire *ipso facto* upon the expiry of the Contract Period i.e., 01 (ONE) year from the date of Acceptance of LoA.
- ii. In case of unsatisfactory performance or breach of any of the clauses of the contract, AIESL shall issue a notice of 30 days to the Service Provider to rectify the breach and improve the Performance failing which AIESL shall be at liberty to terminate this Contract by providing 30 days written notice to the Service Provider. In such case, the Service Provider shall not be entitled to any compensation whatsoever for costs incurred or to be incurred on this account.
- iii. In the event of a breach of confidentiality, the Contract can be terminated by AIESL with a notice period of 1 (one) month.
- iv. Either Party may terminate the Contract, in the event the Force Majeure Event subsists for a period of more than 90 days.
- v. The Parties shall duly comply with their respective obligations during the notice period and thereafter, shall discharge the obligations arising out of the Contract till the termination.

44. EXIT CLAUSE:

- i. Notwithstanding the above, AIESL shall also be at liberty to terminate the Contract for any reason including change in situation/circumstances, etc. by providing a 90-day prior written notice to the Service Provider. The Service Provider shall also be at liberty to terminate this Contract by providing AIESL with a 90-day prior written notice. In such an event, the terminated party shall have no right to claim compensation/damages, etc. from the terminating party on account of early termination. However, the party shall duly comply with their respective obligations during the notice period and thereafter, shall discharge the obligations arising out of the agreement till the termination.
- ii. In case the Service Provider serves the termination notice before exhaustion of 40% of the contract value or quantity, they will be debarred from participating in the immediate next tender for that item/service.

45. CLAIMS FOR DAMAGE

- a. AIESL shall promptly notify the Service Provider of any claims/deficiency on the part of the Service Provider arising under/out of the Contract.
- b. In case the Service Provider, having been notified by AIESL, fails to take remedial action within the stipulated time as advised, AIESL may take remedial action without any further notice, at the Service Provider's sole risk and cost. AIESL shall also levy damages / terminate the Contract without prejudice to any other rights which AIESL may have under the Contract or any applicable laws.

46. RESOLUTION OF DISPUTES AND ARBITRATION:

- i. Any dispute arising between the Service Provider and AIESL (Party/Parties), in respect of the construction, interpretation, application, meaning, scope, operation, or effect of the Contract or the validity or breach thereof (the "Dispute"), shall first be settled by mutual consultation between the authorized representatives of the Parties. If the Dispute remains unresolved after a period of 90 (ninety) days from the date when the mutual consultation has, the same shall be settled and finally resolved by arbitration.
- ii. Such arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time, by a panel of three (3) arbitrators. The Parties shall appoint one (1) arbitrator each and the two (2) such appointed arbitrators shall, in turn, appoint the third (3rd) arbitrator as the presiding arbitrator.
- iii. The arbitration award passed under the arbitration shall be final and binding on the Parties.
- iv. The proceedings of the Arbitration shall be conducted in English language and the place of arbitration shall be Delhi.
- v. Each Party shall bear their own cost concerning such arbitration.

47. NOTICES

Any notice by one Party to the other according to the Tender/Contract shall be sent in writing to the address to be specified for that purpose in the Contract.

48. LANGUAGE

The language of the tender is English. Bids shall also be submitted in English.

49. INTERPRETATION:

In the event of any difference in the interpretation of any of the clauses of the Contract, the clarification given by the competent authority of AIESL, Delhi shall be final and binding.

50. EXPENSES

Each Party shall bear its costs and expenses (including legal expenses) associated with the preparation, negotiation, and execution of this Contract and any other relevant documents.

51. AMENDMENT

No amendment, modification, variation, or waiver of any provision of this Contract shall be binding or effective unless the same has been made in writing and signed by a duly authorized representative of each of the Parties hereto.

52. GOVERNING LAW

This Contract shall be governed by, construed, and enforced in accordance with the laws of India.

53. OTHER TERMS & CONDITIONS:

- i. It is further clarified that any Bidder signing the Bid and other documents in connection with the Tender must certify whether he signs as:
 - a) A "Sole Proprietor" of the firm or constituted attorney of such sole proprietor.
 - b) A partner of the firm if it is a partnership must have the authority to refer to arbitration, or 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. Constituted attorney of the firm if it is a Company.
 - c) Authorized signatory of the firm

Tender FOR inviting quotations for Engagement of a Consultant on Retainership basis for Compliances for Import/Export, Logistics Solutions and Regulatory Compliances for AI Engineering Services Limited

- ii. Issue/submission of the Bid form does not necessarily mean that the Bidder is eligible.
- iii. Bidder is advised to quote strictly as per terms and conditions of the Tender and not to stipulate any deviation/exceptions.
- iv. Our Tender closes on the Due Date/ Time specified in the Tender. Bidders must submit their Bids well in time before the scheduled close date and time of the Tender to avoid any last-minute glitches such as postal or courier problems or for any other reasons.
- v. AIESL will not entertain last-moment requests for an extension of the Due Date/ Time and reserves the right to accept or reject such request for extension at its sole discretion.
- vi. The Due Date/Time of Tender may be extended at any time before the date of closing of Tender. The closing date of submission of Bids may be extended at any time including after the scheduled date of closing, at the sole discretion of AIESL.
- vii. AIESL reserves the right to close the Tender / reject any /all Bids at any stage of the Tender at its sole discretion, without any additional cost to AIESL.
- viii. AIESL reserves the right not to consider the Bid of any Bidder, blacklist the Bidder for 3 years if it is determined/noticed at any stage during the Tender process or after Contract Period that the Bidder has directly or indirectly engaged in any misrepresentation, corrupt, fraudulent, collusive, coercive practice 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 actions as deemed fit, in AIESL sole discretion.
- ix. AIESL reserves the right to reject/not consider at its sole prerogative the Bids of such Bidders who have been involved in any litigation with AIESL in the last 5 years / ongoing litigation or arbitration with AIESL or have been blacklisted/ debarred by any PSU, Govt. bodies.
- x. Bidders are required to declare if they have any ongoing legal disputes with any government agencies such as Income Tax, EOW, etc. In the event of any Suppression/ Misrepresentation of such facts, AIESL reserves the right, at its sole discretion, to take appropriate action as deemed fit including but not limited to disqualification of the Bidder and termination of the Contract.
- xii. Any clarifications sought by AIESL concerning the Bids submitted by the Bidders will be considered as a part of the Bid and AIESL reserves the right to seek clarifications at any stage of the Tendering process.
- xiii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
- xiv. All relevant documents required related to the Services to be provided under this Tender are to be submitted by the Bidders at their own cost.
- xv. Bids should be unconditional. Conditional Bids shall not be accepted and are liable to be rejected.
- xvi. The terms of the Tender and the Contract are CONFIDENTIAL, and anything contained in the tender shall not be disclosed by the Bidders to any third party in any manner, whatsoever.
- xvii. Bidder will give the official mailing address, email, and contact No. (Land Line/Mobile) numbers to which all correspondences shall be sent by AIESL. Also, in the event the address of the Bidder is changed, the same shall be intimated to AIESL immediately by the Bidder.
- xviii. AIESL reserves the right to annul the Tender process and reject any or all the Bids at any time before the award of the Contract without incurring any liability to the Bidder(s) or without any obligation to inform the Bidder(s) of the grounds of such annulment/rejection. AIESL further reserves the right to add/delete/modify any one or more of the terms and conditions contained in the Tender or any of the agreements proposed to be entered into by AIESL with the Successful Bidder.
- xix. The Near Relatives of employees of the AIESL office who is likely to benefit the Bidder during the award/implementation of the Contract are prohibited from participation in this Tender. Near relatives are defined as:
 - a. Members of a Hindu undivided family.
 - b. Their husband or wife
 - c. Relatives in the manner as father, mother, son(s), son's wife, daughter(s), Daughter's husband, brothers, brother's wife, sister, and sister's husband
- xx. The Bidder should quote the figures as well as in words the rates and amount in figures only as per the Price Bid format given in Section E. The language for filling out Tender Documents shall be English.
- xxi. When there is a difference between the rates in figures and in words in Price Bid, the rates which

correspond to, the amount worked out by the Bidder, shall be taken correct as per the following:

- a. When the amount of any item is not worked out by the Bidder or it does not correspond to the rate written either in figure or in word, then the rate quoted by the Bidder in words shall be taken as correct.
 - b. When the rate quoted by the Bidder in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the Bidder shall be taken as correct and not the amount.
- xxii. All rates shall be quoted on the proper form (i.e., the Price Bid format) of the Tender alone. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only. The total amounts should be written in figures only. In the case of figures, the words Rs. or the rupee symbol should be written before the figures of rupees, and words paise after the decimal figures, e.g., Rs.2.15p, and in case of words, the word Rupees shall precede and the word "Paise" shall be written closely following the amount and it shall not be written in the next line.

54. TERM OF THE PROPOSED CONTRACT

The period of the Contract would be 01 (ONE) year from the date of acceptance of LOA. AIESL reserves the right to extend the Contract for a further period of 1 (one) year on the same terms, rates, and conditions if mutually agreed with the Successful Bidder.

55. AMENDMENTS / CLARIFICATIONS (on Tender Document)

Amendments, corrigendum, clarifications if any, and any extensions of the due date of opening of the Bids, as per the requirements of AIESL, will be intimated by hosting the notice on GeM portal. No separate NIT (Notice Inviting Tender) would be published in newspapers/print media. It is the Bidder's responsibility to visit the said website regularly for the aforesaid updates/extensions as applicable.

56. NOTE:

- a) No Bid shall be modified/withdrawn after the date/time of opening of Bids. Withdrawal of a Bid after the date/time of opening of Bids shall result in application of Bid Security Declaration (for duly submitted by the bidder(s) in place of EMD.
- b) All the pages of the Bid must be mandatorily signed and stamped by the authorized signatory and enclosed along with the supporting documents as required in the Technical Bid.
- c) All documents in support of the Bid must be submitted in accordance with the checklist as per the Check sheet attached in Section D- Annexure-C of the Tender.
- d) The Bidders can download the Tender free of cost from our website of GeM.

SECTION B:
SCOPE OF WORK:

Requirement and Scope of Work

TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026

Tender inviting quotations for Engagement of a Consultant on Retainership basis for Import/Export, Logistics Solutions and Regulatory Compliances for AI Engineering Services Limited

Work Scope for RFQ – Import/Export Compliance & Logistics Support for AIESL

1. Project Overview

AIESL seeks proposals from qualified service providers to deliver end-to-end support in regulatory compliance, licensing, documentation, supply chain management, cost optimization, strategic advisory, customs clearance, and staff training for aviation MRO (Maintenance, Repair & Overhaul) operations. The objective is to ensure seamless import/export of aircraft materials and spares while maintaining compliance with applicable laws, optimizing costs, and strengthening operational efficiency.

2. Scope of Work

2.1 Regulatory & Compliances

- a. Ensure compliance with all Import/Export regulations applicable to aviation materials.
- b. Monitor DGFT guidelines specific to aircraft spares and related materials.
- c. Classify goods under correct HSN codes.
- d. Facilitate certifications (BIS, DGCA, DGR, etc.).
- e. Manage compliance for restricted goods in consultation with AIESL.
- f. Advise on restricted items and maintain updated knowledge of Customs policies.
- g. Oversee bonded warehouse regulations.
- h. Maintain accurate records for audits and future references.

2.2 Licensing & Documentation

- a. Apply for and manage Import/Export licenses.
- b. Provide guidance on shipping documentation.
- c. Handle duty drawback documentation where applicable.
- d. Manage PESO licenses and DG Goods licensing as required.
- e. Ensure ATF-related licenses are obtained when applicable.
- f. Support documentation for Customs audits.

2.3 Supply Chain & Logistics

- a. Coordinate with freight forwarders and Customs brokers across AIESL's network.
- b. Ensure Just-In-Time delivery of Customs-cleared goods.
- c. Suggest cost-effective shipping methods.
- d. Track international shipments from PO stage to delivery.
- e. Plan inventory movement across global hubs.
- f. Advise on multimodal logistics and optimized routing to reduce lead time.
- g. Ensure packaging compliance for aviation goods, including DG Goods.

2.4 Cost Optimization & Trade Benefits

- a. Advise on duty exemptions for MRO imports/exports.
- b. Utilize FTAs to achieve lower import duties.
- c. Suggest foreign trade schemes for cost savings.
- d. Reduce demurrage and detention charges through proactive management.

2.5 Strategic & Advisory Role (including Banking Compliances)

- a. Negotiate INCOTERMS with suppliers and buyers.
- b. Provide trade finance advisory (LC, BG, etc.).
- c. Advise on management of trade risks (e.g., ECGC).
- d. Ensure compliance with Banking IDPMS & EDPMS for import/export transactions.

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2.6 Customs Clearance Manual

- a. Prepare a comprehensive manual covering:
 - a. Basic information on Import/Export processes.
 - b. Chapter-wise references and details.
 - c. Classification of goods and HSN codes.
 - d. Relevant notifications and updates from DGFT, Customs, FOREX, etc.

2.7 Training of Staff

- a. Deliver general training on Import/Export processes, documentation, classification of goods, HSN codes, and Customs clearance stages.
- b. Conduct specialized training on re-export processes, LC working, Free Trade Agreements, and aviation MRO-specific compliance.

3. Deliverables

- a. Regulatory compliance reports and certifications.
- b. Licensing and documentation support files.
- c. Logistics coordination reports and shipment tracking dashboards.
- d. Cost optimization advisory reports.
- e. Strategic advisory notes on trade finance and risk management.
- f. Customs Clearance Manual (digital + hard copy).
- g. Training modules (presentations, handouts, and session recordings).

4. Timeline

- a. Project initiation: Within 2 weeks of contract award.
- b. Regulatory & licensing setup: 1–2 months.
- c. Customs Clearance Manual: Draft within 3 months, final within 4 months.
- d. Training sessions: Scheduled quarterly or as agreed.
- e. Ongoing advisory and compliance monitoring: Continuous throughout contract period.

5. Vendor Qualifications

- a. Proven experience in aviation MRO import/export compliance.
- b. Familiarity with DGFT, DGCA, BIS, DGR, PESO, and Customs regulations.
- c. Strong network with freight forwarders and Customs brokers.
- d. Expertise in trade finance and banking compliance.
- e. Ability to deliver training programs tailored to aviation industry staff.

6. Quotation Submission Requirements

- a. Technical proposal outlining methodology, team, and experience.
- b. Commercial proposal with detailed cost breakdown (fixed fees, variable charges, training costs, etc.).
- c. Timeline and resource allocation plan.
- d. Copies of relevant certifications/licenses.
- e. References from past aviation/MRO clients.

7. Distribution of business:

The contract will be awarded to one service provider only and there will be no split of required service .

8. Reports

Consultant will be required to submit the following reports:

- a) Periodical Status Report of Activities- This report should cover the details of the activities at different stages.
- b) Monthly performance of SP report.

9. Execution of Job:

- The **successful Bidder/Consultant** must convey acceptance of the Contract in writing within 07 working days of receipt of LOA. SP shall set up the required infrastructure (manpower & office equipment) at its premises and commence work within 15 days of the award of the contract to them.

Tender FOR inviting quotations for Engagement of a Consultant on Retainership basis for Compliances for Import/Export, Logistics Solutions and Regulatory Compliances for AI Engineering Services Limited

- The **successful Bidder/Consultant** must deploy at its own cost the supervisor/staff to ensure that the contract commences immediately after communication of acceptance of the contract from him.
- The **successful Bidder/SP** must ensure the placement of sufficient staff at the premises of AIESL to ensure the smooth operation of tendered services.

10. Requirements of Performance:

- a) All the permissions and Clearances or any other relevant authorization from a competent authority/Government agency shall be obtained by the SP for the execution of this contract at its own cost. Any contingency arising in this respect shall be the responsibility of the SP. Also, the Service provider shall be responsible for any mishap, accident en route, and consequences thereof including legal complications, if any.
- b) The contract as entered between AIESL and the SP shall in no way, nullify, reduce, mitigate, or absolve the parties of any responsibility, obligation, or liability that may devolve upon them under the acts or laws governing such activity.

11. Compliance with Security regulations

- a) The successful tenderer shall ensure compliance and shall be solely responsible for all the safety and security regulations of AIESL, and local or any other agency associated with airports/airport activity are strictly adhered to and complied with by personnel deployed by the successful tenderer.
- b) The successful tenderer shall also be responsible for getting all necessary clearances, if any, from Govt. Agencies / Legal Authorities including airport authorities with regards to provisions of services.

12. LIQUIDATED DAMAGES / PENALTY:

The AIESL may impose penalties for delays in meeting periodic milestones as set by AIESL. This needs to be mentioned.

- a. The penalty shall be levied for the delayed delivery viz. delivery beyond the period allowed for each milestone @ 2% per day subject to a maximum of 10% of the invoice value.
- b. Amount of penalties, if any, shall be deducted from the bills along with the penalty mentioned at sub-para 12.a above.

13. Payment of Bills:

AIESL shall make every effort to examine and arrange payment of bills within 45 days of receipt of the pre-receipted bills with all the relevant original supporting documents.

However, a delay in the settlement of payments shall not be accepted as a valid ground for SP to delay the delivery of services and/or make any request for advance payment to SP. It is clearly and specifically understood that delivery of services on grounds of delay in payment of bills on the part of AIESL will have to be borne by SP. AIESL does not undertake to communicate to SP, reasons for partial or non-admission of one or more claims made in the bills. The bills should be submitted as per the agreed tender terms & conditions, clearly with the breakup along with the supporting documents, failing which the bills will not be considered for payment process until the SP submits the clear and relevant supporting documents.

14. Continuation of Services during Pendency of Payment of Bills:

AIESL will make every effort to arrange payment of bills within 45 days of receipt. If payment is delayed beyond 45 days for any reason, the SP shall NOT STOP transporting consignments and their delivery at AIESL. SP should have adequate financial standing to continue transport activities during the pendency of payment of bills.

15. Point of Contact:

The SP will provide a dedicated single point of contact for all activities covered under the Work Scope.

SECTION- C

TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026

ELIGIBILITY CRITERIA

Eligibility criteria will be accessed by AIESL. The confirmation of compliance shall be submitted by the tenderers

SI No	Description	AIESL Requirement
1	The Bidder must be a company registered under the Indian Companies Act, 1956/2013, or a partnership firm, LLP, sole proprietorship, or private limited company duly registered under applicable laws for conducting business in India.	Must
2	The Bidder must have been engaged in consultancy services in the scope areas mentioned for at least 10 years, with demonstrable experience in aviation business frameworks.	Must
3	The Bidder must have an average annual financial turnover of not less than 30% of the tender value during the last three financial years (2022–23, 2023–24, 2024–25), supported by audited Balance Sheet and Profit & Loss Account duly certified by a Chartered Accountant/Cost Accountant in India.	Must
4	The Bidder must not have reported negative net worth during the last three financial years	Must
5	The Bidder must have filed ITR for last 3 FY	Must
6	The Bidder must have an established office in Delhi or undertake to set up an office within 30 days from the date of award of contract.	
7	The Bidder must possess valid PAN and GST registration numbers.	Must
8	The Bidder must hold a valid and running CHA/ Customs Broker License for the last 10 years.	
9	None of the Directors/Partners/Proprietors of the bidding entity should have been convicted by any court of law at any time.	Must
10	The bidding firm/company must not have been blacklisted by any Government agency or other authority.	Must
11	The Bidder must have successfully executed at least three similar consultancy projects during the last three financial years.	Must
12	The Bidder must be an IATA DGR certified person for CAT-I, 2, 3 & 4.	Must
13	The tenderer shall agree that the payment will be made against the tenderers invoice submitted on 45 days credit term basis	Must
14	Tenderer agrees to abide by rules/clauses as mentioned in Section-C -Annexure-A,B and C	Must

Note: The bidder must substantiate the above criteria by submitting supporting documents duly authenticated by authorized person of the bidder.

Technical Bid Evaluation Criteria (TBEC)

For Bidder to become technically qualified, it is essential to meet the Eligibility criteria. To assess the capability of service providers, who show interest in our selection process, will be evaluated as per Technical Bid Format given in Annexure-A

Price Bid Evaluation Criteria (PBEC)

Detail explanation given in Section-E.

SECTION D:

TECHNICAL BID FORMAT

(To be submitted on Bidder's company letterhead)

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

TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026

Tender for Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd.

A. Bidder's Details

(all informations below must be specific and no generic response like NA etc. will be accepted)

Sl. No.	Description	Response
1.	Name of the Company/Establishment	
2.	Type of Company/Establishment (partnership firm, LLP, sole proprietorship, or private limited company)	
3.	Full Address of Registered Office	
4.	Telephone No./ Mobile No.	
5.	Email id	
6.	Name of Contact Person	
7.	Name of the person signing the tender	
8.	Phone/Mobile No of the person signing the tender	
9.	Designation of the person signing the tender	
10.	Relationship with the bidder of the person signing the tender	
11.	Name & address of Banker	
12.	RTGS/NEFT Registered form duly signed by Banker to be enclosed	
13.	Is the Bid Security Declaration Form (duly filled & signed) attached/ enclosed along with the Technical Bid (for MSE Bidder)	
14.	Has any Director/Partner/Proprietor been convicted at any time by a court of law?	
15.	Has your company been Blacklisted by any agency of the airport or elsewhere?	

B) Branch Office details:

Station	Office Address	Name of Contact Person	Email ID	Mobile No
Delhi				

Tender FOR inviting quotations for Engagement of a Consultant on Retainership basis for Compliances for Import/Export, Logistics Solutions and Regulatory Compliances for AI Engineering Services Limited

C) Technical Bid Form Part-A

SI No	Description	AIESL Requirement	Vendor Response	Document Proof
1	The Bidder must be a company registered under the Indian Companies Act, 1956/2013, or a partnership firm, LLP, sole proprietorship, or private limited company duly registered under applicable laws for conducting business in India.	Must	Yes/No	To submit document proof
2	The Bidder must have been engaged in consultancy services in the scope areas mentioned for at least 10 years, with demonstrable experience in aviation business frameworks.	Must	Yes/No	To submit document proof
3	The Bidder must have an average annual financial turnover of not less than 30% of the tender value during the last three financial years (2022–23, 2023–24, 2024–25), supported by audited Balance Sheet and Profit & Loss Account duly certified by a Chartered Accountant/Cost Accountant in India.	Must	Yes/No	To submit document proof
4	The Bidder must not have reported negative net worth during the last three financial years	Must	Yes/No	To submit document proof
5	The Bidder must have filed ITR for last 3 FY	Must	Yes/No	To submit document proof
6	The Bidder must have an established office in Delhi or undertake to set up an office within 30 days from the date of award of contract.	Must	Yes/No	To confirm
7	The Bidder must possess valid PAN and GST registration numbers.	Must	Yes/No	To submit document proof
8	The Bidder must hold a valid and running CHA/ Customs Broker License for the last 10 years.	Must	Yes/No	To confirm
9	None of the Directors/Partners/Proprietors of the bidding entity should have been convicted by any court of law at any time.	Must	Yes/No	To submit Declaration
10	The bidding firm/company must not have been blacklisted by any Government agency or other authority.	Must	Yes/No	To submit Declaration
11	The Bidder must have successfully executed at least three similar consultancy projects during the last three financial years.	Must	Yes/No	To submit document proof
12	The Bidder must be an IATA DGR certified person for CAT-I, 2, 3 & 4.	Must	Yes/No	To submit document proof

Tender FOR inviting quotations for Engagement of a Consultant on Retainership basis for Compliances for Import/Export, Logistics Solutions and Regulatory Compliances for AI Engineering Services Limited

i. Details of Projects undertaken during the 3 years together with Satisfactory Completion Certificate along with copy of contract/ invoices of clients)

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

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

Authorized Signatory:

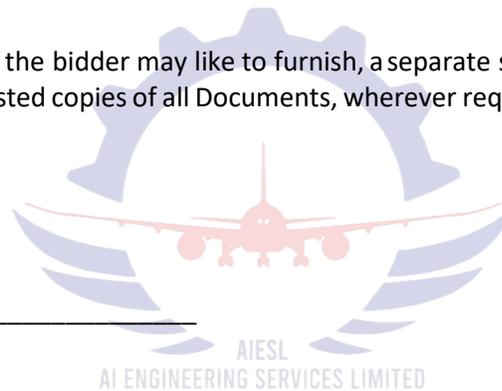
Name of Signatory _____

Designation of Signatory _____

Seal of Company

Place: _____

Date: _____



(to be printed, signed & stamped on the Bidder's Letterhead)

To
Chief Procurement Officer
AI Engineering Services Limited
Safdarjung Airport
New Delhi – 110003

TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026 Due Date : 10-03-2026

Tender Description: Tender for Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd.

UNDERTAKINGS:

In response to the fulfillment of the requirement for eligibility to bid, the following are undertaken:

- i. 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, etc.) shall be produced for verification/checking of AIESL or to a third party authorized by AIESL / Law abiding agencies of Govt. of India.
- ii. I have carefully gone through and have understood and hereby agree to abide by all the General Terms & Conditions, Work scope, and Specifications governing the tender.
- iii. I hereby confirm that I am authorized to sign the tender document that the information given in the tender is true and correct to the best of my knowledge and belief and that nothing material is concealed.
- iv. All the pages of the Technical Bid are signed, and any overwriting is signed.

Authorized Signatory:

Name of Signatory _____

Designation of Signatory _____

Seal of Company

Place: _____

Date: _____

TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026 Due Date : 10-03-2026

Tender Description: Tender for Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd.

CHECKLIST: Following Documents have been attached with Technical Bid

1.	Bid Security Declaration Form, duly filled and signed	YES / NO
2.	Self-Attested copies of: -	
	A) Certificate of Incorporation	YES / NO
	B) PAN No.	YES / NO
	C) GST Registration	YES / NO
	D) IT Returns for the Previous Three (03) Years	YES / NO
	E) Original copy of Authorized Signatories	YES / NO
	F) Net worth certificate for last 3 FY	YES / NO
3	Copy of audited Balance Sheet and P&L for the financial years 2022-23, 2023-24, 2024-25 duly signed by Proprietor/Director/Authorized signatory.	YES / NO
4	Copies of Contracts/ invoices depicting the last 10-year experience in the business of Pan India Consultation Services duly certified by the bidder/self-attested	YES / NO
5	Company/Consultant's Profile	YES / NO
6	List of other Airlines/MRO/customers where similar services have been/ are being provided currently with supporting document/s.	YES / NO
7	Tender document each page duly signed, stamped and completed in all aspects.	YES / NO
8	All Annexures duly filled, signed, stamped and completed in all aspects.	YES / NO
9	Certified copy of CHA/Customs Broker License	YES / NO
10	Copy of IATA DGR Certificate	YES / NO
11	Declaration of non convictions of its Director/s	YES / NO
12	Declaration of not having blacklisted by any Govt agency or any other agency	YES / NO

Authorized Signatory:

Name of Signatory _____

Designation of Signatory _____

Seal of Company

Place: _____

Date: _____

SECTION-E**PRICE BID FORMAT**

(To be submitted on Bidder's company letterhead)
(all pages must be signed and stamped with the company's seal)

PRICE BID FORMAT PART-B

(Ref ITC-clause 13)

To
Chief Procurement Officer
AI Engineering Services Limited
Safdarjung Airport
New Delhi – 110003

TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026 Due Date : 10-03-2026

Tender Description: Tender for Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd.

Dear Sir/ Madam,

Your Proposal referred above, read with all its sections and sub sections mentioned above, for the Services stipulated in the Schedules annexed herewith, have been accepted. Terms and conditions in this Contract and the documents listed in the Document shall apply.

Name of Work:	Tender for Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd
Tender No:	Tend No./ xxxx
Name of the Bidder/ Bidding Firm/ Company:	
Monthly Consultancy Charges (in ₹)	
%age of GST	
GST Amount (in ₹)	
HSN Code	
Total Bid Amount in Figure	
Total Bid Amount in words	

i) **Undertaking:**

- A) It is also confirmed that I have carefully gone through the tender document and have understood all the terms and conditions and hereby agree to abide by all the General Terms & Conditions, Work scope, and Specifications governing the tender.
- B) I hereby confirm that I am authorized to sign the tender document that the information given in the tender is true and correct to the best of my knowledge and belief and that nothing material is concealed.

Signature of Authorized Signatory _____

Date: _____

Name of Signatory _____

Place: _____

Designation of Signatory _____

Company Seal _____

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

To
Chief Procurement Officer
AI Engineering Services Limited
Safdarjung Airport
New Delhi – 110003

TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026 Due Date : 10-03-2026

Tender Description: Tender for Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd.

ACCEPTANCE OF TERMS AND CONDITIONS

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. Rates quoted by us in the Price Bid Format will remain valid for a period of 120 days from the date of opening of the Technical Bid.
4. 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.
5. In case AIESL decides to place a contract on us, we agree to maintain our quoted rates firm till the completion of the Contract.
6. 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.
7. 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.
8. I/we also indemnify that any subsequent detection of direct or indirect beneficiaries 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.
9. All the Pages of SECTIONS A TO D are duly stamped and signed.

Signature of Authorized Signatory _____

Date: _____

Name of Signatory _____

Place: _____

Designation of Signatory _____

Company Seal _____

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

To
Chief Procurement Officer
AI Engineering Services Limited
Safdarjung Airport
New Delhi – 110003

TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026 Due Date : 10-03-2026

Tender Description: Tender for Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd.

UNDERTAKING FROM BIDDERS

I / We _____ confirm that I/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.

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

Signature of Authorized Signatory _____

Date: _____

Name of Signatory _____

Place: _____

Designation of Signatory _____

Company Seal _____

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS INSTEAD OF EMD
(Applicable for MSME Bidders only)**

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

To
Chief Procurement Officer
AI Engineering Services Limited
Safdarjung Airport
New Delhi – 110003

TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026 Due Date : 10-03-2026

Tender Description: Tender for Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd.

I / We, the authorized signatory of M/s , participating in the subject tender No for the item / job of , do hereby declare the following:

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

Date: _____

Place: _____

Signature of Authorized Signatory _____

Name of Signatory _____

Designation of Signatory _____

Company Seal _____

Consultant’s Organisation and Experience
(To be submitted as part of Technical Proposal along with supporting documents, if any)
(on Consultant’s Letter-head)

To
Chief Procurement Officer
AI Engineering Services Limited
Safdarjung Airport
New Delhi – 110003

TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026 Due Date : 10-03-2026

Tender Description: Tender for Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd.

Please fill out this form to briefly describe the Consultant’s organization and outline the recent consultant experience most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant’s Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in the form of a joint venture or a Subconsultant, the amount paid to the Consultant), and the Consultant’s role/involvement.

A - Consultant’s Organization

1. Provide a brief description of the background and organization of your organization and – in case of a joint venture – of each member for this assignment.
2. Include an organizational chart, a list of the Board of Directors (if applicable), and beneficial ownership. [If required as per RFP, the successful Consultant shall provide additional information on beneficial ownership.]

B - Consultant’s Experience

1. List only previous similar assignments completed in the last 10 years.
2. List only those assignments for which the Consultant was legally contracted by the client directly or was one of the joint venture members. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant or that of the Consultant’s partners or Sub-consultants - but can be claimed in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references, as requested by the Procuring Entity.
3. You can devise your own format, but the suggested information is as follows Assignment name; Client Name; Sector(s) Involved; Level: National/ State/ Local Government Institutions; Place (Village/ City/ State/ Country); Start date (month/year); Completion date (month/year); Designations/ roles of professional staff provided by you; Approx. Value of the contract (in Rs Crore); Approx. Value of the services provided by your firm under the Contract (in Rs crore); Total no. of staff-months of the assignment; No. Staff-months of professionals provided by you; Narrative description of the project:

(Signature with date)

.....
(Name and designation)
Duly authorized to sign Proposal for and on behalf of
[name, address, and seal of Consultant]
DA: As above

Key Expert Curriculum Vitae (CV)
(To be submitted as part of Technical Proposal Along with supporting documents, if any)
(on Consultant's Letter-head)

To
 Chief Procurement Officer
 AI Engineering Services Limited
 Safdarjung Airport
 New Delhi – 110003

TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026 Due Date : 10-03-2026

Tender Description: Tender for Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd.

Position Title and No.	
Name of Expert:	
Date of Birth:	
Country of Citizenship/Residence	

Education and Training: {List college/university/ Institution or other specialized education/ Training, giving names of institutions, dates attended, degree(s)/diploma(s)/ Certificate(s) obtained. Highlight relevance to general and specific sectors}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Procuring Entities and employing organization(s) who can be contacted for references. Past employment irrelevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed and relevance to the Assignment

Membership in Professional Associations and Publications: _____
 Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Detailed Tasks Assigned on Consultant's Team of Experts:
{List all deliverables/tasks as in FORM T- 5 in which the Expert shall be involved}	

Expert's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of a Contract award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification, dismissal, and/or sanctions by the Procuring Entity.

Name of Expert Signature Date

(Signature with date)

Name and designation

Duly authorized to sign Proposal for and on behalf of Consultant with seal

Format 3: Authorization to Attend Pre-Proposal Conference
(Refer to ITC-clause 7)
(on Company Official Letter Head)

To
 Chief Procurement Officer
 AI Engineering Services Limited
 Safdarjung Airport
 New Delhi – 110003

TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026 Due Date : 10-03-2026

Tender Description: Tender for Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd.

Subject: Authorization to attend Pre-Proposal Conference on _____ (date).

Following persons are hereby authorized to attend the Pre-Proposal Conference for the tender mentioned above on behalf of _____ (Consultant) in the order of preference given below.

Sr.No.	Name	Government Photo ID Type/ Number
1		
2		
Alternate Representative		

Note:

1. Maximum of two representatives (carrying valid Government photo IDs) shall be permitted to attend the Pre-Proposal opening. An alternate representative shall be permitted when regular representatives cannot attend.
2. Permission to enter the hall where the pre-Proposal conference is conducted may be refused if authorization as prescribed above is not submitted.

Signatures of Consultant

or

The officer authorized to sign the Proposal.
 Documents on behalf of the Consultant

[name & address of Consultant and seal of company]

UNDERTAKING / DECLARATION regarding bidder’s financial standing, black listing and no pendency of any criminal case against the firm or company or conviction by any Court of Law.
(To be submitted on Bidder’s letter head)

To
Chief Procurement Officer
AI Engineering Services Limited
Safdarjung Airport
New Delhi – 110003

TENDER REF: AIESL/HQRS/GM/2026/18 Date: 17-02-2026 Due Date : 10-03-2026

Tender Description: Tender for Engagement of a Consultant on retainership basis for compliances for Import/Export, Logistics solutions and regulatory compliances for AI Engineering Services Ltd.

Subject: Declaration regarding bidder financial standing, black listing and no pendency of any criminal case against the firm or company by any Court of Law.

1. I/WE hereby declare that the form or company or LLP firm (Name) is not under liquidation, court receivership or similar proceedings and is not bankrupt.
2. I/WE accept Buyer Added Bid Specific Terms & Conditions and Additional Terms & Conditions.
3. I/WE hereby further declare that the firm or company of LLP firm (Name.....) is not black listed or debarred from tendering for corrupt or fraudulent practices or non-delivery or non-performance, by any Ministry of Department of Central Government / State Government or PSU or NASSCOM or other bodies under the Central / State Governments.
4. I/WE also declare that no criminal case is registered or pending against the firm or company or LLP firm or its owner or partners or directors anywhere in India.

I / We further declare that neither I / We nor our firm / company is found guilty of any criminal offence or convicted by any Court of Law.

Signature of Authorised signatory

Name, Address & Designation of authorized Signatory

Name and rubber seal of the bidder

Seal of the firm / Company

Date : _____

Place: _____