

**1. DISCLAIMER**

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

**2. NOTICE INVITING TENDER (NIT)**

**Sub: Tender for Renting of ONE new Mahindra Bolero Neo White (Diesel) with Air Condition car (with driver and fuel) at AIESL Headquarters, Safdarjung Airport Complex, New Delhi-110003 through Govt. e-Marketplace (GeM).**

AI Engineering Services Ltd., (AIESL) invites quotations in two bid format (Technical and Commercial) from reputed provider of subject vehicle on rent in NCT of Delhi.

The period of the proposed contract would be 3 years,

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 Annexures III,IV,V,VI,VII,IX,X along with EMD of ₹ 60,000/- (Rs. Sixty Thousand) through online submission in the given link. Those seeking exemption of EMD under MSE/Startup category must submit Annexure-XI along with Technical Bid.
- Prepare the Financial bid, consisting of the Commercial bid response at Annexure – VIII, along with cover letter at Annexure VI, for digital submission in GeM portal.

Tender should be submitted in GeM portal only.

Last date and Time for submission of Tender: 06 April, 2026 up to 16.00 hrs IST

Date and Time for opening of Technical bids: 06 April, 2026 up to 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

**Tender for Renting of ONE new Mahindra Bolero Neo White (Diesel) with Air Conditioner (with driver and fuel) at AIESL Headquarters, Safdarjung Airport Complex, New Delhi-110003 through Govt. e-Marketplace (GeM). (AIESL/HQRS/GM/2026/28 da 11-03-2026 Due Date 0604-2023)**

**(I) INTRODUCTION**

AIESL is the biggest DGCA (Directorate General of Civil Aviation) approved MRO set up in India that can serve as a one-stop-shop for all aircraft engineering requirements at major Airports with pan India footprint i.e., Delhi, Mumbai, Hyderabad, Thiruvananthapuram, Kolkata, Nagpur, etc. With a great skill set, huge professional experience and competency, AIESL manages and maintains Airbus, Boeing & ATR's fleet with the Technical Dispatch Reliability of more than 99%, with hangars and bases located at all the major metros.

AIESL invites e-bids under single stage Two-Bid system i.e. Technical-Bid (Part A) and Price-Bid (Part B) for renting of one new Mahindra Bolero Neo White (Diesel) with Air Condition car (with driver and fuel) at AIESL Headquarters, Safdarjung Airport Complex, New Delhi-110003 through Govt. e-Marketplace (GeM). for AIESL Security Department at AIESL Headquarters from reputed Companies / Agencies.

**(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 providing vehicle mentioned in para (I) above. For this purpose, AIESL is inviting Service Providers (herein after referred to as SP) to quote for the required vehicle in 2 bid tendering process viz. technical bid as per Annexures III,IV,V,VI,VII,IX,X and Annexure – VIII along with cover letter at Annexure X 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**

|   |   |
|---|---|
| Tender No. & Name of the Tender   | AIESL/<br>Tender for Renting of ONE new Mahindra Bolero Neo White (Diesel) with Air Condition car (with driver and fuel) at AIESL Headquarters, Safdarjung Airport Complex, New Delhi-110003 through Govt. e-Marketplace (GeM).   |
| Date Issued   | 16-03-2026 (The Tender can be downloaded from GeM portal AIESL's website (www.aiesl.in))  |
| Last date of receipt of queries from the prospective Bidders through the mail, mail ID: | 26-03-2026. The queries will be responded by 30-03-2026.  |
| Last date/ time for submission of Bids documents ("Due Date/Time")                      | 06-04-2026-2026 on or before 16:00 hrs.   |
| Place of Submission of Bids   | Through GeM Portal  |
| Date and Time of Opening of Bids  | <b>i)</b> Technical Bid – Please refer GeM portal<br><b>ii)</b> Price Bid – the date will be intimated subsequently to the technically qualified bidders.   |
| Place of Opening of Bids  | Online, through GeM portal  |
| 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. |
| Earnest Money Deposit (EMD)   | ₹ 60,000.00 ( Rupees Sixty Thousand only)   |
| eMail Address of Communication for any clarifications.                                  | Through GeM portal only   |

**Tender for Renting of ONE new Mahindra Bolero Neo White (Diesel) with Air Conditioner (with driver and fuel) at AIESL Headquarters, Safdarjung Airport Complex, New Delhi-110003 through Govt. e-Marketplace (GeM). (AIESL/HQRS/GM/2026/28 da 11-03-2026 Due Date 0604-2023)**

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.*

| Doc. No. | Contents   | Document                |
|----------|--|-------------------------|
| 1        | Technical Bid – Annexure-A along with the EMD, or the proof of remittance of EMD (in case of wire transfer), together with a covering letter – Annexure B, for the technical bid from the tenderer to AI ENGINEERING SERVICES LTD. | Technical Bid – Part- A |
| 2        | Commercial Bid – Annexure D' together with its covering letter – Annexure E from the tenderer to AI ENGINEERING SERVICES LTD.  | Price Bid – Part-B      |

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.

## GENERAL TERMS & CONDITIONS (GTC)

### 1. ABBREVIATIONS USED:

|   |
|---|
| AIESL means AI Engineering Services Limited |
| SD means Security Deposit                   |
| PBG means Performance Bank Guarantee        |
| D means Demand Draft                        |
| BG means Bank Guarantee                     |
| LOA means Letter of Award                   |
| VRO means Vehicle Requisition Order         |

### 2. GENERAL INSTRUCTIONS

- 2.1 Contract / Agreement means the Contract as signed between AIESL and the Successful Bidder for "Renting of newly purchased Mahindra Bolero Neo (Diesel) with Air Condition car, with driver & fuel, white colour, and the Scope of Work given in the Tender".
- 2.2. A. The 'Bidder' / 'Party' / 'Service Provider' / 'Agency' / 'Contractor', as used in the Tender document, shall mean the one who has signed the Tender Form and submitted the Bid in response to the Tender.
- B. The 'Successful Bidder' as used in the Tender document, shall mean the one who has been declared as:
- Lowest Bidder;
  - Whose Bid is under consideration for award of Letter of Award (LOA);
  - Received Letter of Award (LOA);
  - Awarded Contract for commencement / execution of services.
- 2.3 It is further clarified that any individual signing the Tender or other documents in connection with the Tender must certify whether he signs as Authorized signatory of the Company/ Proprietorship/Partnership Firm/LLP etc.
- 2.4 Bidder should not have a conflict of interest, which substantially affects fair competition. The prices quoted should be competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt should be made to induce any other bidder to submit or not to submit an offer for restricting competition. To determine whether there has been an occurrence of act of conflict of interest, the decision by the Competent Authority, AIESL shall be final and binding.
- 2.5 The Technical-Bids shall be evaluated on the basis of details and documents provided by the Bidders for example Check List or other documents in support of Eligibility Criteria.
- 2.6 The Price-Bids of only technically qualified Bidders shall be opened at a later date. No intimation shall be sent to technically disqualified Bidders.
- 2.7 Tenders should be filled in prescribed forms only and be duly signed and stamped.
- 2.8 Technical-Bid prepared by the Bidder, shall contain all requisite information along with self-attested supporting documents to be uploaded as per details given in the Technical-Bid (Part A).
- 2.9 All prices be clearly written / typed both in words and figures without any overwriting. Overwriting, if any, should be counter signed by the Bidder. In case of any discrepancy, the amount written in words shall be considered as final for the purpose of evaluation of the Price-Bid.

2.10 Bidders are advised to study the Tender document carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implications.

2.11 Bids should be unconditional. In case of any condition, the Bid shall be treated as disqualified and shall be rejected.

2.12 The Tender and resultant Contract is CONFIDENTIAL and anything contained in this document, shall not be disclosed in any manner, whatsoever. The undue publicity by the Bidder regarding confidential process of the Tender may result in the rejection of their Bid / Contract.

### 3. **THE TENDER**

- a) Bidders must read the complete 'Tender Document'. This NIT is an integral part of the Tender Document and serves a limited purpose of invitation, and does not purport to contain all relevant details for submission of bids. Bidders must go through the complete Tender Document for details before submission of their Bids.
- b) Availability of the Tender Document: -The Tender Document shall be published on the Government E-Marketplace (GeM Portal) at [www.gem.gov.in](http://www.gem.gov.in). It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned on GeM Portal.
- c) Clarifications: - A Prospective Bidder requiring any clarification regarding the Tender Document may do so using GeM Portal. Also, please feel free to contact Mr. Ravi Sharma at Email : [RSOaiesl.hq@aiesl.in](mailto:RSOaiesl.hq@aiesl.in) or any query related to tender.

### 4. **ELIGIBILITY CRITERIA FOR PARTICIPATION IN THIS TENDER:**

Subject to provisions in the Tender Document, participation in this Tender Process is open to all bidders who fulfill the 'Eligibility' criteria. Bidder should meet the eligibility criteria as on the last date of bid submission and should continue to meet these till the award of the contract. Bidder shall be required to fulfill the eligibility criteria as defined in Annexure-I.

### 5. **INSTRUCTIONS TO BIDDERS**

#### 5.1 Annexures/Forms (To be filled, signed, and uploaded by Bidders)

Please relate the following forms to the corresponding Sections:

- I. Eligibility Criteria For The Bidders
- II. Scope Of Work
- III. Technical-Bid Form (Part A)
- IV. Experience Details
- V. Bidder's Checklist
- VI. Format For Submission Of Acceptance & Undertakings
- VII. Non-Disclosure Agreement From The Bidder
- VIII. Price-Bid Form (Part B)
- IX. Undertakings
- X. Undertaking From Bidder For Relationship
- XI. Bid Security Declaration

Note: Annexure VII: Non-Disclosure Agreement to be submitted by successful bidder only

### 6 **BIDDERS - ELIGIBILITY AND PREFERENTIAL POLICIES**

Subject to provisions in the following clauses in this section and provisions in Tender Document, this invitation for Bids is open to all bidders who fulfill the 'Eligibility Criteria' stipulated in the Tender Document.

**7 SUBMISSION OF BIDS:**

- a) Bids must be uploaded by Bidder on GeM portal till the deadline for submission mentioned on GeM Portal. Bidder must comply with the conditions of the GeM Portal, including registration, compatible Digital Signature Certificate (DSC) etc. In the case of downloaded documents, Bidder must not make any changes to the contents of the documents while uploading, except for filling in the required information.
- b) Bidder must submit the bid complete in all respect; in the absence of which bid may be rejected. Hard copy of the Tender documents shall not be accepted.

**8 BID OPENING**

Bids received shall be opened online at the specified date and time mentioned on GeM Portal.

**9 PURCHASE PREFERENCE POLICIES OF THE GOVERNMENT**

AIESL reserves its right to grant preferences to the following categories of eligible Bidders under various Government Policies/ Directives:

- 9.1 Bidders from Micro and/ or Small Enterprises (MSEs) under Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order, 2012 as amended from time to time.
- 9.2 Start-ups Bidders under Ministry of Finance, Department of Expenditure, Public Procurement Division OM No F.20/212014-PPD dated 25.07.2016 and subsequent clarifications.
- 9.3 Purchase preference to Make in India (MII) would be provided in line with the Letter no .P45021/2/2017-PP (BE-II). Dated 16th September, 2020 issued by Public Procurement Division, Department of Investment and Internal Trade, Ministry of Commerce, GOI as amended from time to time.

**10 SUPPORT/ PREFERENTIAL TREATMENT TO MICRO, SMALL & MEDIUM ENTERPRISES (MSMES) AND START-UP ENTERPRISES**

Policies of the Government to support Micro, Small & Medium Industries and Start-Up Enterprises shall apply to this procurement.

- 10.1 Support to MSEs : Relaxation in the prior turnover for MSEs has been provided. However, MSEs must fulfill the prior experience Criteria as defined under Eligibility Criteria.
- 10.2 Support to Start-ups: Relaxation in Prior Turnover: Relaxation in the prior turnover for start-up enterprises shall be provided. However, Start-ups must fulfill the prior experience Criteria as defined under Annexure -IV.
- 10.3 Relaxation to Start-up/MSE or both are subject to fulfillment of other quality and eligibility criteria. Please Note.

**11 BID PRICES**

**11.1 Price Schedule**

- 1) Bidders are to quote value of each line item on GeM portal in Financial Bid (BoQ) uploaded by AIESL. In case of any discrepancy between rates mentioned in figures and words, the later shall prevail.
- 2) Bidders shall fill in their rates other than zero value. Bid will be liable to be rejected if bidder has filled Rs. 0 (zero) for any line item.
- 3) The quoted price shall be considered to include all relevant financial implications.

**12 DOWNLOADING THE TENDER DOCUMENT; CORRIGENDA AND CLARIFICATIONS**

**12.1 Downloading the Tender Document**

The Tender Document shall be published and be available for download as mentioned on GeM Portal. The Bidders can obtain the Tender Document after the date and time of the start of availability till the deadline for availability. If the office happens to be closed on the deadline for the availability of the Tender Document,

the deadline shall not be extended. The Tender document will also be available for downloading from AIESL portal [www.aiesl.in](http://www.aiesl.in).

### **12.2 Corrigenda/ Addenda to Tender Document**

Before the deadline for submitting bids, the AIESL may update, amend, modify, or supplement the information, assessment or assumptions contained in the Tender Document by issuing corrigenda and addenda. The corrigenda and addenda shall be published in the same Page, manner as the original Tender Document. Without any liability or obligation, the Portal may send intimation of such corrigenda/ addenda to bidders who have downloaded the document under their login. However, the bidders' responsibility is to check the GeM Portal for any corrigenda/ addenda. Any corrigendum or addendum thus issued shall be considered a part of the Tender Document. To give reasonable time to the prospective bidders to take such corrigendum/ addendum into account in preparing their bids, the AIESL may suitably extend the deadline for the bid submission, as necessary. After the AIESL makes such modifications, any Bidder who has submitted his bid in response to the original invitation shall have the opportunity to either withdraw his bid or re-submit his bid superseding the original bid within the extended time of submission.

### **12.3 Clarification on the Tender Document**

A Bidder may seek clarification of the Tender Document through GeM Portal, provided the clarifications are raised at least 03 days before the submission of bid date. The response to the clarifications (If any) shall be shared on the GeM portal. Any modification of the Tender Document that may become necessary in view of response given to the clarification; shall be made by the AIESL by issuing an Addendum/ Corrigendum.

## **13 REJECTION OF BIDS (TECHNICAL-BID & PRICE-BID):**

The Technical & Price-Bids received in response to this Tender will be rejected, without evaluation, 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.
- e) If the technical bid has been received without EMD, proof of submission of EMD must accompany the Technical Bid, EMD submitted in a mode other than as specified in the tender will not be accepted.
- 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 out-rightly rejected/disqualified during technical evaluation of Tender and EMD would be forfeited.
- 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) In case the Bidder being an MSE unit as specified in Clause 18 of Section A, fails to submit a copy of the relevant MSE certificate and the required Bid Security Declaration Form along with the technical bid
- q) The above list is only illustrative and there can be other relevant grounds of rejection of Bids.
  
- r) Ineligible Bids shall not be entertained, and the decision of AIESL in this regard would be final. No correspondence in the regard will be entertained.

#### **14. UNDERTAKINGS**

The Tenderers are required to provide certification / undertaking with their Technical and Price bids as per the formats given in this tender 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.
  - 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.

#### **15. 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 Annbexure-VIII.

#### **16. 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.

#### **17. 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.

#### **18. 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 deviation 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. EMD
- c. Scope of Work
- d. Special Conditions of Contract
- e. Functional terms and conditions
- f. Service Delivery / Completion Schedule
- g. Period of Validity of Bid
- h. Performance Bank Guarantee / Security Deposit
- i. Arbitration / Resolution of Dispute
- j. Service Level Expected (SLE)
- k. Force Majeure
- l. Statutory Compliance with Applicable Laws
- m. Registration of PF & ESIC in the name of the Firm
- n. 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.
- o. All documents in support of the Tender must be submitted in accordance with the checklist as per the Check sheet attached in this section.
- p. Any other condition specifically mentioned in the Tender elsewhere that non-compliance of the clause shall lead to rejection of the bid.

#### 19. **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 its 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.

#### 20. **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](http://www.aiesl.in) There is no fee for the Tender Documents.

#### 21. **EVALUATION OF BIDS:**

##### 21.1 **Technical-Bids:**

The Technical-Bids would be opened first & evaluated for compliance of 'Eligibility Criteria' as specified in the Tender.

##### 21.2 **Price-Bids :**

"Price Bid" shall comprise the Price Schedule considering all financially relevant details, including Taxes and Duties as per Financial Bid (BoQ) Proforma.

The Price-Bids of only technically suitable Bidders, who qualify the 'Eligibility Criteria' of the Tender, would be opened on a later date.

**22. BID VALIDITY**

1. Price Offered by the Bidder should be valid for 120 days from the date of opening of the Technical Bid for consideration of AIESL.
2. A bid valid for a shorter period shall be rejected as non-responsive.

If required, before the expiry of the original time limit, the AIESL may request the bidders to extend the validity period for a specified additional period. The request and the bidders' responses shall be made in

writing or electronically or as per GeM portal. A bidder may agree to or reject the request. A bidder who has agreed to the AIESL's request for extension of bid validity, in no case, he shall be permitted to modify his bid.

**23. QUERIES FROM THE BIDDERS DURING EVALUATION OF BIDS:**

During the process of the evaluation of Bids, no queries shall be entertained from the Bidders with regard to the status of the Bids.

**24. EXTENSION OF CLOSING DATE / DUE DATE / TIME OF TENDER:**

The date / time for submission of Bids and opening of Technical-Bids (Part A), may be extended at any time, at the sole discretion of AIESL.

**25. APPLICABLE RATES & VALIDITY:**

Rates to be quoted in INR, as per the format given in the Price-Bid Form (Part B), Annexure VII) only. Any deviation in format OR if rates quoted are conditional, the same shall be out rightly rejected.

(a) **Inclusions:**

The rates offered by the Successful Bidder shall be inclusive of rental charges of Vehicle, all Govt. Taxes / Levies, Insurance, depreciation, cost of Finance, Fleet Management Cost / Services / Charges, Fleet Supervision / Monitoring Cost, Contract Management Fees, pollution check charges etc.

(b) **Exclusions:**

The GST on applicable leasing rentals is excluded. This would be paid, if applicable, together with the monthly bills on submission of proof of payment, as applicable, from time to time.

(c) **Rate Negotiations:**

It is NOT the general practice of AIESL to carry out post Tender Negotiations. Therefore, Bidders are advised, in their own interest, to submit their best quotes in response to this Tender.

**26. VARIATION OF QUANTITY**

AIESL reserves the right to increase or decrease the quantity/ 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.

**AIESL desires that there will be a single Service provider appointed for the stated activities**

**27 INDEMNIFICATION OF CLAIMS / DAMAGES OR PENALTY BY THE BIDDER / SERVICE PROVIDER**

The Bidder shall indemnify to AIESL against any claims, damages, loss or penalty including costs thereof in case of liability arising out of any accident / incident involving the car deployed.

**28. EARNEST MONEY DEPOSIT (EMD)**

- (a) The Tenderer shall deposit along with the technical bid, an Earnest money of Rs. 60,000/- (Rupees Sixty Thousand only) through payment gateway of AIESL. The link for the same is available on company's website [www.aiesl.in](http://www.aiesl.in) & also is mentioned here below. The Earnest money deposit will be refunded to the tenderers whose offers have not been accepted. Earnest Money Deposit of the tenderer whose offer is accepted will be kept up till the time, the Bank Guarantee/ Security Deposit is not received.

<https://forms.eduqfix.com/aiengineering/add?formType=8489935188309188>

- (b) Tenders without the EMD shall be rejected. EMD for MSE/Startups is exempted subject to their registration in relevant category.
- (c) In case a tenderer withdraws his bid during the process of evaluation of tender, or fails or refuses to accept the contract if awarded in his favor, the Earnest Money Deposit will be forfeited.
- (d) EMD of the Tenderers, who do not qualify in the 'Technical Bid', will be refunded to them within 45 days of the award of contract.
- (e) EMD in respect of the successful Tenderer can be adjusted against Security Deposit/ Performance Bank Guarantee.

**29. EXEMPTION FROM SUBMISSION OF EARNEST MONEY DEPOSIT (EMD):**

- a. MSEs as defined in MSEs Procurement Policy issued by Department of MSE
- b. Bidder(s) registered with the Central Purchase Organizations or the concerned Ministry or Department.
- ii. Startups as recognized by the Department of Promotion of Industry and Internal Trade (DPIIT).
- iii. Bidder(s) having annual turnover of ₹ 500 Crores or more in any one of the last three completed financial years as on date of submission of Bids. To avail the exemption, relevant financial documents must be attached with the technical bid.
- d) MSEs participating in the tender must submit the certificate of registration with any one of the above agencies indicating the details of the tendered item along with their bid.
- e) The MSEs registered with District Industries Centers must submit the Acknowledgement of Entrepreneur Memorandum (EM) Part-II along with their bid. The MSEs registered with National Small Industries Corporation (NSIC) must submit a valid NSIC registration certificate along with their bid.
- f) The Micro and Small Enterprises not registered for the trade/ item for which this tender is relevant, would not be eligible for exemption/ preference.
- g) The registration certificate issued from any one of the above agencies must be valid as of the closing date of the tender. The Successful Bidder should ensure that the same is valid till the end of the Contract period.
- h) The MSEs, who have applied for registration or renewal of registration with any of the above agencies/ bodies but have not obtained the valid certificate as of the closing date of the tender, are not eligible for exemption/ preference.
- i) Security Deposit- The Successful Bidder (MSE/ Non-MSE) will be required to submit the Security Deposit as applicable on the Contract value. However, in the case of MSE Bidders, the Security Deposit/ Bank Guarantee can be submitted on a yearly basis renewable every year.

**30. PRICE PREFERENCE:**

Since tender item cannot be split or divided, etc. the MSE quoting a price within the band L1 + 15 % may be awarded for full/complete supply of total tendered value to MSE. The MSE for the Tendered item and quoting price within a

price band of L1 + 15 percent may be awarded for shall be allowed to supply of requirement by bringing down their price to L1 price in a situation where L1 price is from a Party other than MSE.

The MSEs not registered for the particular trade / item for which the Tender is relevant, would not be eligible for exemption/preference.

The registration certificate issued under Udyam Registration must be valid as on close date of the Tender. The Successful Bidder should ensure that the same is valid till the end of the Contract period.

The MSEs who have applied for registration or renewal of registration under Udyam Registration but have not obtained the valid certificate as on close date of the Tender, are not eligible for exemption / preference.

**31. UNDERTAKINGS BY THE SUCCESSFUL BIDDER:**

31.1 The Bidder must give an undertaking that all the requisite, registrations and licenses under all the applicable local State and Central Taxes Law & Acts such as GST / Income Tax Act / Shop & Establishment Act / Insurance Act / Motor Vehicle Act, etc. as applicable from time to time, shall be adhered to and maintained up to date, as & if applicable, on such services. The same shall be produced for verification / checking of AIESL or to a third party authorized by AIESL / any Agency of Govt. of India.

31.2 The Bidder would also provide an undertaking that the spot checks can be conducted by AIESL / third party authorized by AIESL, anytime for verification of quality of work / antecedents / credentials, etc. The shortcomings found, if any, would be overcome by the Service Provider within the given time, failing which AIESL shall be at liberty to impose penalty / cancel the Contract.

**31.3 For Execution of Contract**

The Bidder must give an undertaking that on award, the Contract shall be executed within 30 days from the date of acceptance of the LOA.

**32. AMENDMENTS AND CLARIFICATIONS: WILL BE INFORMED SEPARATELY.**

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

**33. SUB-CONTRACTING:**

1. The Service Provider shall not sub-Contract the work or any part thereof, to any other person, concern, firm or company.
2. Sub-Contracting may lead to termination of the Contract with immediate effect without any liability on AIESL and also without prejudice to any other rights which AIESL may have against the Service Provider under the Contract.

**34. SUPERVISION AND MONITORING OF DUTIES OF DAILY WORK SCHEDULES**

Supervision and monitoring of vehicle maintenance schedules, etc. shall be the responsibility of the Service Provider. Therefore, the Service Provider must have a provision for supervision and effective management of the Contract, without any extra cost to AIESL.

**35. AWARD OF CONTRACT, ACCEPTANCE, COMMENCEMENT & SIGNING OF AGREEMENT:**

The award of Contract to the Successful Bidder shall be subject to fulfillment (in addition to eligibility criteria and the undertakings) of the following conditions:

- 35.1 The Successful Bidder has to convey acceptance of LOA within 7 days from the date of the LOA.
- 35.2 The Successful Bidder shall deploy the car within 30 days from the date of acceptance of the LOA or as specified in the LOA.
- 35.3 The Successful Bidder has to execute a Contract with all terms & conditions with AIESL on an Rs.100/- non-judicial Stamp Paper in Delhi, within 30 days of his acceptance of the LOA.

**36. EXIT CLAUSE / TERMINATION OF THE CONTRACT:**

The Contract may be terminated under the following circumstances:

- 36.1 AIESL may, at any time, terminate the Contract with immediate effect by giving written notice to the Bidder, if the Service Provider becomes bankrupt OR otherwise insolvent, provided that such termination will not prejudice OR affect any right of action OR remedy which has accrued OR will accrue thereafter to AIESL. In this case, no compensation shall be made available to the Service Provider.
- 36.2 In case of unsatisfactory performance OR breach of any of the clauses of the Tender / Contract, AIESL shall issue a written notice of 30 days to the Contractor to rectify the breach and improve the performance failing which AIESL shall be at liberty to terminate the Contract without any further notice to the party. The Contractor shall not have any right to dispute or question the judgment of AIESL, on its unsatisfactory performance.

**37. CHANGE OF CIRCUMSTANCES / OPERATIONS, ETC.:**

- 37.1 In case of change in the circumstances / operations etc., AIESL shall have the right to terminate the Contract by serving a 30 days written notice to the Service Provider. In this case, the Service Provider shall not have any right to claim damages / compensation from AIESL.
- 37.2 The Service Provider shall also be at liberty to terminate the Contract by providing to AIESL, a 90 days written notice. However, the Service Provider shall comply with and continue to discharge, all the Contractual obligations during the notice period and thereafter, shall discharge the obligations arising out of the agreement till the termination date. The Service Provider who exercises the option of this exit clause will not be allowed to participate in any Tenders of AIESL for the next minimum period of 02 years.

**38. REVISION OF RATES DURING CONTRACT PERIOD:**

- a. General:  
No request shall be entertained for increase of Rates, during the validity of the Contract and extensions, if any, under any circumstances.
- b. Revision due to increase in Govt. Taxes / levy: applicable.

**39. PERIOD OF CONTRACT:**

The Lease Contract period will be of Three (03) Years. The continuity of the Contract shall depend on satisfactory performance of the Service Provider. The observations of AIESL on performance shall be unchallengeable and final.

The validity of Contract comes to an end *ipso facto* by efflux of time, unless or otherwise renewed / terminated.

**40. PENALTY CLAUSE:**

To ensure reliability and punctuality, the following penalties shall be imposed:

| Description                           | Penalty Amount in Rs....   |
|---------------------------------------|--|
| Poor condition of Car                 | 500/- per day  |
| AC not working.                       | 500/- per car per day  |
| Non-deployment of Car due car problem | 1000/- per car up to first four hours further, if replacement car is not provided ₹ 1500/- per car for every 4 hours shall be charged. This shall be applied afresh, if situation continues next day and thereafter. |
| Late Arrival (Beyond 15 mins)         | Rs 200 per hour of delay   |

**41. PAYMENT OF BILLS:**

- 41.1 No advance payment shall be admissible in any case. The Service Provider shall submit monthly bills to the AIESL User Department at AIESL Headquarters.
- 41.2 AIESL shall pay monthly bills by an A/C payee cheque / ECS / NEFT / RTGS clearance within 30-45 days of submission of the Bills to user department for the undisputed amount.
- 41.3 The payments shall be made after deduction of all applicable taxes including tax deduction at source (TDS).
- 41.4 Delay in payments on account of wrong billing / incomplete billing / late submission of the bills, etc. shall be the responsibility of the Service Provider.
- 41.5 The Service provider shall provide a Log Book for the Car for recording the month-wise utilization of the Car.
- 41.6 In case AIESL is not able to claim input GST credit on account of any fault, omission or noncompliance by the Service Provider, the Service Provider shall take prompt corrective action to ensure that the AIESL is able to claim input GST credit. Till such corrective action is taken, the AIESL reserves the right to withhold the payments to the extent of GST credit. However, if the AIESL is not able to claim input GST (In spite of the corrective actions taken by the vendor), then the AIESL shall reserve the right to permanently withhold payment to the extent of GST and additionally interest @18% or any other rate prescribed under the GST laws subject to all undisputed outstanding invoices are cleared.

**42. SECURITY DEPOSIT (SD):**

The Successful Bidder, shall on signing of the Agreement, deposit and continue to maintain validity for Three months beyond the contract validity, a sum equivalent to 5% of the value of the Contract as SD in the form of 'Bank Guarantee'/ Demand Draft from a Scheduled Nationalized Bank.

The SD has to be deposited at the time of commencement of the Contract but positively before submission of 01<sup>st</sup> month Bill.

In case, SD is not deposited by the Contractor in time, its bills shall not be processed for payment.

In case of breach of Contract OR violation of any terms of the Contract, the SD may be forfeited.

The SD shall not bear any interest, and shall be refunded without interest, only on successful completion of all the Contractual obligations.

**43. DISTRIBUTION OF BUSINESS:**

The Bidder is required to Bid for one new : Mahindra Bolero Neo White (Diesel) with Air Condition, and is required to give a confirmation in the "Technical-Bid (Annexure-III)" that they have sufficient capacity to supply the Tendered car, as per AIESL requirement.

However, in the event of L-1 Bidder failing to comply with the delivery schedule and not meeting the requirements, AIESL at its discretion to cancel the tender.

**44. INTERPRETATION:**

In the event of any difference in the interpretation of any of the clauses of the LOA / Agreement / Contract / VRO's and / or the Tender documents, the clarifications given by the General Manager (PPMM), AIESL Headquarters shall be final and binding.

**45. RELATIONSHIP:**

The relationship shall be on 'Principal to Principal Basis'. Nothing contained shall be construed or interpreted as constituting a partnership agency or joint venture or any association between the parties. Neither party shall have any right, power or authority to enter into any agreement or act in any manner on behalf of the other. Employees of Contractor / Service Provider shall not be treated as employees of AIESL.

**46. ARBITRATION:**

Any dispute or differences, whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope, operation or effect of the Contract / Agreement or validity or the breach thereof, which despite best efforts cannot be amicably settled between the parties, shall be referred to "SCOPE FORUM OF CONCILIATION AND ARBITRATION – GOVT. OF INDIA, NEW DELHI" and the award made in pursuance, thereof shall be binding on the parties to the arbitration.

**47. JURISDICTION**

The construction, interpretation, validity and performance of the Contract / Agreement shall be governed by the laws of India. Any disputes arising out of implementation of the Contract between AIESL and Service Provider, whatsoever shall be subject to the Jurisdiction of New Delhi / Delhi Courts only.

**48. RATE NEGOTIATION:**

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

**49. SPECIAL POWERS TO AIESL:**

In case there is a tie between two Bidders, AIESL shall have a right to ask both the Bidders to offer revised bid in the sealed envelope. The L-1 out of the revised Bids shall be entitled for award of the Contract.

**50. VALIDITY OF RATES:**

Rates finalized & agreed will be valid for the Contract period of Three (03) Years. Continuity of the Contract shall depend on the satisfactory performance of the Contractor.

**51. REVISION OF RATES DURING CONTRACT PERIOD:**

General: No request shall be entertained for increase of Rates, during the validity of the Contract and extensions, if any, under any circumstances.

(I) Revision due to increase in Govt. Taxes / levy: Applicable

(II) Any overwriting / cutting in rates must be signed.

**52. 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.

**53. 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.

**54. 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.

**55. 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.

**56. 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.

**57. INCREASE /DECREASE IN PRICE OF DIESEL:**

- (i) The service provider will not be entitled to any claim for fluctuation of cost towards Price of Diesel during the validity of contract. However, if increase towards price of Diesel is more than 10%, in such case the rates of Diesel so increased, the service provider will be reimbursed excess over 10%. In the event of decrease in the rates of Diesel, AIESL will have the right to claim, the refund of decrease beyond 10%. Such rates shall be payable only from the effective date of implementation of increase / decrease in diesel as notified by the appropriate Govt.

- (ii) The rates finalized & agreed to will remain firm during the Contract period, if any, and no demand for increase in rates shall be applicable except for 57-(i) above.
- (iii) Further, the increase/decrease in price consideration on account of 57 (i) above shall be limited to actual kilometer run within the fixed kilometrage of 1800 kms per month which will be computed on the increase/decrease in the rates of diesel price, admissibility of which is specified in Clause 57 (i) above.

### Eligibility Criteria for the Bidders

The Bidder should be experienced and resourceful "Service Providers" fulfilling the following eligibility criteria:

- a) The Bidder can be a Proprietorship, Partnership Firm, LLP etc. or a Company registered in India under the Indian Companies Act 1956/2013 as amended with their registered office in India for the last four years as on 31.01.2026.
- b) The Bidder must also fulfill other additional eligibility condition(s), if any, as prescribed in Tender Document (including addendums; if issued).
- c) The Bidder must submit EMD along with Technical Bid. The MSEs registered under Udyam Registration are exempted from payment of Earnest Money Deposit (EMD).
- d) The Bidder must have at least 03 yrs of experience of providing transport services from 1<sup>st</sup> April, 2021 till 31<sup>st</sup> March,2025 to Govt. Depts. / PSU's / Pvt. Institutions etc.
- e) Bidder must provide self-attested copy of GST registration certificate and PAN Card.
- f) The Bidder shall submit self-attested copies of Income Tax returns (ITRs) FY 2022-23, FY-2023-24 and FY-2024-25.
- g) The bidder must have an average annual turnover of at least Rs.10 lakhs in last three completed FYs ending on 31.3.2025. The bidder shall submit the following documents in support of average annual turnover (i) In case the bidder is required to get his accounts audited as per law, self-attested copy of the Audited Balance Sheet & Profit & Loss account for FY 2022-23, FY2023-24 and FY 2024-25 & (II) In case The bidder is not required to get his accounts audited as per law, a Certificate From A Chartered Accountant Certifying Its turnover for FY 2022-23, FY2023-24 and FY 2024-25. (Relaxation in the prior turnover for MSE's and startups has been provided as per clause 9 & 10 of the tender document)

**Note:**

- a. Details of experience should be filled up in Annexure – IV and PO copies / agreements with satisfactory performance certificate (issued by the user) for each order, be attached with the Annexure-IV & be submitted with Technical-Bid as proof of the experience failing which Tender shall be liable for rejection.
- b. The Bidder should have a working office in Delhi / NCR for execution, monitoring/ supervision and management of the Contract.
- c. In case, the Bidder is not having a working office in Delhi/ NCR at the time of application of the Tender and in case, he/she turns out a Successful Bidder, then he/she has to open a working office in Delhi / NCR, within 30 days of accepting of the LOA/ Contract.
- d. The Bidder must be an income tax payee and should furnish PAN Registration No. (Must)
- e. The Bidder must have GST registration, at the time of application of the Tender. (Must )

Important Points for the prospective Bidders:

Copies of documentary proof of PAN & GST must be furnished along with Technical-Bid (Part A). Replies such as 'Applied for' OR 'Under Process' shall not be acceptable under any circumstances.

**A. SCOPE OF WORK:**

The present requirement is for leasing one Mahindra Bolero Neo White (Diesel) with Air Condition and with Driver as per details below:

| LOCATION   | Type of vehicle required.                              | No. of vehicles | Approx. monthly running (Kms) per vehicle |
|--|--|-----------------|---|
| AIESL Headquarters, Safdarjung Airport Complex, New Delhi-110003 | Mahindra Bolero Neo White (Diesel) with Air Condition. | 01 No.          | 1800 Kms per month                        |

|                       |   |
|-----------------------|---|
| Condition of vehicle  | Newly purchased registered not before 1 <sup>st</sup> January, 2026 but maintained by the lessor. |
| Vehicle Color         | White colour  |
| Vehicle Number Plate  | As per stipulation of Govt agency.  |
| Maintenance / fitness | To be borne by Successful Bidder  |
| Accessories           | Seat covers, Music system, car mats, perfume, USB port for rear seat                              |

**1. Objective**

Provision of one (1) dedicated vehicle with a professional driver on a monthly rental basis for the Security Department Headquarters of AIESL.

**2. Vehicle Specifications**

- a. Model: Mahindra Bolero Neo White (Diesel) with Air Condition with driver, Register not before 01<sup>st</sup> January 2026.
- b. Condition: The vehicle must be new/latest model and maintained in excellent mechanical and aesthetic condition along with Seat Cover, Foot Mats Mud Guards etc.
- c. Maintenance: All fuel, lubricants, repairs, insurance, and routine servicing shall be the sole responsibility of the Service Provider including all consumables.
- d. Equipment: Must be equipped with functional Air Conditioning (AC), fire extinguisher, first-aid kit, and a spare wheel with necessary tools Kit.

**3. Operational Requirements**

- a. Duty Hours: 12 hours per day (typically 08:00 AM to 08:00 PM).
- b. Monthly Mileage: Up to 1,800 Kms per month.
- c. Availability: The vehicle must be available on all working days. Occasional requirements for weekends or late hours must be accommodated (terms for overtime/extra mileage to be defined in the contract). Replacement of Driver must be arranged in case allotted Driver is on leave or absent.
- d. Backup: In case of breakdown or scheduled maintenance, the service provider must provide a replacement vehicle of the same category immediately to ensure no disruption to official duties.
- e. **Vehicle Operations:** The Vehicle will be operated in Geographical area of Delhi, however, the vehicle may be operated in NCR region also.
- f. The approximate total running Kms for a Mahindra Bolero Neo White (Diesel) with Air Condition car during contract period of 03 years shall be 64800 Kms.

**4. Extra Kms Charges (Rs. Per Km):**

In the event, if the actual kilometers run by the car exceeds the Contracted kilometers then AIESL shall pay the excess kilometer charge, as per the rates finalized in the Contract.

**5. Less mileage discount (Rs. Per Km):**

In the event, if the actual Kms run by the car are less than the Contracted kilometers (64800 Kms), then the successful bidder shall give discount per Km for short Kms as per the rates finalized in the Contract.

6. **Log/Accounting of kilometers Run:**

For calculating the utilization of the vehicle, the odometer of the vehicle must remain serviceable all the time during the contract period. Any excess/short kilometers run of the vehicle beyond Contracted kilometers shall be adjusted at the end of contract term i.e. 03 years.

a **Availability of car:**

The Successful Bidder shall provide one Mahindra Bolero Neo White (Diesel) with Air Condition car, complete in all respects within 30 days of acceptance of VRO at AIESL HQrs, New Delhi.

b **Documentation :**

- i) The Successful Bidder on receipt of VRO (Vehicle Requisition Order) shall provide copy of Invoice, Insurance and RC of the car to AIESL.
- ii) Upon delivery of the car to AIESL, the Successful Bidder shall send a copy of the acknowledgement to GM (PPMM), AIESL Headquarters by email at "[gm.pppmm@aiesl.in](mailto:gm.pppmm@aiesl.in)".

7. **Driver Qualifications and Conduct**

- a. The Driver must have working knowledge to read, write & understand Hindi/English (preferably 10<sup>th</sup> class pass)
- b. Licensing: Must possess a valid driving license with a clean driving record.
- c. Experience: Minimum 5 years of experience, preferably with corporate or government officials.
- d. Driver must have passed class 10<sup>th</sup>
- e. Background Check: As this is for the Security Department, the driver must have a verified Police Clearance Certificate (PCC) and undergo an internal security briefing.
- f. Professionalism: The driver must be in proper and presentable uniform, punctual, and maintain a mobile phone for 24/7 connectivity during duty hours.
- g. Documentation: The driver must maintain a Daily Log Book and get it verified by Authorized person of AIESL on Daily basis.

8. **Statutory Compliances**

- a. The Service Provider shall ensure all legal documentations (RC, Permit, Insurance, Pollution Certificate) and Fast Tag are valid and kept in the vehicle at all times.
- b. The Service Provider is responsible for all statutory payments.
- c. All tolls, parking fees, and state entry taxes incurred during official duty will be reimbursed by the company upon production of original receipts (or as per company policy).

9. **Option for Replacement**

AIESL reserves the right to request a change of driver or vehicle if the service is found unsatisfactory, with a notice period of [e.g., 24 hours].

c Extension of delivery period:

In case of delay and if requested by the Successful Bidder, the competent authority at AIESL may consider the request at its sole discretion, if it is due to short supply of the make OR any other prevailing market conditions.

d Insurance:

- i) AIESL require Comprehensive Insurance Policy with 'accident depreciation waiver'.
- ii) AIESL will have 'No liability' on insurance claims for damage to the car during use subject to insurance claim being admissible by the insurer as per Insurance Regulatory Development Authority norms.
- iii) The Successful Bidder will take only 'Comprehensive Insurance Policy' for the car with unlimited 3<sup>rd</sup> party coverage.

e **Minimum additional coverage under 3<sup>rd</sup> Party insurance coverage:**

The following minimum additional coverage under 3<sup>rd</sup> party will be applicable.

- i) Legal liability of the driver.

- ii) Personal accident coverage to unnamed driver.
- iii) Legal liability to employer:
  - a. Cover of Rs.2.0 Lac to the driver.
  - b. Cover of Rs.2.0 Lac to the extent of seating capacity inclusive of driver.
- f) **Facility Management Services (FMS) :**

The Service Provider shall be responsible to provide FMS without any extra charge to AIESL except for fixed monthly rentals. The FMS shall include the following:

  - l. All running and minor / major repairs, Service and maintenance including replacement of tires & batteries, will be provided / rectified, by the Service Provider without any cost to AIESL.
- g) **For Execution of Contract :**

The Successful Bidder undertakes that the Car shall be provided to AIESL as per the Work Scope of the Tender, within 30 days from the date of acceptance of the PO / VRO, after signing of the agreement.

  - i) The Successful Bidder shall give the official mailing address, email and phone numbers to which all correspondences shall be sent by AIESL. Also, if their address is changed at any time, the same shall be intimated to AIESL immediately.
  - ii) Any notice by one Party to the other, pursuant to the Contract, shall be sent in writing to the address specified for that purpose in the Contract.
- h) **Claims for Damages:**

AIESL shall promptly notify the Contractor of any claims / deficiency on the part of it arising under / out of the Contract.

In case the Successful Bidder, having been notified by AIESL, fails to take remedial action within 7 days, AIESL may take a remedial action at the "risk & cost" of the Successful Bidder. In this case, and in case of repeat default by the Successful Bidder, AIESL may terminate the Contract without prejudice to any other rights which AIESL may have on the Successful Bidder under the Contract.
- i) **Supervision and monitoring of maintenance schedule of the Car**

Supervision, monitoring and implementation of the maintenance schedules of the Car, shall be the responsibility of the Successful Bidder. Therefore, the Successful Bidder must have a provision for monitoring and effective management of the Contract including maintenance of car without any extra cost to AIESL.
- j) **Extension of delivery period:**

In case of delay and if requested by the Successful Bidder, the competent authority at AIESL may consider the request at its sole discretion, if it is due to short supply of the make OR any other prevailing market conditions.
- k) **Insurance:**
  - iv) AIESL require Comprehensive Insurance Policy with 'accident depreciation waiver'.
  - v) AIESL will have 'No liability' on insurance claims for damage to the car during use subject to insurance claim being admissible by the insurer as per Insurance Regulatory Development Authority norms.
  - vi) The Successful Bidder will take only 'Comprehensive Insurance Policy' for the car with unlimited 3<sup>rd</sup> party coverage.
- l) **Minimum additional coverage under 3<sup>rd</sup> Party insurance coverage:**

The following minimum additional coverage under 3<sup>rd</sup> party will be applicable.

  - iv) Legal liability of the driver.
  - v) Personal accident coverage to unnamed driver.
  - vi) **Legal liability to employer:**
    - a. Cover of Rs.2.0 Lac to the driver.
    - b. Cover of Rs.2.0 Lac to the extent of seating capacity inclusive of driver.

m. **Validity of rent charges/ Rates:**

- i) Once VRO is placed by AIESL and car is provided by the Successful Bidder, the leasing Rentals / rates for such car will not change during the leasing period except for GST (as applicable).

n. Extension of leasing Period and payment of lease charges for Extension period:

- i) At the end of contract Term, the Service Provider has a right to bill the same rentals in case of extension of the agreement at the same Rates. AIESL can approach the Service Provider and extend the contract Term on mutual consent.

**B. TERMS AND CONDITIONS:**

- 1) Car deployed should be brand new, maintained neat and clean both internally and externally & in good and road worthy condition all the time with neat and clean upholstery.
- 2) The car must be registered in Delhi and white in color.
- 3) The Successful Bidder must provide newly purchased Car, within 30 days from the date of acceptance of the LOA / Contract.
- 4) In the event of breakdown of Car(s) for any reason, whatsoever, immediate replacement by similar Car/or higher version car will have to be provided by the Contractor, failing which a penalty shall be imposed in addition to reimbursement of all expenses incurred by AIESL in this regard.

- 5) **Hypothecation/sub-lease/lien:** The lessor/service-provider will not be allowed to sub-lease /lien/finance the vehicle from any Bank/Company/Financial Institution.

**6) Help Desk:**

The Successful Bidder should have proper office with minimum one telephone & fax manned round the clock so that they can be contacted at any time. Bidder should give their office and residential telephone number/contact person(s) name in their quotation.

**7) Designated Representative:**

The Successful Bidder shall nominate a designated representative with mobile phone to coordinate and liaise with GM (PPMM), AIESL Headquarters.

**8) Supervision of the provided car:**

The Successful Bidder shall appoint an independent supervisor to monitor the smooth operations of the car, without any extra cost to AIESL.

**9) Services / Dispute redressal by Successful Bidder:**

The Contract is for providing Car with Driver and fuel and not for engagement of any staff deployed for running the fleet.

The essence of the Contract will be on qualitative / satisfactory services. Any complaint on account of unsatisfactory services of Car will be liable for such penalty as may be considered reasonable by AIESL

- 10) The Successful Bidder shall comply with all the laws, rules, and regulations applicable to him in respect of his Car and any breach thereof shall render the Contract liable to cancellation. The Successful Bidder will have to ensure that all the obligations under various applicable acts, rules and regulations as amended from time to time, for leased car to AIESL are to be fulfilled and complied.

**11) Rates:**

**Tender for Renting of ONE new Mahindra Bolero Neo White (Diesel) with Air Conditioner (with driver and fuel) at AIESL Headquarters, Safdarjung Airport Complex, New Delhi-110003 through Govt. e-Marketplace (GeM). (AIESL/HQRS/GM/2026/28 da 11-03-2026 Due Date 0604-2023)**

Rates to be quoted in INR only. Any deviation in currency OR if rates quoted are conditional, the same shall be out rightly rejected.

12) **Penalty:** To ensure reliability, include these specific penalties

| Description                           | Penalty Amount in Rs.....  |
|---------------------------------------|--|
| Poor condition of Car                 | 500/- per day  |
| AC not working.                       | 500/- per car per day  |
| Non-deployment of Car due car problem | 1000/- per car up to first four hours further, if replacement car is not provided ₹ 1500/- per car for every 4 hours shall be charged. This shall be applied afresh, if situation continues next day and thereafter. |
| Late Arrival (Beyond 15 mins)         | Rs 200 per hour of delay   |

**TECHNICAL-BID FORM (PART A)**

**Tender Ref: AIESL/HQRS/GM/2026/28 Date: 11-03-2026 Due Date : 06-04-2026**

**Tender Description: Tender for Renting of ONE new Mahindra Bolero Neo White (Diesel) with Air Condition car (with driver)**

|                                       |   |                 |             |
|---------------------------------------|---|-----------------|-------------|
| Name of the Bidder                    |   |                 |             |
| Complete Address of the Bidder        |   |                 |             |
| Telephone No. / Mobile No. / email ID |   |                 |             |
| Name, Mobile number of Contact Person |   |                 |             |
| 1                                     | Technical Details of the Bidder   |                 | Details     |
| (I)                                   | Whether Bidder is a Proprietorship/Partnership Firm, LLP Etc. /Company registered in India under the Indian Companies ACT 1956 OR Indian Companies Act 2013 for last 4 years as on 31.3.2025.   | Yes / No        |             |
| (II)                                  | Details of Registration of Bidder.<br>Self-attested copy of Registration Certificate to be enclosed. (If Applicable)  | Yes / No        |             |
| 2                                     | EMD – Details of furnishing the EMD be mentioned in the column.   | ₹.<br>60,000.00 |             |
| 3                                     | Whether EMD being submitted. If not relevant document/certificate as per clause 29 to avail exemption submitted.  | Yes/No          |             |
| 4                                     | <u>Experience details</u><br>The Bidder must have at least 03 yrs of experience of providing transport services from 1 <sup>st</sup> April, 2022 till 31 <sup>st</sup> March,2025 to Govt. Depts. / PSU's / Pvt. Institutions etc..(Must).                              | Yes / No.       |             |
| (I)                                   | Whether 03 years' experience details filled in the format (Annexure-IV). (Must)   | Yes / No        |             |
| (II)                                  | The bidder must have an average annual turnover of at least Rs.10 lakhs in last three completed FYs ending on 31.3.2025. For availing exemption for prior turnover by MSEs/Start-ups, attachment of relevant documents necessary.                                       | Yes / No        |             |
| 5                                     | Working Office  |                 |             |
| (I)                                   | Whether having a working office in Delhi / NCR at the time of application of the Tender? (Optional)<br>In case, the Bidder turns out a Successful Bidder, then it has to open a working office in Delhi / NCR, within 30 days of accepting of the LOA / Contract.(Must) | Yes / No        |             |
| (II)                                  | Whether Certificate for unconditional acceptance of Tender terms and undertakings, enclosed as per format (Annexure-VI)? (Must)   | Yes / No        |             |
| 6                                     | Whether duly signed non-disclosure agreement enclosed (Annexure-VII)? (Must)  | Yes / No        |             |
| 7                                     | Whether having GST registration?<br>Self-attested copy to be enclosed? ( Must )   | Yes / No        | GST No..... |
| 8                                     | Whether having PAN.<br>Self-attested copy to be enclosed. (Must).   | Yes / No        | PAN:.....   |

**Tender for Renting of ONE new Mahindra Bolero Neo White (Diesel) with Air Conditioner (with driver and fuel) at AIESL Headquarters, Safdarjung Airport Complex, New Delhi-110003 through Govt. e-Marketplace (GeM). (AIESL/HQRS/GM/2026/28 da 11-03-2026 Due Date 0604-2023)**

|       |   |          |                          |
|-------|---|----------|--------------------------|
| 9     | Whether self-attested copy of Income Tax Returns(ITRs) for FY 2022-23, FY-2023-24 and FY-2024-25 enclosed? (Must)   | Yes / No |                          |
| 10    | Copy of self-attested audited balance sheet and profit and loss account for FY 2022-23, FY-2023-24 and FY-2024-25 to be submitted in support of financials. (In case of audit is required as per law). In case audit is not required as per law, a certificate from Chartered Accountant certifying the turnover of FY 2022-23, FY-2023-24 and FY-2024-25 in support of turnover. | Yes / No |                          |
| 11    | Whether payment terms of 30-45 days credit accepted? (Must)   | Yes / No |                          |
| 12    | Whether execution of Contract within 30 days from the date of accepting LOA, is accepted?   | Yes / No |                          |
| 13    | Are you already doing business with AIESL or with any subsidiary Company/Firm/Proprietorship firm of AIAHL, in same name OR under some other name? If so, please provide details.   | Yes / No |                          |
| 14    | Has your Company/Firm/Proprietorship firm, LLP etc. ever been Black-Listed by AIESL / AIAHL / any agency of the Airport or elsewhere?<br>If yes, please give details.   | Yes / No | If yes, provide details. |
| (I)   | It is confirmed that we have the capability & capacity to provide the services as per terms of the Tender.  |          |                          |
| (II)  | It is confirmed that the vehicle on contract shall not be financed/lien/sub-lease/ hypothecated to any bank/Company/Financial Institution.  |          |                          |
| (II)  | It is confirmed that there is no hidden cost to AIESL except for the cost as per rates quoted in the Financial Bid Form.  |          |                          |
| (III) | It is confirmed that we have carefully gone through, understood and hereby agree to abide by all the Terms & Conditions, Scope of work and Specifications governing the Tender.   |          |                          |
| (IV)  | It is also confirmed that the quoted rates are valid for 120 days from the date of opening of the Technical - Bid.  |          |                          |
| (V)   | It is also confirmed that the information given in the Tender and documents attached are true and correct to the best of my knowledge and belief and nothing material is concealed.   |          |                          |
| (VI)  | It is also confirmed that I am authorized to sign the Tender documents.   |          |                          |

Yours sincerely,

Signature of Authorized Signatory:

Name & Designation:

Company/Firm/Proprietorship firm (Name & Seal):

Date:

Place:

**FORMAT FOR PROVIDING EXPERIENCE DETAILS**

(TO BE ATTACHED WITH TECHNICAL-BID FORM PART A)

**Tender Ref: AIESL/HQRS/GM/2026/28 Date: 11-03-2026 Due Date : 06-04-2026**

Tender Description: Tender for Renting of ONE new Mahindra Bolero Neo White (Diesel) with Air Condition car (with driver)

**1 Experience details (To be Filled up by the Bidder):**

| SN   | Contract Type      | Name of Bidder Co. | Name of the Contact Person of Co. | Name of Client for whom providing services | Period of Contract (From –To) (Date) | Annual Value Of Contract (₹) | No. of Car Provided | Order / Contract Copy Provided or not | Satisfactory performance certificate provided or not |
|------|--------------------|--------------------|-----------------------------------|--|--------------------------------------|------------------------------|---------------------|---------------------------------------|--|
| (I)  | Transport Services | M/s .....          |                                   |  |                                      | ₹                            |                     |                                       |  |
| (II) |                    |                    |                                   |  |                                      |                              |                     |                                       |  |

**2 Important Notes for Bidders (to comply):**

- (I) Experience details must be filled up in the above table and relevant documents must be uploaded.
- (II) There should be minimum one order each year to complete three years' experience. Having different order copies in the same year cannot be counted as three years' experience.
- (III) Order / Contract copy together with satisfactory performance certificate issued by the clients/ party(s), to be provided in support of Experience.
- (IV) If experience details are not filled in the above table and documents not provided as explained above, the Tender shall be liable for rejection.

Yours sincerely,

Signature of Authorized Signatory:

Name & Designation:

Company/Firm/Proprietorship firm (Name & Seal):

Date:

Place:

**BIDDER'S CHECKLIST**

(To be submitted as part of Technical bid on Company Letter-head)

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

**Tender Ref: AIESL/HQRS/GM/2026/28 Date: 11-03-2026 Due Date : 06-04-2026**

Tender Description: Tender for Renting of ONE new Mahindra Bolero Neo White (Diesel) with Air Condition car (with driver)

*Note to Bidders: This check-list is merely to help the bidders to prepare their bids, it does not over-ride or modify the requirement of the tender. Bidders must do their own due diligence also.*

| SN | Documents submitted, duly filled, signed   | Status of submission<br>(Indicated Yes / No/ NA) |
|----|--|--|
| 1  | Annexure III Technical Bid Form  |  |
| 2  | Self-attested copy of Registration certificates etc. of the Company/Firm/Proprietorship firm (If Applicable)                           |  |
| 3  | Self-attested copy of PAN  |  |
| 4  | Self-attested copy of GSTIN registration(s)  |  |
| 5  | Whether Annexures III,IV & V Duly filled, signed & stamped   |  |
| 6  | Self-attested copy of valid MSME /Udyam registration certificate.  |  |
| 7  | Self-attested copy of Start-up registration/ status  |  |
| 8  | Whether all the documentary evidences as per Technical Bid form are self-attested? Including financials, ITR and turnover certificate. |  |
| 9  | Documents relating to Bid Security   |  |
| 10 | Documents/ contracts supporting the experience statement   |  |
| 12 | Documents if any at the option of Bidder   |  |

Yours sincerely,  
Signature of Authorized Signatory:  
Name & Designation:  
Company/Firm/Proprietorship firm (Name & Seal):  
Date:  
Place:

**FORMAT FOR SUBMISSION OF UNDERTAKINGS**  
(TO BE ATTACHED WITH TECHNICAL-BID FORM PART A)

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

**Tender Ref: AIESL/HQRS/GM/2026/28 Date: 11-03-2026 Due Date : 06-04-2026**

Tender Description: Tender for Renting of ONE new Mahindra Bolero Neo White (Diesel) with Air Condition car (with driver)

Subject: Acceptance and signing of the undertakings related to the Tender.

The following undertakings are accepted and confirmed as under:

- 1 That we are not a competitor Airline / MRO OR subsidiary company of any Airline / MRO.
- 2 That we hereby give our un-conditional acceptance of all the terms and conditions including scope of work as given in the Tender.
- 3 That the rates quoted, are valid for 120 days from the date of opening of the Technical - Bids.
- 4 That we have the capability & capacity to provide the services as per terms of the Tender.
- 5 That we shall execute the order within 30 days from the date of acceptance of the LOA.
- 6 That on acceptance of LOA, we shall sign the agreement of terms & conditions within 30 days' time or latest by submission of the first bill.
- 7 That payment term of 45 days is agreed.
- 8 Possession of working office in Delhi/ NCR is optional at the time of application of the Tender. However, if selected, we shall have / arrange a working office in Delhi/ NCR within 30 days of accepting of the LOA.(If having working office in Delhi / NCR, Please confirm with address, phone & email )
- 9 That the information given in the Tender and documents attached are true and correct to the best of my knowledge and belief and nothing material is concealed.
- 10 It is also confirmed that I am authorized to sign the Tender documents.

Yours sincerely,

Signature of Authorized Signatory:

Name & Designation:

Company/Firm/Proprietorship firm (Name & Seal):

Date:

Place:

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

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

**Tender Ref: AIESL/HQRS/GM/2026/28 Date: 11-03-2026 Due Date : 06-04-2026**

Tender Description: Tender for Renting of ONE new Mahindra Bolero Neo White (Diesel) with Air Condition car (with driver)

Dear Sir,

Sub: Non-disclosure Agreement

We acknowledge that during the course of bidding for above referred Tender of AIESL, we shall have access to and be entrusted with Confidential Information (commercial, technical, operational, administrative, financial, marketing, business, OR intellectual property nature OR otherwise), whether oral or written, relating to AIESL and its business that is provided to us pursuant to this Agreement.

In consideration of AIESL giving access to us to the above premises and making confidential Information available to us, we agree to the terms set out below:

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

Yours sincerely,

Yours sincerely,  
Signature of Authorized Signatory:  
Name & Designation:  
Company/Firm/Proprietorship firm (Name & Seal):  
Date:  
Place:

**PRICE-BID Form (Part B)**

( to be submitted on the bidder's letterhead)

**Tender Ref: AIESL/HQRS/GM/2026/28 Date: 11-03-2026 Due Date : 06-04-2026**

Tender Description: Tender for Renting of ONE new Mahindra Bolero Neo White (Diesel) with Air Condition car (with driver).

| Item No. | Description of Items  | Unit     | Quantity          | Rate    | Total Amount                                     |
|----------|---|----------|-------------------|---------|--|
| 1        | Monthly Package Charge  |          |                   |         |  |
| 1.1      | Fixed Monthly Rental for Mahindra Bolero Neo (AC) with driver. Includes 12-Hour duty per day, 6 days a week, and a maximum run of 1,800 KM per month. Includes driver salary, fuel, maintenance, and insurance. | Month    | 1                 |         | In figure<br>.....<br>In words<br>.....<br>..... |
| 2        | Additional Usage (Beyond Package)   |          |                   |         |  |
| 2.1      | Extra Kilometres Rate for running exceeding the 1,800 KM monthly limit.   | Per KM   | Actual (kms)      |         |  |
| 2.2      | Short running Discount (Rs. Per Km)   | Per Km   | Actual (kms)      |         |  |
| 2.3      | Vehicle Overtime: Rate for duty exceeding 12 hours (after 08:00 PM).  | Per Hour | Actual (per hour) |         |  |
| 2.4      | Sunday/Holiday Usage: Fixed rate for full day usage on off-days (if requested).   | Per Day  |                   |         |  |
| 3        | Reimbursements  |          |                   |         |  |
| 3.1      | Toll, State Entry Tax, and Parking Charges.   | Actual   | Actual            | At Cost |  |
| Total    | Estimated Monthly Expenditure (Excl. GST)   |          |                   |         | Total  |

- Note:
- In case of any ambiguity in quoted rates, amount written in words shall be considered as final.
  - Reconciliation for any excess/short kilometers run of the vehicle beyond Contracted kilometers i.e. 64800 Km, shall be done at the end of lease term.
  - All fields under Rate column must contain a value more than 0 (Zero).
  - Supporting documents must be submitted in respect of 3.1
  - Criteria for selection of L1 rates** : Lowest (L-1) rates will be decided on the basis of item 1.1 above.
  - Rate of Diesel per litre will be taken as on date of issuance of LoA.

Yours sincerely,  
 Signature of Authorized Signatory:  
 Name & Designation:  
 Company/Firm/Proprietorship firm (Name & Seal):  
 Date:  
 Place:

*(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/2026/28 Date: 11-03-2026 Due Date : 06-04-2026**

Tender Description: Tender for Renting of ONE new Mahindra Bolero Neo White (Diesel) with Air Condition car (with driver)

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

*(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/2026/28 Date: 11-03-2026 Due Date : 06-04-2026**

Tender Description: Tender for Renting of ONE new Mahindra Bolero Neo White (Diesel) with Air Condition car (with driver)

**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 \_\_\_\_\_

**Annexure – XI**

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS INSTEAD OF EMD**  
**(Applicable for MSE/ Startup 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/2026/28 Date: 11-03-2026 Due Date : 06-04-2026**

Tender Description: Tender for Renting of ONE new Mahindra Bolero Neo White (Diesel) with Air Condition car (with driver)

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.

Signature of Authorized Signatory \_\_\_\_\_

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

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

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

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

Company Seal \_\_\_\_\_