



REF-AIESLL/PPMM/DEL/24-25/240112

**Notice Inviting Tender**

To,

Office Address:

Dy. General Manager -Engineering,  
Production Planning & Material Management,  
A320 Avionics Complex, AI Engineering Services Limited,  
IGIA Terminal-2, New Delhi 110037.India.

Tele: +91-11-25656068 (Direct)

+91-11-25667831

GST # 07AAFCA9618L2Z9

PAN # AAFC9618L

**TENDER NO. Ref No: AIESL/PPMM/DEL/24-25/ 240112**

**Date:-**

**Tender inviting quotations:** Operation & Comprehensive Annual Maintenance contract for EMF Building Installations, Trestles, Equipments etc. used by Group-B at IGI Airport, New Delhi.

**Last Date of Bid Submission: Refer GeM**

**Pre-Bid Meeting: Refer GeM**

**Bid Opening: Refer GeM**

From:-

NAME & ADDRESS OF THE AGENCY/BIDDER (With Stamp)

M/s.....

.....

.....

Phone : .....

Email : .....

For any work scope queries, you may contact on below mentioned email or Phone number

Mr. P.K.Kusum,

Dy. GM (EFD)

Email ID: aieslpurchase.nr@aiesl.in

dgmppc.nr@AIESL.in

011-25656625, 25667831

pk.kusum@aiesl.in

For AI Engineering Services Ltd

S/d

For G.M. (Engg.), NR

*(Handwritten signatures)*

**AI Engineering Services Limited**

Production Planning & Material Management Department (PPMM),

New Avionics Complex, IGI Airport, T-2, New Delhi-1100037.India



## DISCLAIMER

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

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

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

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

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

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

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



## **Introduction**

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

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

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

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

## **OBJECTIVE**

The purpose of this Tender document is to present the requirements of AIESL and to invite Technical and Price proposals under the two-bid tender process, from experienced, capable & reputed Vendors registered in India for "Operation & Comprehensive Annual Maintenance contract for EMF Building Installations, Trestles, Equipments etc. used by Group-B at IGI Airport, New Delhi."

Three handwritten signatures or initials are present in the lower right area of the page. The first is a large, stylized 'A' or 'G'. The second is a signature that appears to be 'Anil'. The third is a signature that appears to be 'B'.

**Notice to bidders:**

Sl.No.	Particulars	Details
1.	Name of Work	Operation & Comprehensive Annual Maintenance contract for EMF Building Installations, Trestles, Equipments etc. used by Group-B at IGI Airport; New Delhi.
2.	Tender Document Fee	NIL
3.	Availability of Bidding Document	On GEM
4.	Time & date of pre-bid conference	Refer GEM
5.	Last date and time for bid submission	Refer GEM
6.	Place of submission of bid	through GEM only
7.	Date and Time of Technical Bid Opening	Refer GEM
8.	Validity of Bid	120 days from the closing date of submission of the Bid.
9.	Earnest Money Deposit	Rs 1,20,000 (Rs One lakh twenty thousand) through link provided in this bid doc.
10.	Address of Communication	Dy. General Manager – Engg. (PPMM) AI Engineering Services Limited Avionics Complex, IGI Airport New Delhi 110037 Contact No : +91 11 25671754/25667831

**Note:** Date and time for 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 next workingday shall be the due date for the said purpose.

Bids will be opened on GEM only. For further details regarding tender documents visit GEM portal regularly.

General Manager- E  
AI Engineering Services Ltd.

**AI Engineering Services Limited**

Production Planning & Material Management Department (PPMM),  
New Avionics Complex, IGI Airport, T-2, New Delhi-1100037, India



## **GENERAL TERMS & CONDITIONS**

AI Engineering Services Ltd. Limited reserves the right to accept or reject any/or all bids, annul the tender process and reject all bids at any time prior to the award of Contract without incurring any liability to the Tenderer(s) or without any obligation to inform the Tenderer (s) of the grounds for its action. AI Engineering Services Ltd. also reserves the right to extend the validity period of the Tender due date and has right to re-issue the Tender without Bidders having right to object to such reissue.

### **1. Abbreviations, Definitions and instructions to Tenderers:**

- 1.1 AIESL - AI Engineering Services Limited  
 SP - Service Provider  
 FMS - Facility Management Service  
 PAN - Permanent Account Number  
 GSTIN - Goods & Service Tax Identification Number  
 PQ - Pre-qualification  
 EM - Earnest Money Deposit  
 MSME - Micro, Small & Medium Enterprises  
 LOI - Letter of Interest  
 SD - Security Deposit  
 ECS - Electronic Clearing Service  
 TDS - Tax Deducted at Source  
 BCAS - Bureau of Civil Aviation Security  
 MSE- Micro & Small Enterprises
- 1.2 In this Tender, the following word (s), unless repugnant to the context or meaning thereof, shall have the meaning(s) assigned to them herein below:
- 1.3 "Applicable Law" means all the laws, acts, ordinances, rules, regulations, notifications, guidelines or byelaws, in force and effect, as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of any court of record, as may be in force and effect during the subsistence of this Contract, and applicable to the Tender.
- 1.4 "Bid"/"Proposals" means the proposals submitted by the Bidder(s) in response to this Tender in accordance with the provisions hereof including, Technical Bid and Price Bid along with all other documents forming part and in support thereof.
- 1.5 "Bidder/Tenderer" means eligible entity who submits the Bid along with Earnest Money Deposit and Tender Fees under this Tender within the stipulated time for submission of Bids.
- 1.6 The term "Contract/Agreement" shall mean the agreement entered into between AIESL and the Successful Bidder, confirming its acceptance of the Tender, on the terms and conditions mentioned therein.
- 1.7 "Successful Bidder/Tenderer" shall mean the Bidder whose technical bid and price bid has been accepted by AIESL and to whom a Letter of Acceptance is consequently issued by AIESL and the same has been accepted such Successful Bidder/Tenderer vide a letter.
- 1.8 Any other term(s), not defined herein above but defined elsewhere in this Tender shall have the meaning(s) ascribed to such term(s) therein and shall be deemed to have been included in this Section.
- 1.9 Term: The term of the proposed Contract is for a period of 01 (One) year from the date of award of contract, which is the date when all operations by the identified successful Bidder/Tenderer with regards subject work shall commence.



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**2. Bid Submission requirement, Tender Opening and the evaluation process:**

- 2.1 Tender document contains the Eligibility Criteria, detailed work scope of the item required & other terms and conditions are available on GEM portal for down-loading on free of cost.
- 2.2 Bidders are requested to carefully examine the Tender Documents, Terms & Conditions of Assignment, Specifications and if there should be or appear to be any ambiguity therein they should immediately liaise with AI Engineering Services Ltd. Limited for necessary clarification.
- 2.3 The Bids should be neatly presented, sign all pages of the tender document and all the enclosures accompanying the tender document before submission of the Bid.
- 2.4 The tender document must be serially numbered with page numbers marked on each page and signed by the bidder.
- 2.5 The Tender shall contain the name of the authorized signatory with designation, postal address, email address, Telephone No. and Fax No. for the Bid in connection with the Tender.
- 2.6 The Tender document shall include the documentary proofs for qualifying requirements.
- 2.7 Bidders who wish to attend pre-bid meeting may send their representative with authorization letter on their company letter head as per Annexure-G duly signed & stamped by their authorized signatory for presenting the same to the Tender Committee at the time pre-bid at given address, time and date.
- 2.8 AIESL shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive bidding process. However, AIESL reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing contained herein shall be taken or read as compelling or requiring the AIESL to respond to any question or to provide any clarification.
- 2.9 The complete bidding document shall be published on GEM for the purpose of downloading.
- 2.10 A successful bidder will be selected on the criteria described in this Tender.
- 2.11 Bidders are advised to study this Tender document carefully, before submitting their proposals, in response to the Tender Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this Tender document with full understanding of its terms, conditions and implications.

**3. Tender Fee**

The tender document can be downloaded & submitted on GEM portal free of cost.

**4. Submission of Bids:**

The Bidders should submit their Bids in a two-bid format

- (a) Technical Bid &
- (b) Price Bid

❖ **Technical Bid: Bidders are advised to submit all relevant documents on GeM. Bids will be evaluated on the basis of attached supporting documents. The required conditions must be followed and required documents must be properly attached on GeM, AIESL will not ask for documents against such criteria.**

❖ **Price Bids: Price bids will be opened on GEM only of those bidders who found technically ok.**

- 4.1 Prospective Bidders must submit both their technical bid and Price bid responses properly.
- 4.2 The Bidders should sign on all pages of the Technical Bid and the Price Bid. Further, all pages of the bid document shall be electronically numbered serially and stamped by the authorized signatory along with supporting documents as asked in the Technical Bid, as an index of submissions. The individual signing the Tender or other documents in connection with the Tender must certify the capacity in and/or authority in which they are signing the bid.

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- 4.3 **Masked/ Erased Price bid**-Bidders should submit a copy of their price bid response WITHOUT MENTION OF ANY PRICE WHETHER IN FIGURES OR WORDS (with price XXXX) along with the Technical Bid.
- 4.4 The price bid should remain valid for acceptance for a minimum period of 120 (one hundred and twenty) days from the date of opening of the Technical Bids. However, the validity of the bid must be extended as required, upon request from AIESL to enable completion of the evaluation of the bids and finalization of the Successful Bidder.
- 4.5 AIESL reserves the right to accept/reject any/all bids. Further, incomplete bids are also liable to be rejected.
- 4.6 For any query please write to:  
Dy. General Manager – Engineering (PPMM),  
AI Engineering Services Ltd,  
Avionics Complex  
I.G.I. Airport,  
New Delhi-110037, INDIA Tel: + 91 11 25667831/25656625  
E-mail: [dgmppcnr@aiesl.in](mailto:dgmppcnr@aiesl.in)
- 4.7 AIESL reserves the right to award the contract(s) to one or more Bidders
- 4.8 AIESL has the right to amend and/or re-issue the Tender document without the applicant(s)/bidder(s) having any right to object to such reissue.

**5. Pre-bid Meeting and site visit:**

AIESL will convene a pre- bid meeting to address clarification sought by prospective Bidders and incorporate suggestion suitable to AIESL, if any. A site visit is to be done by bidders before pre-bid, to see or check all equipments for their serviceability and their records of past schedule maintenance. After award of contract, they will be liable for any damage and will be responsible for their serviceability and to keep in working conditions. No communication and relaxation will be given by the company.

**6. Tender Opening:**

- 6.1 On the date of opening of the technical bid only the technical bids would be opened.
- 6.2 The Price Bids of only those Bidders, who qualify in the Technical Bid evaluation, would be opened at a later date.
- 6.3 The bids should be neatly presented. No overwriting or cutting/usage of white correction ink would be accepted in the Tender Document.
- 6.4 AIESL reserves the right to award the contract(s) to Successful Bidder as it may deem fit as per its operational requirements.

**7. Grounds for Rejection of Bids without being evaluated, on the following grounds:**

- i. In case the relevant experience certificates in each field are not attached with proper marking that for which field it is provided.
- ii. All relevant supporting documents attached with the said bids are not duly signed by the Bidder.
- iii. In case the bids are not accompanied by any and all supporting documents, the bid shall be liable to be rejected.
- iv. If the Tender has not been signed by the authorized signatory of the Bidder. If the undertaking by the bidders for the same is not attached with the bid.
- v. If the technical bid has been received without EMD or the EMD has been submitted in a mode other than as specified in the Tender.
- vi. 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.
- vii. If the price bid indication has been provided in the technical bid response.



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- viii. If the bid response is not presented neatly and corrections if any are not duly authenticated with full authorised signatures of the person who has signed the bid document,
- ix. If the bid has been received without the undertaking of acceptance of all terms & conditions.
- x. If the bid (technical/price) is incomplete.
- xi. The above list is only illustrative and there can be other relevant grounds of rejection of bids.

**8. Eligibility Criteria:**

- 8.1 The Bidders must have PAN / GSTIN at the time of application of tender. Self-attested copy of PAN/GSTIN Number must be enclosed along with the Technical Bid. **(The self-attested scanned copy of PAN & GSTIN should be attached).**
- 8.2 The Bidders must have a minimum average annual Turnover of Rs 15,00,000/- (Rupees Fifteen Lakhs) for the last three financial Years 2021-2022, 2022-23 & 2023-24. Audited Copy(s) of Profit & Loss statement showing the sales figures for the said Financial Years are to be submitted as proof of above to be enclosed.
- 8.3 The Bidder must be a Company registered under the Indian Companies Act or Proprietorship or partnership or PPP.
- 8.4 The Bidder must have at least Three years' experience of providing same or similar services on 24x7 basis to Govt. Dept. / PSU's/ reputed institutions etc. after January 2020. **(Must)**. Experience: Details of experience should be filled up in **Annexure-C** and PO copies/ agreements with satisfactory performance certificate (issued by the user) for each order, be attached in support of annexure-C & be submitted with Technical Bid as proof of the experience failing which tender shall be liable for rejection. And no clarifications will be asked by AIESL in this regard. Experience criteria:
  - a) The bidder must have at least three years' experience (ending month of March prior to the bid opening) of providing similar type of services (SIMILAR SERVICES wrt the experience criteria means party should have work experience of Building Maintenance, civil repairs/ painting jobs, Electrical Sub-Stations 11KV/440V Operation & Maintenance, Electrical and mechanical works, multi-tasking miscellaneous jobs like refilling of portable fire bottles etc) to central/state Government/PSUs/Nationalized Bank/ Reputed Organizations etc. Service rendered with list of such Central/State/PSUs/Nationalized banks etc with duration of service shall be furnished.
  - b) The Bidder must have successfully executed/completed similar services (definition of similar services" should be clearly defined) over the last three years i.e the current financial year and the last three financial years: –  
Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimate cost of bid.  

Or

Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost of bid.  

Or

One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost of bid.
- 8.5 The Bidders must submit self-attested copy of Income Tax Return along with computation of last three Financial Years 2021-2022, 2022-23 & 2023-24 with the Technical Bid.
- 8.6 The bidder/company or any of its subsidiary, must not have been blacklisted by AIESL or any other Govt./Public Sector Undertakings. If so, the details must be provided.
- 8.7 The Bidders must furnish all information along with supporting document as per Annexure-B.
- 8.8 Bidders should have licenses of electrical, civil work (MCD) or any other which may require to avoid fines and accident or mishappening. AIESL will not be responsible for any damages, incidents, if happened. DGM-EF&PM, Gr-B, AIESL will ensure all safety and government guidelines and will co-ordinate with service provider.





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- 8.9 Either, Bidders should have license to fill and to test compressed gas cylinders from chief controller of explosive department or bidder will provide such test certificate to AIESL from valid license holder company. Under taking for the same to be attached with technical bid. Successful bidder shall provide the test certificate accepted to DGCA/EASA/FAA certifications.
- 8.10 Bidders should have ESI, PF and medical insurance policy to provide protection of their employees. AIESL shall not be responsible for any incident, accident happened.
- 8.11 Bidders should have lift operation and maintenance license and experience for the same.
- 8.12 No overtime or extra payment will be paid by the aiesl for extra stay or odd working hrs in any case, as this is a maintenance contract not for a manpower.**

**Undertaking with all license has to be furnished with technical bid for the all jobs.**

**9. Amendment**

Amendments, corrigendum, clarifications and due date extension if any, to this Tender will be hosted on GeM and no separate Notice Inviting Tender (NIT) would be issued in the newspapers or anywhere else. AIESL will also not intimate the Bidders individually of the same. The Bidders are therefore, advised to visit the website regularly till the date of closing of the Tender (or extended date, if any).

**10. Modification of Bids**

- i. 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) on GEM if possible, by GeM. The last modified bid of the Bidder received by AIESL before the due date (or extended due date, if any) and as submitted to AIESL shall be final and binding on the Bidder. This will be as per GeM process and bidders to do follow up with Gem if any problem persists. AIESL will not be responsible for any delay or wrong attachments.
- ii. 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 Bidders, modify this Tender document by an amendment. In order to afford reasonable time to Bidders 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 on GeM.

**11. Withdrawal of Bids**

The last modified bid of the Bidder received by AIESL before the due date (or extended due date, if any) and as submitted to AIESL shall be final and binding on the Bidder. If GEM allowed.

**12. Evaluation criteria for the technical bids, Commercial bids & method of arriving at L-1 bidder.**

**12.1 Technical bid:**

- i. The technical bids submitted would be evaluated to verify the suitability and compliance of the bidder as to whether the applicant to the tender has the required capability, capacity and / or expertise to provide the required services under this tender. Assessment would be made to determine whether the bidders meet the requirement under Scope of Work of AIESL, as per the pre-qualification criteria and compliance to other terms and conditions of the tender.
- ii. It may be noted that all those bidders who fully and unconditionally meet all of the Eligibility criteria listed above would be declared qualified in the technical evaluation process.
- iii. The bidder's offers would be evaluated based on their response to the Eligibility criteria and the response to the technical information. All the conditions indicated as "MANDATORY" conditions in the Eligibility Criteria (**Annexure – B**) response format, are to be mandatorily fulfilled and along-with the said Annexure, the supporting documents thereof are to be given, in order to qualify for the evaluation of the technical bid. The bidder must also have submitted the requisite amount of EMD of Rs 1,20,000 (Rs One lakh twenty thousand) along-with the technical bid response in order to qualify the technical evaluation. Any exceptions, conditions, covenants or qualifying remarks submitted by the bidders will not be accepted.
- iv. AIESL reserves the right to confirm the authenticity of the bid documents or to seek more clarifications



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from the references quoted by the Bidders in their bids, for compliance with the requirements as mentioned in the Tender, without the knowledge of the concerned Bidders.

- v. The verification of the information submitted by the bidder through a site visit by the Technical Committee shall also be the part of the Technical Evaluation.
- vi. The bids will be evaluated to verify compliance with the pre-qualification criteria.
- vii. AIESL reserves the right to carry out an inspection to assess facility / facilities.

**12.2 Price bid:** The Price Bids of only those bidders who qualify and are short listed on evaluation of their Technical Bids would be opened. The bidder will have to submit the Price Bid in prescribed format only and final value should be entered in GEM to get final cost of project. AIESL may seek price break-up during the evaluation.

**12.2.a Method of evaluation of PRICE BIDS and arriving at L-1 offer**

**1) METHOD OF ARRIVING AT L1 VENDOR**

**i) Micro & Small Enterprises (MSEs): Refer GEM terms and conditions.**

Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 OM\_No.1\_4\_2021\_PPD\_dated\_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

- ii) **start-ups** Units will be given **Benefits/Preference** in terms of experience and turnover however startups units have to submit all supporting and relevant documents/licenses to participate.
- iii) Provide HSN/ SAC code separately for each item.
- iv) Total cost for each service with gst will be the criteria to arrive L-1.

**2) Other points to be noted while submitting the Bid:**

- i. AIESL will not accept inclusion of any additional costs, if requested for after opening of the tender.
- ii. **Increase in Govt. Duties / Levies etc.** if any, that may be applied by the Govt. of India/State Govts., after the award of the contract, **will be borne by AIESL**, if requested for by the Bidders, subject to the Bidders providing documentary proof of the same. In case of any decrease in basic price and/or Govt.



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Duties / Levies etc. by the Govt. of India after award of the contract, the benefit of the same should be extended to AIESL by the Bidders, effective from the date of change.

**13. Disqualifications:** Even though the Bidders meet the aforesaid criteria, they are subject to be disqualified if the following are observed during the course of evaluation:

- a. Bidder has made misleading or false representation in the forms, statements, and attachments submitted.
- b. Records of poor performance of work (whether for AIESL, or any other company/organization) during the last 3 (three) years, as on the date of submission of the bid, such as abandoning the work, rescinding of the contract for which the reasons are attributable to the non-performance of the Bidder or its constituents, inordinate delays in completion, history of litigation / arbitration awarded against the Bidder or any of its constituents or financial failure due to bankruptcy etc.
- c. The bidder has been into any kind of legal dispute or arbitration in the past or at present with AIESL or its sister companies.
- d. The Bidder has been blacklisted anywhere in India; he shall not be allowed to participate in the tender.
- e. The bid offer has been made by an intermediary/agent/middleman.

**14. Award of the Contract, Acceptance and Commencement**

- a. The Contract shall be awarded to the Successful Bidder vide the Letter of Award (LOA) issued by AIESL, based on the evaluation of the bids by AIESL and order will be released through GeM.
- b. The Successful Bidder has to convey acceptance of the LOA within 7 days of its receipt.
- c. The successful bidder must execute an agreement with AIESL on a non-judicial stamp paper of ₹ 100/- (Rupees One Hundred) within 02 (Two) weeks from the date of acceptance of LOA.

**15. Zero deviation:**

Bidders are advised to quote strictly as per terms and conditions of tender document and not to stipulate any deviation / exceptions.

**16. Earnest Money Deposit:** The Bidders should submit an EMD of Rs 1,20,000 (Rs One lakh twenty thousand) through below link in favour of AI Engineering Services Ltd. Ltd. If the Bidders is seeking exemption from submission of EMD as per Para 17 of this tender, they must submit the relevant documents.

16.1 EMD will be interest free.

16.2 EMD of the unsuccessful bidders will be refunded within 60 (sixty) days after completion of the Tender process and after the award of the Contract.

16.3 EMD of the Successful Bidder will be returned after receipt of security deposit or bank guarantee in lieu thereof as stated in the clause of Security deposit EMD will be forfeited in the event of Bidder withdrawing or modifying their bid or fails to abide by any terms of the Tender, after opening of the bids or deviates or derogates from the conditions of the Tender or if the successful Bidders declining/refuses to accept the Letter of Award (LOA) and execute the contract, or declining to furnish the security deposit.

16.4 The EMD must be submitted through net banking using the following details/link:  
<https://forms.edugfix.com/aiengineering/add?formType=8489935188309188>

**16.5 Bidder has to upload scanned copy / proof of submission of EMD along with bid. Failure of proof bids may be rejected.**

**17. Exemption for Micro & Small Enterprises (MSEs) & Start-ups:**



- 17.1 As per Public Procurement Policy for Micro, Small & Medium Enterprises (MSMEs) Order, 2012 issued vide Gazette Notification No. 503 dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of govt. of India, MSEs must be registered with any of the following in order to avail the benefits/preference available vide Public Procurement Policy MSEs Order, 2012.
- District Industries Centers (DIC)
  - Khadi and Village Industries Commission (KVIC)
  - Khadi and Village Industries Board
  - Coir Board
  - National Small Industries Corporation (NSIC)
  - Directorate of Handicraft and Handloom
  - Any other body specified by Ministry of MSME
- 17.2 MSEs participating in the tender must submit the latest certificate of registration with any one of the above agencies indicating the details of the particular tendered item along with their bid.
- 17.3 The MSMEs registered with District Industries Centers must submit the 'Acknowledgement of Entrepreneur Memorandum (EM) Part-II' along with their bid. The MSMEs registered with National Small Industries Corporation (NSIC) must submit the valid NSIC registration certificate along with their bid.
- 17.4 The Micro & Small Enterprises not registered for the particular trade/item for which the tender is relevant, would not be eligible for exemption for EMD submission.
- 17.5 The registration certificate issued from any one of the above agencies 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.
- 17.6 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 on close date of the tender, are not eligible for exemption/preference.
- 17.7 Exemption from submission of Earnest Money Deposit (EMD) – The MSEs registered in same category with above mentioned agencies/bodies are exempted from payment of Earnest Money Deposit (EMD).
- 17.8 The successful Bidders will however be required to submit the Security Deposit equivalent to 5% of the Contract/PO value.
- 17.9 **Purchase Preference** - The MSEs registered with above mentioned agencies/bodies for the tendered item and quoting price within a price band of L1 + 15 percent shall be allowed to supply by bringing down their price to L1 price in a situation where L1 price is from other than an MSE.
- 17.10 Benefits for Start-ups will be given as per Govt. of India policies subject to meet quality and technical specifications in accordance with the relevant provision & policy circular no-1-2-1/2016-MA of Ministry of Micro, small & Medium Enterprises. Start-ups are exempted for experience and in terms of turnover however they will have to follow all other criteria to meet technical qualification.
- 18. Security Deposit/ ePBG/PBG:**
- 18.1 The Bidders who qualifies for award of Contract/Purchase Order will have to deposit with AIESL 5% of the total value of the Purchase Order or contract value towards **interest free Security**



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**Deposit**, within 2 weeks of receipt of the Purchase Order. The Security Deposit may be submitted in the form of:

i. Successful Bidder must submit the Performance Security or security deposit by using below link

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

ii. By execution of a Bank Guarantee for an equivalent amount. The expenses incurred towards submission of Security Deposit / Bank Guarantee will have to be borne by the Bidders.

18.2 The Security Deposit / Bank Guarantee will be refunded / returned after 2 months of successful completion of deliveries against the completion of the Contract after adjusting for penalties, if any, that may be imposed under the terms of the Purchase Order.

18.3 In case, Security Deposit is not deposited in time, the bills shall not be processed for payment. In exceptional case, if the shortlisted Bidders desires, the Security Deposit amount can be deducted from the shortlisted Bidders' bills and the balance payment released, for which the vendor will have to give a specific request to our Finance Department.

## 19. Invoices, Billing and Payment:

**19a Invoice:** The successful Bidder will submit user verified Invoices periodically by 7<sup>th</sup> of every month giving details of items delivered, service done and proof of delivery with all necessary supporting documents to PPMM section for further action. PPMM will send the verified invoices to finance after certifications to release payment against the such invoice.

**19b. Billing:** The Billing Cycle shall be the first day of every month.

### 19c. Payment:

19c.1 The payment terms shall be 45 days credit from the first day of submission of Bill(s)/ Invoice(s) for certification thereof by the User Department of AIESL.

19c.2 No Advance payment shall be made by AIESL.

19c.3 Payment of the undisputed amounts will be made through ECS (Electronic Clearance Service) mode or by cheque if ECS is not available.

19c.4 The payment shall be made after deduction of all applicable taxes including Tax Deducted at Source (TDS).

## 20. Execution of services:

20.1 The successful Bidder should start providing the services mentioned in the Tender within 01 (One) month from the date of the Letter of Award (LOA).

20.2 The Bidders who submit their Bid are deemed to have agreed to comply with all the conditions of this Tender including the commencement of services within the period mentioned aforesaid.

20.3 AIESL reserves the right to inspect the Bidder's existing facilities to comply with the terms and conditions of this Tender including the commencement of services within the period mentioned aforesaid.

**21. NEGOTIATION:** Negotiation is not a practice of AIESL therefore bidders are requested to quote in reasonable price, however:

21.1 The AIESL may, if deem necessary, would convene the negotiation meetings. Negotiations would be carried out by the Tender Committee members to clarify items related to terms & conditions, quota allocation in case of MSE bidder etc.

21.2 In case L1 bidder does not attend the negotiation but sends a revised bid with reduction in prices



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or extend other benefits to AIESL, the same should be considered. The terms and conditions of the tender document would be applicable. In case of any variation on terms and conditions, the clarifications should be sought in writing through email/ letter.

**22. Price, Contract Validity and Extension:**

22.1 The validity of the Contract would be from the date of Acceptance of LOA/ by the successful bidder and the term of the proposed contract shall be **two years**, unless terminated earlier as per the terms and conditions of the Contract. However, if mutually agreed, the contract may be extended by AIESL for a further period of 1 year under the same Terms & Conditions.

22.2 The prices shall remain constant for the entire tenure of the contract of 02(Two) years and for further 1 year in case the period of contract is extended as para 22.1 above. No request for increase in price shall be entertained during the contract period.

**23. coverage of parts during maintenance period:**

*Successful bidder shall be responsible to provide the comprehensive maintenance services of the equipments listed in work scope.*

**24. Penalties:**

24.1 **Liquidated damages:** In case the Successful Bidder fails to deliver/provide the stated services as per schedule and in the Required Quality, the Successful Bidder shall become liable to pay and shall **pay to AIESL by** way of penalty 0.5% of the ABSENTIEESM per week or part thereof subject to a maximum of 5% (five percent).

24.2 **Not meeting quality standards:** No payment will be made for the specific service not meeting the agreed provisions and in addition will attract penalty of 5% (five percent) of the amount so deducted.

*The quality standards as referred to herein include the following:*

24.3 AIESL further reserves the right to terminate the Contract in the event of continued delay in providing Services and/or not meeting the agreed provisions by AIESL, and/or any of the reasons as listed herein.

**25. Representations and Warranties to be given by the Successful Bidder in the Contract:**

The Successful bidder should provide the following representations and warranties as regards to the Contract to be executed, which shall remain true and valid throughout the term of the Contract:

25.1 It has the requisite power, authority and legal right and has taken all actions necessary on its part, to validate, execute and deliver this Contract and the performance of the obligations thereunder.

25.2 The Contract shall constitute a legal valid and binding obligation against it, and is enforceable against it in accordance with the terms herein.

25.4 The execution, delivery and performance of the Contract shall not conflict with, result in the breach of, or constitute a default under any law, rule, regulation, authorization or approval of any government agency or body, or under the terms of any covenant, agreement, understanding decree or order to which it is a party or by which it or any of its properties or assets is bound or affected and does not result in a violation of applicable laws.

25.5 The payment of salaries, wages, provident fund, gratuity, Bonus etc., to personnel employed by the successful bidder, shall solely be the responsibility of the Successful Bidder. It is hereby clarified that, the personnel of the Successful Bidder shall not be deemed to be employees of AIESL.

25.6 Successful Bidder undertakes to comply with various labour laws, both Central and state as applicable from time to time and further shall be solely responsible for any cost and consequences on account of any breach and/or non-compliance of any other provisions of labour Laws and shall indemnify AIESL against any claim/cost/remedies and penalties in respect of breach of any of the provisions of laws in force.



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- 25.7 Successful Bidder shall compensate AIESL for any damage or loss or caused to the premises/equipment/property of AIESL or any third party on account of negligent act/performance on the part of its personnel.
- 25.8 Successful Bidder shall perform all its obligations under the Contract with due care and diligence and in a skillful and business-like manner.
- 25.9 Successful Bidder shall comply with all such directions issued by AIESL from time to time.
- 25.10 Successful Bidder has complied with all applicable laws in all material respects and has not been subject to any fines, penalties, injunctive relief or any other civil or criminal liabilities which, in the aggregate, has or may have a material adverse effect on its ability to perform its obligations under the Contract.
- 25.11 There are no actions, suits, proceedings, or investigation pending or, to its knowledge, threatened against it at law or in equity before any court or before any other judicial, quasi-judicial or other authority, the outcome of which may result in a breach of the Contract or which individually or in the aggregate may result in any material impairment or its ability to perform its obligations under the Contract.
- 25.12 It is and shall be able to pay its debts as they fall due for payment and is otherwise solvent as per applicable laws, it has not compounded with or negotiated any composition with or called any meeting of its creditors, a receiver, trustee or manager has not been appointed for the whole or any part of its assets or any right, it has not committed any act of bankruptcy or insolvency or passed any resolution for or otherwise entered into any liquidation, winding up or administrative order or taken or suffered any action analogous to any of the foregoing.
- 25.13 It is not in breach of any agreement with any person who has provided loans, deposits, advances, guarantees or other financial facilities to it.
- 25.14 All taxes due and payable by it have been paid, and all tax return and reports required to be filed by it have been correctly filed and on time. There are no claims now pending or matter under dispute with any taxing authority in respect of any tax of the successful Bidder.
- 25.15 It shall be responsible for the payment of all and any taxes including income tax and all similar taxes and levies in respect of its fees, duties, fines, penalties, etc., by whatever name called as may become due and payable under any laws, rules and/ or regulations as may be prevalent and as amended from time to time in relation to the services rendered under the Contract.
- 25.16 It shall obtain the necessary permissions and licenses from the concerned authorities for the purposes of the Contract. Further, to keep the said permissions and licenses valid and subsisting at all times during the term of the Contract. In the event that it omits or fails to obtain any requisite permission or license from the concerned authorities then it shall indemnify and keep indemnified AIESL against all losses, costs, or damages that may be suffered by AIESL as a result of such omission or failure.

**26. Subcontracting:**

The essence of the Tender is that there will be no sub-contracting or delegation or outsourcing of any of the Services to any entity other than the applicant/bidder. If still it is required then successful service provider will take approval from GM-PPMM, AIESL.

**27. Recovery of sums due**

- 27.1 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.
- 27.2 In the event of the said security deposit being insufficient, the balance of total amount recoverable shall be deducted from any sum due in invoice to the Bidder under this or any other Contract with AIESL.
- 27.3 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



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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.

- 27.4 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.
- 27.5 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 or any damage caused to any third party by negligence or due to any other reason attributable to the Successful Bidder including its employees.

## 28. Confidentiality

- 28.1 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.
- 28.2 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.
- 28.3 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.
- 28.4 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.
- 28.5 The Bidder/Successful Bidder/AIESL agree that any such information received by it shall be:
- (1) protected and kept in strict confidence, using the same degree of care and safeguards as it uses to protect its own information of like importance, but in any case, no less than a reasonable degree of care,
  - (2) not to use Confidential Information for any purpose other than to carry out its respective obligations under this Tender.
- 28.6 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.

## 29. Extension/Termination of Agreement/Contract:

The Contract may be terminated under the following circumstances:

- 29.1 The validity of the contract/agreement comes to an end *Ipso Facto* by efflux of time unless otherwise renewed/ terminated. The contract period shall come into force on (on the day the contract is signed between the successful bidder and AIESL). There shall be no lock-in period under the contract.
- 29.2 If there is a breach or non-observance/non-fulfilment by the Successful Bidder of any one or more of its obligations under the contract and/or contractual documents, if any, and such breach or non-observance/non-fulfilment continues for a period of more than three months after receipt of notice from AIESL to remedy such breach or non-observance/non-fulfilment, then AIESL shall without prejudice to its other rights under any contract and/or contractual documents, if any, shall have the right to terminate the Contract or any relevant part thereof. In such case, the Successful Bidder shall not be entitled to any compensation whatsoever for





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costs incurred or to be incurred on this account.

If there is a change in AIESL's requirement as regards the obligations of the Successful Bidder stipulated in Tender, the Contract shall be terminated with 03 (three) months' advance notice.

- 29.4 In the event of breach of confidentiality, the contract can be terminated by AIESL with 01 (one) months' notice period.
- 29.5 The Contract can be terminated by AIESL at any time during the term of the Contract without assigning any reasons and liability on AIESL with 03 (three) months' advance notice.
- 29.6 In case of failure of the Successful Bidder to perform its obligations to the satisfaction / requirement / standards of AIESL, AIESL reserves the right to claim from the Successful Bidder for any loss sustained due to unsatisfactory performance of the Contract, including the right to terminate the Contract.
- 29.7 AIESL may at any time terminate the Contract with immediate effect, if bankruptcy or liquidation proceedings are commenced or likely to be commenced against the Successful Bidder or if it enters into or is likely to enter into any arrangement or compromise for the benefit of its creditors generally or if a liquidator or receiver is appointed for its assets.
- 29.8 AIESL may terminate the Contract if it comes to the knowledge of AIESL that, the Successful Bidder has obtained the Contract vide non-bona fide methods of competitive bidding.
- 29.9 The Successful Bidder shall have a right to terminate this Agreement after giving a 3 (three) months advance notice to AIESL, of its reasons for termination. During this period of 3 (three) months, AIESL and the Successful Bidder, may initiate discussions for purpose of resolution of the said reasons. In the event a resolution is achieved by AIESL and the Successful Bidder, the Contract shall not be terminated and the Successful Bidder shall provide the Services, in the same manner, as it was providing prior to such notice of termination.
- 29.10 For the avoidance of any doubt it is hereby clarified, that the Successful Bidder during the aforesaid notice period shall continue to provide the Services, in the same manner, as it was providing prior to such notice of termination served by AIESL on the Successful Bidder or vice versa.

**30. 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.

**31. 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.

**32. Compliance 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 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 must indemnify AIESL from any breach of any government regulation/infringement



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of laws- such as copyright act, trademark act, PF regulation, ESI regulation, Labour laws, Minimum wages act, **Bombay Labour Welfare Fund Act-1953**, Delhi Shops & Establishment Act etc, more particularly as mentioned in the clause herein below.

**33. Indemnification**

33.1 The Successful Bidder shall indemnify AIESL against the payment of penalty/third party claims/damages/loss of property of AIESL, its subsidiaries or any other party arising due to the negligence on part of the Successful Bidder and/or its employees.

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

33.3 For the avoidance of any doubt it is hereby clarified that the Successful Bidder shall be solely liable for accidents, injuries, death and/or damages caused to any individual/s and/or property of AIESL and/or any third party, due to negligence of its employees, during performance of their duties under the Contract and shall indemnify AIESL and/or its employees, from costs or liabilities, arising therefrom (including counsel fees and legal cost).

33.4 The Successful Bidder shall be liable to keep AIESL indemnified against any claim or claims whatsoever and any liabilities, that may arise on account of the Successful Bidder's failure to comply or adhere with any statutory obligations, legislations, regarding the laws governing intellectual property rights whether in India or any other country as applicable. AIESL shall be entitled to deduct any amounts to make good the above/any losses/expenses incurred by AIESL on account of such claims or liabilities. The decision of AIESL as to the amounts to be deducted shall be final and binding on the Successful Bidder.

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

**34. Dispute resolution and arbitration**

34.1 Any dispute arising between the Bidder/Successful Bidder and AIESL in respect of the construction, interpretation, application, meaning, scope, operation or effect of this document or the validity or breach thereof, shall first be settled by negotiations between the authorized representatives of the Bidder/Successful Bidder and AIESL (Parties).

34.2 If the dispute remains unresolved after a period of 90 days from the date when the negotiation has started, then the unresolved dispute/difference shall be settled by arbitration in accordance with Arbitration and Conciliation Act, 1996, and the award made in pursuance thereof shall be final and binding on the Parties. The arbitral tribunal shall consist of a sole arbitrator to be mutually appointed by the Parties. The venue of arbitration shall be Delhi and the arbitration proceedings shall be carried out in English. The cost of the arbitration shall be borne by the Parties as per the award of the Sole Arbitrator.

**35. Jurisdiction:**

The construction, interpretation, validity and performance of this Tender and/or Contract shall be governed by the laws of India. Any dispute whatsoever, arising out of or in connection with the Tender



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and/or Contract shall be subject to the jurisdiction of the courts of Delhi only, subject to the clause of dispute resolution and arbitration aforesaid.

**36. Force Majeure:**

- 36.1 The Bidder/Successful Bidder/AIESL (herein referred Party/Parties) shall not be liable for, nor be in default by reason of any failure or delay in discharge of its obligations under this Tender/Contract, where such failure or delay is caused by any act, including but not limited to any act of God, action or inaction of government authorities, fire, flood, gales, storm, lightning, earthquake, explosions or other catastrophes, accidents, weather, power failure or shortage of power, riot, war declared or undeclared), warlike operations, act of terrorism, boycott, embargo, rebellions, sabotage, epidemics, quarantines, lock out, restrictions on travel based on travel advisories of any governmental entity, unavailability of the usual means of transportation, hostilities, revolution, civil commotion or public disorder or any other cause beyond its control.
- 36.2 The Party encountering and affected by such causes and event shall inform the other in writing immediately of such an occurrence event and will shall use its best reasonable efforts to minimize the economic and other effects and rectify as soon as possible any harm or delay created thereby shall reasonably allocate its available resources, giving priority to their obligations under this Tender/Contract.
- 36.3 For the avoidance of any doubt it is clarified that, payment obligations of AIESL shall be excused due to an event of Force Majeure.

**37 Anti-Corruption/Anti-Bribery Representations and Warranties:**

- 37.1 Both Parties represent and warrant that it is in compliance with Indian laws, including all anti-corruption and anti-bribery laws, and will remain in compliance with all such laws during the Term of this Agreement. The Parties further represent and warrant that it has not made, authorized or offered to make payments, gifts or other transfers of value, directly or indirectly, to any government official or private person in order to (1) improperly influence any act, decision or failure to act by that official or person, (2) improperly induce that official or person to use his or her influence with a government or business entity to affect any act or decision by such government or entity or (3) secure any improper advantage.
- 37.2 Both Parties agree that should it learn or have reason to know of any payment, gift or other transfer of value, directly or indirectly, to any government official or private person that would violate any anti-corruption or anti-bribery law, it shall immediately disclose such activity to the other Party. If, after consultation by all Parties to the Agreement, any concern cannot be resolved in the good faith and reasonable judgment of the non-infringing Party, on written notice to the other Party, it may withdraw from or terminate this Agreement.
- 37.3 Either Party shall have the right to terminate this Agreement if the other Party breaches this, or any other, representation, warranty or undertaking set forth in this clause 19 of the Agreement.

- 38 **Notices:** Any notice, consents, approvals, report, demand, acknowledgement or other communication which under the terms of this Agreement or otherwise must be given or made by either Party shall, unless specifically otherwise provided in this Agreement, be in writing, in English and shall be personally delivered to, left at, sent by registered post, email, courier or speed post by the respective Parties at the addresses mentioned at para 4.8 above.

**39 Compliance of Security regulations:**



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- a) The contract will be initially for a period of **"Two Years" ( 2 Years), extendable up to further 1 year, ( subject to satisfactory performance and abiding by all contractual obligations) on the basis of Certificate of Satisfactory Services given by the user department to the Service Provider).**
- b) The service provider will arrange Airport Entry passes for his employees if and when required.
- c) The service provider must obtain the requisite approval from DIAL and Bureau of Civil Aviation Security (BCAS), Government of India and the same shall be complied by the service provider throughout the contract period.
- d) The Service provider shall ensure that all the safety and security regulations of AIESL, BCAS, CISF, or any other agency associated with airports activity are strictly adhered to if becomes applicable to this contract any time during service period.
- e) Any violation of security regulations and indulging in illegal activities by his personnel deployed for AIESL will be at the cost / risk of service provider.
- f) The service provider must ensure verification of character and antecedents of his personnel by Local Police before deployment.
- g) The Personnel deployed must carry/ display photo identity cards provided by the service provider under his signatures, company's name and seal.
- h) Any lapse noticed on the part of Service provider's employee involvement in theft/pilferage/malpractices, shall be inquired into by AIESL Security/other officials of AIESL and a suitable action including penalties / legal proceedings may be taken for breach of contractual liability.
- i) The Service provider shall take responsibility for good conduct of his/her employees in AIESL premises / Airport. If any such employee is involved in any theft / pilferage of property of AIESL / PAX Baggage/ Cargo consignments/AIESL property also in their areas of work as assigned by AIESL, AIESL reserves the right to impose penalty on the bidder apart from the legal provisions.
- j) It will be the responsibility of the Service provider to ensure that no unauthorized personnel other than the Personnel deployed for duty gains access to AIESL premises/ Airport.
- k) The Service provider shall provide at his own cost proper uniforms with logo of service provider along-with high visibility jackets (approved by AIESL/DIAL) for the personnel deployed at all the locations. The personnel shall wear uniform while on duty & identity card issued by the Bidder.
- l) The Bidder shall have a system to issue/retrieve AEP to their employees while they report / leave the AIESL/ Airport premises, as to ensure that their employees are not misusing the AEP.
- m) The Service provider shall also be responsible for getting all necessary clearance, if any, from all Govt. Agencies/Legal Authorities including DIAL and BCAS from time to time and the personnel deployed shall abide by the rules & regulations in force at the concerned locations of DIAL, Customs, BCAS, DGCA etc.
- n) Training cost will have to be paid by the Service Provider for the mandatory Security Awareness Training conducted by AIESL/BCAS for the total number of personnel deployed under this contract. In addition, the Service Provider shall comply with any new Security procedures of AIESL/BCAS/DIAL/CUSTOMS, etc. as and when put in place.
- o) On award of Contract, the Service provider shall be responsible for arranging PICs/ Airport Entry passes for their personnel from concerned Authorities like BCAS/DIAL at their own cost and also get antecedents of personnel verified from Police and other concerned Authorities before their



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deployment and shall renew the same from time to time. Any delay in renewal shall not be the reason for non-deployment.

- p) The Bidder shall ensure that Airport Entry Passes are not used for unauthorized purpose by his employees after retirement/resignation/ termination. The following instructions shall be strictly complied with by all concerned: -
- i) The Service provider shall ensure that no person, who has retired/left the job on his own or has been terminated from service or whose period of contract has expired shall retain the Airport Entry Pass issued to him for legitimate function at the Airport.
  - ii) It shall be the responsibility of Service provider that NOC is not issued to an employee who has retired/left the job on his own or has been terminated from service unless the Airport Entry Pass issued to him is returned to the authorized signatory of the concerned department/agency.
  - iii) It shall be responsibility of the Bidder to retrieve Airport Entry Passes from the person who has retired/left the job on his own or has been terminated from service or whose period of services has expired and deposit such Airport Entry Passes with the concerned Regional Dy. Commissioner of Security (CA), Bureau of Civil Aviation Security within 10 days after retirement /resignation/termination of their employee (s).
  - iv) Any deviation from the above-mentioned instructions, i.e. / failure to return Airport Entry Passes within 10 days of retirement/ resignation/ termination of any employee, would render defaulter and action would be initiated by the BCAS.

**40 Interpretation:**

In the event of any difference in the interpretation of any of the clauses of the Service Agreement and/or the Tender documents, the interpretation put forth by GM (Engg), AIESL shall be final and binding.



## Annexure-A

## Technical Bid Form

1.	Name of Contract	Tender for Comprehensive annual maintenance for various equipments			
2.	Name of the Company / Establishment				
3.	In the event of the registered office not being in Delhi, then address of the branch office at Delhi is to be furnished.				
4.	Full Address of Registered Office				
5.	Name of contact Person.				
6.	Telephone No. / Mobile No.				
7.	Email ID				
8.	Nature of company (Whether Proprietorship Firm / Partnership Firm / Limited Company / Corporation / Any Other (Specify) (Enclose Proof)				
9.	Particulars of Registration – Issued in the name of the Bidders	Yes / No	If Yes, give details		
			Number	Date of Issue	Valid up to
A	Company Incorporation Certificate				
B	Existing Valid License (Under Contract Labour (Regulation & Abolition) Act 1970 showing up-to-date renewal. (Only one)				
C	PF Registration certificate in the name of Service provider				
D	ESI Registration certificate with the seventeen-digit code allotment letter in the name of service provider				
E	PAN number				
F	Goods & Service Tax (GST) Registration No.				
10.	Undertaking to manage airport entry passes for bidder's employee at his own responsibility.				
11.	Copies of Current Contracts with cost in support of experience duly certified by hiring company / self-attested enclosed				
12e.	Tender document signed, stamped and duly completed in all aspects	Yes/No			
13a.	Annual turnover for the previous three Financial Year: 2021-22, 2022-23 and 2023-24.	Rs _____ (In Lakhs) Rs _____ (In Lakhs)			



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		Rs _____ (In Lakhs)
13b.	Copy of Balance sheet and P&L Account for the Financial Year Financial Year 2021-22, 2022-23 and 2023-24. Duly signed by the proprietor/ Director enclosed.	Yes/No
14a.	Annual Turnover pertaining to Business of providing in Services for Financial Year 2021-22, 2022-23 and 2023-24) (Auditors Certificate).	Rs _____ Rs _____ Rs _____

15. **Earnest Money Deposit Details:**

Amount	Name of Bank	Transection details with date and time
Rs. _____	_____	_____

16. If claimed exemption under MSE/ SSI/Start up please provide the particulars"

Exemption claimed as MSE/ SSI/ NSIC/ PSU/ Udyog Aadhar/ Start up	Certificate No	Validity date	Amount approved as per certificate
17a	Has any Director/Partner/ Proprietor been convicted any time by court of law	YES/ NO (If Yes, give details)	
17b	Has your company been Blacklisted by any agency of the airport or elsewhere	YES/ NO (If Yes, give details)	
17c	Whether you raised any dispute with AIESL/Air-India & its subsidiaries in relation to any contract (either as a company or as a director of the company)	YES/ NO (If Yes, give details)	
18	IT returns for Assessment year 2021-22, 2022-23 and 2023-24.	YES/ NO (If Yes, give details)	
19	Company Profile	YES/ NO (If Yes, give details)	
20	Masked Bid	Yes/No	
21	Pre-bid meeting or site visit certificate (Must)		

Bidders will be summarily disqualified if any Director/partner/Proprietor have been blacklisted. If it comes to the notice of AIESL at a later stage that the Bidders has concealed the facts about conviction/blacklisting the contract of the service provider will be immediately terminated and SD/PBG will be forfeited.

22. Any other information which the Bidders may like to furnish, separate sheet may be enclosed. In support of above information self-attested copies of all Documents, wherever required be enclosed.



## Annexure-B

**CHECK SHEET: Following Documents must be attached with Technical Bid in this order.**

Requirement		Yes	No
1	Technical Bid format Annexure E duly typed with particulars on company letterhead.		
2	Self-Attested copies of:-		
1	Company Incorporation Certificate/ Establishment certificate		
2	PF Registration certificate		
3	ESI Registration certificate with the seventeen-digit code allotment letter		
4	PAN No		
5	GST Registration No.		
6	BCAS clearance certificate for Auxiliary service		
7	Or DIAL approval for rendering service at Airport		
8	Solvency certificate issued by a nationalised bank.		
9	Existing Valid License (Under Contract Labour (Regulation & Abolition) Act 1970 showing up-to-date renewal. (Only one updated certificate)		
10	PF Challan/online submission printout for month of April-2024		
11	ESI online submission printout for month April-2024		
12	License of Chief Explosive for fire extinguisher certification		
13	License/approval of CPWD for civil work		
14	Electrical License for electrical and lift operation		
15	Undertaking to accept all terms and conditions of this bid document.		
16	NSIC/MSE/Start up certificate		
17	Copy of Current contracts		
18	Original copy of Authorized Signatories		
19	Registration /Affiliation with any other Agency (Please Specify Details)		
20	Copy of Contracts in support of same services duly certified by hiring company/ self-attested enclosed		
21	Copy of draft assignment/ Appointment letter proposed to be issued to their employee being deployed in AIESL.		
22	April-2024 completed months wage sheet for a client where Manpower services are provided		
23	ESI remittance challan for the month April-2024 for deployed persons of the same client		





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24	PF remittance challan for the month April-2024 for deployed persons of the same client		
25	Auditor certificate for annual turnover for the year 2021-22, 2022-23 & 2023-24 in Lakhs along with separate mention of turnover from same services rendered by the bidder		
26	IT returns for Assessment year 2021-22, 2022-23 & 2023-24		
27	Balance Sheet and P/L account for financial year 2021-22, 2022-23 & 2023-24		
28	Site visit certificate and undertaking that bidders have seen all equipment in serviceable condition.		
29	Letter of authorisation for signing the bid document issued by the director/ proprietor		
30	Tender document duly signed and stamped in all aspects.		
31	All Undertakings		
32	Price bid (Masked/Erased)		
3	Company profile		
4	List of other MRO / other organisation where similar services are provided currently with Tel No. & contact person		

**Signature of Authorized signatory:**

**Co. Name & Seal:**

**Date:**

**Place:**

**AI Engineering Services Limited**

Production Planning & Material Management Department (PPMM),  
New Avionics Complex, IGI Airport, T-2, New Delhi-1100037, India

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## Annexure-C

## Format for providing details of Experience

(To be attached with technical Bid on company letter head)

To,

Dy. General Manager(E-PPMM)  
Northern Region,  
AI Engineering services Ltd.  
NAC, IGI airport, Terminal-2,  
New Delhi-110037

Subject: Details of experience in name of our company.

SN	Description	Type of service	Owner name to whom services are provided	valid from	valid up to	Copy of contract (against only as per clause no-8.4)
1.						
2.						
3.						
4.						
5.						
6.						

Add lines, if required.

Signature of authorized signatory:

Name &amp; designation:

Co. Name and seal:

Date:

Place:

**AI Engineering Services Limited**

Production Planning & Material Management Department (PPMM),  
New Avionics Complex, IGI Airport, T-2, New Delhi-1100037, India



REF-AIESLL/PPMM/DEL/24-25/240112

**ANNEXURE- D**

**SCOPE OF WORK**

Sub: List of all serviceable equipments and requirements, which are to be maintained during the contract period.

1. **AREA OF WORK**

The work is to be carried out in AIESL premises at EMF Building, IGI Airport, Terminal-2 & Terminal-3 (Airside AIESL Office Building) of New Delhi as and when required basis.

2. **List**

- 1- Preventive maintenance of HT/LT Sub-Stations including HT/LT Panels cables/ bus bars/ terminal connections installations / DB panels.
- 2- Electrical supply and substation maintenance (Including HT/LT capacitor panel repairs by the skilled lineman license).
- 3- Preventive maintenance of low voltage switch boards / power point terminal preventive maintenance of capacitor bank / power factor panel & preventive maintenance of 500kva step down transformers/ LT/HT/ACB/OCB panels and relays/ substation.
- 4- Passenger lift NO.1 OTIS Make, 884 Kgs, 13 Passenger and DG set 40 KVA , Kirloskar Make/Alternator/Battery charger & ETC
- 5- Maintenance and Water Supply EMF Building: Repair and operation of submersible -01 (Air side)/booster pumps-02, 5HP Each Kirloskar Make, water tanks -13 and allied equipment and pipelines.
- 6- CAMC of Split and Window Acs: 06 Nos , Capacity 2 and 1.5 Ton, Carrier/Voltas Make
- 7- CAMC of Portable fire bottle of ABC Type: 34Nos with HST and certifications.
- 8- Civil repairs work such as (Minor civil work, minor structural repairs work, toilet repair, door, window, water supply, water proofing for leakage, carpenter and painter work by qualified, manpower). (CAMC).
- 9- CAMC of Trestle / work stand maintenance-Monthly inspection/ Repairs & Break down maintenance. (40 Nos of trestle. & 20 Nos of equipment's for the schedule items).
- 10- Fork Lift Maintenance- 2 Nos (CAMC). Capacity 1.5 and 3 Ton, Godrej Make
- 11- Portable Air Compressor Maintenance& repairs- 3 Nos (CAMC). 100 Psi, Atlas Copco Make
- 12- List of equipments is attached in each annexure.
- 13- Requirements of minimum manpower is given in each annexure.
- 14- No any extra payments for spares or any breakdown/preventive repairs/services shall be made to the party as the contract itself CAMC.
- 15- Items/Equipments shall be handed over to the party in serviceable condition at the time of starting of the contract.



### DETAILED SCOPE OF WORK

#### **2.1 Electrical supply and substation maintenance (Including HT/LT/ Switches/ Brakers and capacitor panel repairs by the skilled lineman license)**

**2.1.1** Scope of work includes operation & compressive maintenance of sub-station equipment (H.T. Panels, Transformers, L. T. Panels Capacitor Panel, MDBs, SDBs, DG set in the basement etc.) and Building Lighting, wirings & the connected power supply system maintenance for continuous power supply to AIESL premises EMF Building.

**2.1.2** The scope of work also includes compressive maintenance of electrical installation such as wiring for light & power points, fan points, main boards, electrically operated lifting barrier, power supply to lighting fixtures, ceiling/exhaust fans, cabling, distribution boards, lifts/pumps and control boards etc. as provided in the AIESL office EMF Building, Terminal-2 & Terminal-3, IGI Airport, Terminal-2, New Delhi.

**2.1.3** The contractor shall carryout breakdown & preventive maintenance of sub-station equipment as listed in Annexure D.1.6 by attending check points mentioned in Annexure D1.1 to D 1.6 of the tender and also as per Standard Engineering practice and recommendation of the equipments manufacturers.

**2.1.4** This is to be carried out Saturday, Sunday or holiday as per requirement. Additional labour if required shall be arranged by the contractor for which no extra payment shall be made.

**2.1.5** The manpower indicated in this tender is minimum indicative figures. However, the contractor is required to deploy additional man power incase its required & existing manpower is not able to rectify the fault.

- I. **AIESL need Two skilled Electrician with Lineman Licence + Two helper in two shifts for operations and monitoring the substation and EMF electrical facility and water supply pumps etc.**
- II. **One Bench Fitter/Mechanical technician + one Helper for Mechanical Maintenance jobs of Equipments/Trestles etc. from 08.00 to 16.00 hrs every day.**
- III. **Minimum qualification for the electrician/Fitter staffs ITI for technical staff and 10<sup>th</sup> passed for helper.**
- IV. **These manpowers is the bare minimum requirements for day-to-day operation/maintenance work. Party needs to take services of specialised personnel as & when required to carry out the breakdown & preventive maintenance of the installations/equipments.**

**2.1.6** All type of operation and general maintenance works are included in the scope of contract, most of them are as follows:

- (a) Recording of the meter-reading & the other parameters in the Log Book of sub-station and DG Set.
- (i) Clean the electrical panel and other equipment from inside & outside including Bus bar.
- (ii) Check all the terminal connection for tightness in the electrical panel and earthlings' system.
- (iii) Filling of fuel and lubricating oil for D.G. set.
- (iv) Cleaning & Operation of DG set.
- (v) Replacement of defective switches fuses etc.
- (vi) Inspection & maintenance of various accessories of HT/LT panels, ACB/OCB, transformers, DG set, AMF panel as per recommendation of equipment manufacturers.

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- (vii) Switching ON & OFF power supply of lifts according to functional requirement.
- (viii) Maintaining proper up keep of sub-station equipments/area.
- (ix) Maintaining batteries and battery charger for HT/LT panel and DG set and ensuring healthy operation tripping of protection system
- (x) Testing of dielectric strength of O.C.B. and transformer oil periodically. Oil filtering of O.C.B & transformer to be done yearly
- (xi) Testing of tripping system and operation of relays etc.
- (xii) Testing of earth resistance of earth electrode for sub-station and continuity of earthen system.
- (xiii) Testing of insulation resistance of HT/LT power supply system
- (xiv) Replacement of fuses, changing of fused bulbs, fluorescent lamps, chokes and starters.
- (xv) Repairing of light fittings and replacing defective parts.
- (xvi) Detection of faults in all types of wiring such as CTS, surface/recessed conduits, cables, earthing etc. & rectifying them by removing the defective wiring as required. In concealed circuit system of wiring where old conduits are damaged rewiring shall be carried out either through surface conduit or CTS type of wiring as directed.
- (xvii) Removals of defective fans and refit them after repairs & fixing new fans including the exhaust fans.
- (xviii) Replacement of main switches, DB's control switches, socket, outlet holders etc.
- (xix) Repairing of geysers and replacing defective parts.
- (xx) Rectification of fault in motors, starters, panels wiring etc.
- (xxi) Checking electrical wiring of electrically operated lifting barrier.
- (xxii) Providing temporary electrical points in case of emergency requirement
- (xxiii) Repairing to mercury/sodium vapour lamp fitting mounted on yard/compound lighting poles at EMF Building including replacement of flood LED light accessories & repairs to cable/ wiring etc.
- (xxiv) Minor repairs to fan, overhauling, greasing & oiling, replacing bearings and other parts as required.
- (xxv) Detection and rectification of faults in power distribution system/panels.
- (xxvi) Cleaning of tube lights fitting, switches, electrical witch room, electrical Switches distribution boards, ceiling fans, exhaust fan etc.

**2.1.7** The contractor will provide experienced suitable staff/workers in the eventuality of breakdown in the power system. He should Endeavour to restore supply in the shortest possible time. No additional payment will be made separately for such an eventuality. No any extra payments for spares shall be made as it comprehensive AMC.

**2.1.8 TOOLS & PLANTS:** Contractor shall provide complete test and toolkits such as screwdriver set pliers, hammer, chisel, test lamp holder, line tester, electric hand drilling machine, spanner set, hacksaw, screw wrench, pipe wrench etc. For the staff detailed for duty. He shall also provide sufficient number of ladders, megger, torch lights, clamp tester, earth tester and other testing equipments required at site. The above tools need calibration & testing the equipments shall be made available by the contractor for inspection by the Regional Maintenance Manager or his representative as required during the contract.

**2.1.10 MATERIAL REQUIRED FOR WORK.**

All spares & materials required for maintenance work will be supplied by the contractor. Also required tools for each electrician, testing equipment, torch lights, ladders etc. shall be provided by contractor.

**NO EXTRA PAYMENTS FOR SPARES SHAL BE MADE BY AIESL AS IT'S A COMPREHENSIVE MAINTENANCE CONTRACT.**

**2.1.11 RECORDS:**

ALL THE TEST REPORTS AND PERIODIC PREVENTIVE MAINTENANCE RECORDS SHALL BE KEPT READY WITH EIC-AIESL.

**ANNEXURE D.1.1**

PREVENTIVE MAINTENANCE OF CABLES/ BASBARS/ TERMINAL CONNECTIONS INSTALLATIONS / DB PANELS



REF-AIESL/PPMM/DEL/24-25/240112

Sub: Operation & Comprehensive Annual Maintenance contract for EMF Building Installations, Trestles, Equipments etc. used by Group-B at IGI Airport, New Delhi.

Sl.	Description of work/Checkpoints	Frequency	Remarks
1	Clean bus bar chambers	Quarterly	
2	Check the incoming and outgoing cables/connections, lugs on the individual Switches on the distribution board.	Quarterly	
3	Check condition of contacts and termination wherever applicable.	Quarterly	
4	Check condition of the cables and the connection of incoming and outgoing Cables on the main bus bar.	Quarterly	
5	Check the insulations resistance of the switches on the distribution panels.	Quarterly	
6	Check the Bakelite/insulated portion of the switches for signs of charring or Carbon formation.	Quarterly	
7	Check and clean the contacts/connections on the switches.	Quarterly	
8	Check if all the fuses or the distribution panels/individual's switches are of Recommended type and rating.	Quarterly	
9	Check the condition of the cables and lugs on the bus bar for tightness.	Quarterly	
10	Check condition & continuity of panel earthling with system earthling.	Quarterly	

1. Signature of Service Team of Party:
2. Signature with Stamp of Contractor:

Signature of EIC, AIESL

**AI Engineering Services Limited**

Production Planning & Material Management Department (PPMM),  
New Avionics Complex, IGI Airport, T-2, New Delhi-1100037.India



REF-AIESLL/PPMM/DEL/24-25/240112

## ANNEXURE D.1.2

### PREVENTIVE MAINTENANCE OF LOW VOLTAGE SWITCH BOARDS / POWER POINT TERMINAL

Sub: Operation & Comprehensive Annual Maintenance contract for EMF Building Installations, Trestles, Equipments etc. used by Group-B at IGI Airport, New Delhi.

SN	Description of work/Checkpoints	Frequency	Remarks
1	Clean the condition of frame along with cable storage provision and withdraw for Repair, if any.	Quarterly	
2	Ensure that cable is clamped as the Junction Box so that connections do not get Loose while handling.	Quarterly	
3	Check the condition of wire physically of its entire length and ensure there is no Damage and joints. Replace the entire length, if necessary.	Quarterly	
4	Check the condition of wooden box with its hinges and cover, with draw for Repair, if any.	Quarterly	
5	Ensure that shocker covers for Rerolled sockets are provided.	Quarterly	
6	Check the conditions of switches, sockets and plugs.	Quarterly	
7	Re-tighten the connection on switches, sockets and plugs.	Quarterly	
8	Ensure that frame of switches and sockets are properly fixed on Junction Box With nuts and bolts.	Quarterly	

1. Signature of Service Team of Party:
2. Signature with Stamp of Contractor:

Signature of EIC, AIESL

**AI Engineering Services Limited**

Production Planning & Material Management Department (PPMM),  
New Avionics Complex, IGI Airport, T-2, New Delhi-1100037.India

**ANNEXURE D.1.3****PREVENTIVE MAINTENANCE OF CAPACITOR BANK / POWER FACTOR PANEL**

Sub: Operation & Comprehensive Annual Maintenance contract for EMF Building Installations, Trestles, Equipments etc. used by Group-B at IGI Airport, New Delhi.

SN	Description of work/Check points	Frequency	Remarks
1	Put OFF the Capacitor panel main switch.	Quarterly	
2	Ensure that capacitors are discharged before proceeding with further repair on Main panel of capacitors.	Quarterly	
3	Check operation of individual toggle switches.	Quarterly	
4	Check capacitor connections for tightness.	Quarterly	
5	Check control-wiring circuit for tightness at termination and toggle switches.	Quarterly	
6	Wire cleaning with a duster.	Quarterly	
7	Check conditions of contacts and termination of main outgoing.	Quarterly	
8	Check oil leaks in case of oiled filled capacitors.	Quarterly	
9	Check main switches contacts for condition and tightness of terminations.	Quarterly	

1. Signature of Service Team of Party:
2. Signature with Stamp of Contractor:

Signature of EIC, AIESL

**AI Engineering Services Limited**

Production Planning & Material Management Department (PPMM),  
New Avionics Complex, IGI Airport, T-2, New Delhi-1100037, India





REF-AIESLL/PPMM/DEL/24-25/240112

**ANNEXURE D.1.4**

**PREVENTIVE MAINTENANCE OF 500KVA STEP DOWN TRANSFORMERS.**

Sub: Operation & Comprehensive Annual Maintenance contract for EMF Building Installations, Trestles, Equipments etc. used by Group-B at IGI Airport, New Delhi.

Sr. No.	Description of work/check points	Frequency	Remarks
1	Clean the transformer thoroughly for dust, Dirt, oil etc. Report if painting if needed.	Quarterly	
2	Clean the HT/LT bushings check conditions Whether cracked loose etc.	Quarterly	
3	Check conditions of cable and boxes for Evidence of compound leakage, moisture etc.	Quarterly	
4	Check oil level in conservator, Top up if Found necessary	Quarterly	
5	Check the thermometer for evidence of Damage, record the temperature.	Quarterly	
6	Inspect conservator for leakage.	Quarterly	
7	Clean the breather assemblies. Replace Silica-gel if required.	Quarterly	
8	Inspect conservator for leakage.	Quarterly	
9	Inspect transformer earthing strip for firmness.	Quarterly	
10	Test the oil for dielectric strength and filter (Submit Report)	<b>YEARLY</b>	
11	Clean the H.T. Room /Yard.	Quarterly	

1. Signature of Service Team of Party:
2. Signature with Stamp of Contractor:

Signature of EIC, AIESL

**ANNEXURE D.1.5****PREVENTIVE MAINTENANCE OF LT / HT PANELS AND RELAYS**

Sub: Operation & Comprehensive Annual Maintenance contract for EMF Building Installations, Trestles, Equipments etc. used by Group-B at IGI Airport, New Delhi.

Sr.No.	Description of work/Checkpoints	Frequency	Remarks
1	Maintenance of various electrical panels etc. as per preventive maintenance Schedule	Quarterly	
2	Recording reading HT Panels LT Panels, transformers etc.	Quarterly	
3	Cleaning of LT Panels and inspection of cable terminal joints.	Quarterly	
4	Maintenance of LT Panels and inspection of cable terminal joints.	Quarterly	
5	Checking conditions of earthing.	Quarterly	
6	Meggering HT/LT Cables after disconnection of supply.	Quarterly	
7	Tripping of HT/LT breakers by manual operation of tripping relay disc.	Quarterly	
8	Maintenance, cleaning of battery charger and batteries including petroleum jelly to terminals of batteries.	Quarterly	
9	Checking of transformer housing for any cracks, bushing cleaning after disconnection of HT Supply.	Quarterly	
10	Cleaning of transformers, cable and boxes tapping of transformer oil.	Quarterly	

1. Signature of Service Team of Party:
2. Signature with Stamp of Contractor:

Signature of EIC, AIESL



REF-AIESL/PPMM/DEL/24-25/240112

**ANNEXURE D.1.6**

Sub: Operation & Comprehensive Annual Maintenance contract for EMF Building Installations, Trestles, Equipments etc. used by Group-B at IGI Airport, New Delhi.

**LIST OF EQUIPMENTS**

**SUBSTATION**

**TRANSFORMER NO.1 (under brake down)**

Make	Electric Transformer Equipment Co. Ltd., Hyderabad
Serial No.	8262
Capacity	500KVA
Volts(H.V.Side)	11000
Volts(L.V.Side)	440
Amp.(H.V. Side)	26.24
Amp.(L.V.Side)	656
Vector Group	DY11
Type of cooling	O.N.
Oil	650Ltr./550kgs.
C/S	50

**TRANSFORMER NO.2**

Make	Brentford Electric (India)Ltd., Calcutta
Serial No.	81.037
Capacity	500KVA
Volts(H.V. Side)	11000
Volts(L.V. Side)	433
Amp.(H.V. Side)	26.23
Amp.(L.V. Side)	666.7
Vector Group	DY11
Type of cooling	O.N.
Oil	555Ltr/480kg.
C/S	50
Year of Manufacturing	1982

Note: Transformer No.1 Shall be replaced by AIESL and the same shall be covered under warranty, after which its maintenance shall fall under the bidder part of this CAMC.

1. H.T. SW

Make	BIECCO D. LAWRIELT
Volts	11000
Normal Amps.	400
Capacity	250MVS
Phase	3
C/S	50
OCB	4

Make	English Electric
Rated Voltage	415Volts
Rated current	1250Amp.

2. L.T. SW

Make	Associated Switch Gear Pvt Ltd
Rated Voltage	415Volts
ACB	3 Nos
Bus Coupler	1

3. CAPACITOR PANNEL

MAKE	M/s Standard Capacitors
Rating	90KVAR

Note: The Capacitor panel to be refurbished by AIESL 2025-26, then the maintenance of the capacitor panel falls under the bidder part of this CAMC.

LIST OF EQUIPMENTS

- Capacitor Panel: M/s Standard Capacitors, 90 KVAR. capacity



REF-AIESLL/PPMM/DEL/24-25/240112

▪ DG SET AND AMF PANEL

(A) Diesel Engine

Make	Kirloskar
Model	HA494
Engine Number	04.1701/97252
Capacity	41.2KW1500RPM

(B) Alternator

Make	Kirloskar
Machine No.	97E34000-232
Capacity	55.8Amp. /40KVA
Specifications	3Phase, D.B.P.F., ClassF,

(C) BATTERYCHARGERANDBATTERIES:01SET

- Input volt - 220/250A.C.
- Output volt - 24D.C.
- Frequency- 50Hz.A.C. Supply
- Batteries2Nos. - 12Volts,13plates,80AHeach

Note:

1. OVERALL CLEANING OF GENSET & ELECTRICAL PANEL- WEEKLY
2. CHECK OPERATION OF DG SET- WEEKLY
3. CHECK CONDITION OF ENGINE OIL AND CHANGE IT-YEARLY

(D) LIFTNO.1 (Upgraded in July 2024, under warranty till July 2025)

Type of Lift	Passenger
--------------	-----------



REF-AIESLL/PPMM/DEL/24-25/240112

No. of Lift	01No.
Capacity	08Passengers
Make	OTIS Elevator Company
Drive	2speed
No. of servicing floor	Ground+1 <sup>st</sup> floor+2 <sup>nd</sup> floor
Electric supply	440V.AC,50C/S

**NOTE:** - CONTRACTORS SHOULD VISIT THE OFFICE OF REGIONAL MAINTENANCE MANAGER FOR DETAILED SPECIFICATIONS OF ITEM NOS.A, B, C, D, E& F.

1. THE CONTRACTOR IS REQUIRED TO SEE THE INSTALLATIONS AS MENTIONED IN THE SCOPE OF WORK BEFORE SUBMISSION OF THEIR QUOTATION.
2. -THE MAINTENANCE OF ELECTRICAL INSTALLATION/ EQUIPMENTS WHICH ARE NOT SPECIFICALLY MENTIONED IN THIS TENDER, SHALL ALSO BE INCLUDED IN THIS CONTRACT.

**AI Engineering Services Limited**

Production Planning & Material Management Department (PPMM),  
New Avionics Complex, IGI Airport, T-2, New Delhi-1100037.India



ANNEXURE-D.1.7

**3. Other Equipment, support and Facilities**

**Water Supply**

**3.1** Operation & Comprehensive Annual Maintenance contract for EMF Building Installations, Trestles, Equipments etc. used by Group-B at IGI Airport, New Delhi.

**3.1.1** The scope of work consists of operation/Routine maintenance of tube wells, pumps etc. This also includes uninterrupted water supply to overhead tanks and ensure filling of tanks in all areas of AIESL at Terminal-2. The water supply is required to be manned on all day's brief scope of work is as under: -

1. The bidder will be responsible to operate tube well, booster pumps for filling/ replenishment of water in the underground / overhead tanks in EMF Bldg. At IGIA, Terminal-2, New Delhi
2. Routine Maintenance and checks of Tube wells, pumps motors and allied equipment.
3. To carryout change of gland packing of tube wells pumps to repair minor leakage in pipes, valves etc. whenever required.
4. The bidder will provide adequate number ie; one plumber and one helper for regular maintenance additional work will be planned as per the quantum of work by the bidder as and when.
5. The bidder will maintain necessary check on the performance & conditions of the pumps and record to be maintained.
6. The bidder will be responsible to maintain uninterrupted water supply at these locations during the period of the contract.
7. Attend to minor maintenance works such as changing of water pump glands, pump repairs, motor rewinding, couplings, rubber, fuses, oiling & greasing etc.
8. The bidder will carry out checks for contact in electrical wiring/ Electrical panel, Pump connecting parts, pipe lines, pipe fittings etc. periodically.
9. As we do not possess any layout plan of the pipelines nor do we have any drawings of the same, contractor, is required to find out sources & layout of water supply system at IGIA of their own.
10. In the event of any loss/damage to our property/requirements during the process of maintenance/operation of water supply by your personnel, the contractor will be liable to make good such losses.
11. List of tube wells/ submersible pump, overhead tanks, underground tank, booster pump etc. is attached as Annexure-D 1.8.
12. In case of submersible pump gets un-serviceable, the bidder will lift and lower the pump any number of times during the contractual period along with maintenance.
13. The following materials should be arranged by the contractor himself and no extra amount will be payable to him on this account.
  - i) Welding electrodes
  - ii) Fuse wires and insulation tapes
  - iii) Solti and safeda required in plumbing works
  - iv) Grease required in fans and exhaust fans/motors and pumps
  - v) Lime/bleaching powder required for disinfections of water tanks



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14. The contractor shall engage other work man like welder plumber etc. as and when the work demands in addition to the routine labour (skilled and unskilled) at no extra cost.

15. In addition to the jobs that are required to be carried through the minimum labour force, the following jobs shall be carried out by the contractor periodically at frequency shown against each job:

Cleaning and disinfections of :(As per list given in annexure-9)

- a) Underground/ground level (portable and unfiltered water) tanks. **Once in five months**  
b) Overhead terrace tanks **Once in four months**

16. All the breakdown & preventive maintenance to be carried out by the party, no extra payment will be made with party for the above work.

17. The passes of Labour to be made from BCAS by the contractor for day-to-day maintenance of work at his own cost as required.

18. LIST OF EQUIPMENTS i.e. TUBEWELLS, OVERHEAD /UNDERGROUND TANKS & WATER BOOSTER/SUMEBERSIBLE PUMPS ETC.AT AIESL EMF Building in Terminal-2, at IGIA, New Delhi is attached below.

19. No extra payment will be made for addition of Pumps & motors, breakdown & preventive maintenance.

20. Water supply system

S/No.	Item	Location	No.	Capacity	Remarks
1	Water Tanks on GROUND	CONCRETE HUME	10	55,000L	
		Tank on Pedestal			
2	Water Tanks(O/H) Sintex on terrace	Sintex Tanks	2	3,000L Each	
3	Water Booster Pumps	Pump Room	2	As on site	
4	Submersible Pump	Pump Room	1	As on site	
5	Portable water underground tank / pump		1	Ground	

1. AREA OF WORK: Split and window AC (06 Nos)

The work is to be carried out in AIESL premises at EMF Building, Terminal-2 & Terminal-3, IGI Airport, New Delhi.

Maintenance Services:

**AI Engineering Services Limited**

Production Planning & Material Management Department (PPMM),  
New Avionics Complex, IGI Airport, T-2, New Delhi-1100037.India





REF-AIESLL/PPMM/DEL/24-25/240112

Category	Task	Frequency	Remarks
<b>Routine Inspections</b>		Quarterly	
	Conduct bi-annual inspections (pre-monsoon and pre-summer) of all split window AC units.		
	Check and clean filters, coils, and fins to ensure efficient operation.		
	Inspect and tighten electrical connections and test for any potential issues.		
	Examine refrigerant levels and check for leaks.		
	Assess the performance of the thermostat and controls.		
	Inspect and clean the drainage system to prevent water damage.		
<b>Preventive Maintenance</b>		Quarterly	
	Replace or clean air filters as required.		
	Lubricate moving parts to reduce friction and wear.		
	Check and calibrate temperature settings to ensure proper cooling.		
	Clean condenser and evaporator coils to maximize efficiency.		
	Inspect and clean the condensate pump and drain lines.		
<b>Breakdown Maintenance</b>		Immediately	

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Production Planning & Material Management Department (PPMM),  
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	Address and repair any breakdowns or malfunctions in the AC units.		
	Replace faulty components such as compressors, capacitors, and contactors.		
	Perform refrigerant recharging if levels are low.		
	Repair or replace damaged ductwork or insulation.		
	Fix any issues related to noise, vibration, or unusual odors.		
<b>Emergency Services</b>		Quarterly	
	Provide 24/7 emergency repair services for critical issues impacting the functionality of the AC units.		
	Response time for emergency service requests shall be within [24 hours] from the time of the request.		
<b>Labor and Spare Parts</b>		Quarterly	
	Include all labor costs & spares for routine, preventive, and corrective maintenance.		
	Provide and replace standard parts (excluding major components) at no additional cost.		
	Major components and specialized parts will be billed separately, with prior approval from the EIC-AIESL.		
<b>Documentation and Reporting</b>		Quarterly	



REF-AIESLL/PPMM/DEL/24-25/240112

	Maintain a detailed log of all inspections, maintenance activities, and repairs performed.		
	Provide a comprehensive report after each scheduled maintenance visit, including recommendations for any additional repairs or replacements.		
	Notify the user of any potential issues or required major repairs during maintenance visits.		
<b>Terms and Conditions</b>		Quarterly	
	The CAMC is valid for one year may be extendable based on satisfactory performance.		
	AIESL reserves the right to modify/terminate the CAMC if not satisfied the performance, any unlawful act of the contractor or is personals (any damages to the property of AIESL/any kind of illegal involvement or activities inside the AIESL premise or IGI airport). The cost of the damages will be recovered from the contractor and Necessary legal action will be taken against the contractor which ever deems to fit.		
<b>Contact Information</b>	Provide contact details for the service provider's support team for scheduling, inquiries, and emergency services.	Quarterly	

1. Signature of Service Team of Party:
2. Signature with Stamp of Contractor:

Signature of EIC, AIESL

**AI Engineering Services Limited**

Production Planning & Material Management Department (PPMM),  
New Avionics Complex, IGI Airport, T-2, New Delhi-1100037.India

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REF-AIESLL/PPMM/DEL/24-25/240112

**AREA OF WORK:** Portable fire extinguisher bottles qty-34 nos

1. The work is to be carried out in AIESL premises at EMF Building, IGI Airport, Terminal-2, New Delhi.  
ABC Type: 34Nos

2. Inspection of fire bottle

- I. Monthly inspection and maintenance of the portable fire extinguishers at EMF Building.
- II. Maintenance & inspection of portable fire extinguishers:

Maintenance & inspection technicians should have a valid maintenance & service certificate from NFPA (or equivalent).

2.1 Extinguishers should be checked externally and weighted, validate the correct pressure, and find any signs of damage or corrosion (Sample Performa attached)

- Cartridge extinguishers are to be opened for internal inspection, and to have the weight of the cartridge tested.
- Extinguishers should be cleaned, and markings should be legible.
- Labels must be inspected for legibility and marked after inspection, where possible, hoses and mechanisms must be tested for clear, free operation.
- Markings or stickers must be present on the location of the fire extinguisher.

2.2. Responsible department & reporting lines

EFD is the responsible department & reporting: the contractor will send out weekly/monthly reports as per the attached sample with the status of the inspected equipment to EFD. All inspections should be scheduled and completed before month end and any irregularities should be immediately communicated with the EFD.

Locations of fire extinguisher bottles.

FIRE EXTINGUISHER LOCATION EMF COMPLEX Month: DEC 2024							
TERRACE LIFT ROOM			&		TOOL STOR		
TFS-1						TFS-1	
PASSENGER LIFT ROOM						TOOL STOR -B18	
01/ABC/ (Apr,25)						01/ABC(APR ,2025)	
2 ND FLOOR							
SFS-1	SFS-2	SFS-3	SFS-5	SFS-6			

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LIFT	ADMN WAY (Gallery)	MACH RO PAX	Ladies Washroom	Admin Office			
01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC (Apr, 25)			
1 ST FLOOR							
	FFS-1	FFS-2	FFS-3	FFS-4	FFS-5	FFS-6	
	LIFT -M	COD TAILORING	CAB APP	EFD STR	LIFT	COD RO	
	01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC (Apr, 25)	01/ABC(APR ,2025)	
		..	..				
GRD FLOOR							
	GFS-1	GFS-2	GFS-3	GFS-4	GFS -5	GFS-6	GFS-0.6
	LIFT	BOND STR	TOOL STR	WHEEL ROOM	MMD ST-I	OIL RO	AMERGANCY ASS ARYEA
	01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC (Apr, 25)	01/ABC(APR ,2025)	01/ABC(APR ,2025)
		..		..	..		
GFS-7	GFS-8	GFS-9	GFS-10	GFS-11	GFS-12	GFS-13	GFS-14
EMF SECURITY GATE	PUMP HO	CAN HALL	WHEEL ROOM	MMD GALLERY	MMD TOLATE	EMF SECURITY GATE	CAN HALL
01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC (Apr, 25)	01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC(APR ,2025)
B' MENT							
BFS-1	BFS-2	BFS-3	BFS-4	BFS-7	BFS-8		
LT ROOM-B2	DG SET ROOM-B1	HT ROOM	AC PLA	BASEMENT GALLERY	LT ROOM- B2		

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01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC(APR ,2025)	01/ABC(APR ,2025)
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1. Signature of Service Team of Party:
2. Signature with Stamp of Contractor:

Signature of EIC, AIESL

\*Location can change depending on business needs

2.4. Start date & period of implementation.

2.5 Services & facilities to be provided by the Contractor

Materials & parts for maintenance and service of fire Extinguishers shall be provide by the contractor.



REF-AIESLL/PPMM/DEL/24-25/240112

**1. AREA OF WORK: Civil repairs work.**

The work is to be carried out in AIESL premises at EMF Building/Terminal-III, IGI Airport, Terminal-2, New Delhi. as and when required.

2. Civil repairs work such as (Civil work, Minor structural repairs work, toilet repair, door, window, water supply, water proofing for leakage, carpenter and painter work by qualified, manpower)

- All complaints received shall be documented.
- All the complaints shall be attended within stipulated time after receiving it by phone / SMS or in complaint register format and rectified in totality to the entire satisfaction of the complainant and engineer or his representative. However, complaint related to any emergency work has to be attended immediately without loss of time.
- All materials used on the Works shall be new and of the best quality available, conforming to the relevant specifications and as per good Engineering practice.

2.1 Measurement-BOOK for recording of works related to repair & maintenance shall be Provided and maintained by the contractor showing the complete working done.

2.2 A good quality of sprit/paint shall be used before painting and got approved by EFD Engg

2.3 First quality of paint manufacturer by the following firms ( in the same order of preferences) shall be used and to be brought at site before use in the sealed containers.

- |      |           |                              |
|------|-----------|------------------------------|
| I.   | Paint     | Nicolson/berzer/asian        |
| II.  | Primer    | Asian Paints                 |
| III. | Snowcem   | Super Snowcem/indocem/nevtex |
| IV.  | Distemper | Barger/Shalimar/Asian        |



**1. AREA OF WORK: Trestle / work stand maintenance.**

Scope of Work: Trestle / work stand maintenance- Monthly inspection/ Repairs & maintenance

1.1 Tenderers should note that the proposed contract is a works contract for "Trestle/ work stand Maintenance monthly inspection/ Repairs & maintenance The party has requested to go through the preventive maintenance stand scheduled as below. The Maintenance for 40Nos of trestle. & 20 Nos of equipment's for the schedule items.

1.2 List of trestles- Weekly inspection & breakdown repairs by supplying necessary spares & Preventive maintenance monthly. Check for Mechanical damages, wheels, brakes, rubber buffers etc. on WEEKLY basis.

1.3 List of trestle/work stand

S.NO	DESCRIPTION	TAG NO./SR NO	QTY
1	STAND (6 FEET)	12159 &AI-ENGG-WB/01A	1
2	STAND (6 FEET)	12160 &AI-ENGG-WB/02	1
3	STAND (6 FEET)	12161 &AI-ENGG-WB/03	1
4	STAND (6 FEET)	12162 &AI-ENGG-WB/04	1
5	STAND (6 FEET)	AI-ENGG-WB/05	1
6	STAND (6 FEET)	AI-ENGG-WB/06A	1
7	STAND (6 FEET)	AI-ENGG-WB/06	1
8	STAND (6 FEET)	AI-ENGG-WB/07	1
9	STAND (8 FEET)	12163 &AI-ENGG-WB/08	1
10	STAND (8 FEET)	12164 &AI-ENGG-WB/09	1
11	STAND (8 FEET)	12165 &AI-ENGG-WB/10	1
12	STAND (8 FEET)	12166 &AI-ENGG-WB/11	1
13	STAND (6 FEET)	AI-ENGG-WB/12	1
14	B-777 FRONT CARGO DOOR STAND	AI-ENGG-WB/01	1
15	COCKPIT WINDOW CHANGE STAND	AI-ENGG-WB/18	1
16	MULTIPLE HEIGHT WORKING STAND	AI-ENGG-WB/19	1
17	ENGINE COWLING WORKING STAND (L)	AI-ENGG-WB/20	1





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18	ENGINE COWLING WORKING STAND (R)	AI-ENGG-WB/21	1
19	B-777 ENGINE AREA WORKING STAND	AI-ENGG-WB/22	1
20	B-777 MAIN ENTRY DOOR STAND	B- 11383&AIESL/WB/23	1
21	B-777 MAIN ENTRY DOOR STAND	B-11382&AIESL/WB/ 24	1
22	B-777 WING TIP NAV LIGHT STAND	B11384&AI-ENGG-WB/25	1
23	B-777 APU STAND	AI-ENGG-WB-26	1
24	B-777 LOGO LIGHT STAND	AI-ENGG-WB/27	1
25	B-777 LOGO LIGHT STAND	AI-ENGG-WB/28	1
26	B-787 WHEEL WELL AREA STAND	B12608&AI-ENGG-WB/29	1
27	B-777 NOSE AREA WORKING STAND	AI-ENGG-WB/30	1
28	B-777 WING TIP HYD STAND	B12527&AI-ENGG-WB/33	1
29	B-777 WING TIP HYD STAND	B12528&AI-ENGG-WB/34	1
30	STAND (12 FEET)	AI-ENGG-WB/35	1
31	NEW STAND (11.5 FT)	AI-ENGGWB/39	1
32	NEW STAND (12.5 FT)	AI-ENGGWB/41	1
33	NEW STAND (5.5 WIDE)	AI-ENFFWB/42	1
34	NEW STAND (6 FT)	AI-ENGGWB/43	1
35	NEW STAND (8FT-9.5 FT)	AI-ENGGWB/44	1
36	NEW STAND (12 Ft+1.5 Ft adjustable)	AI-ENGGWB/45	1
37	NEW STAND (10FT)	AI-ENGGWB/47	1
38	NEW STAND (4FT)	AI-ENGGWB/48	1
39	NEW STAND (4FT)	AI-ENGGWB/49	1
40	B-787 LANDING GEAR WORK STAND	AI-ENGGWB/50	1

Note: Additional manpower under the justification of the bidder to the quantum of work.

- Inspection Work Stand/Trestle:

**AI Engineering Services Limited**

Production Planning & Material Management Department (PPMM),  
New Avionics Complex, IGI Airport, T-2, New Delhi-1100037, India

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AIESL Will provide the checklist for inspection for trestle/work stand & equipments.

List of Equipment's:

EQUIPMENT DETAILS						
1	ONE TON FLOOR CRANE (NEW)	7A	1	Dec-25	N/A	
2	ONE TON FLOOR CRANE	7	1	Aug-25	N/A	
3	NITROGEN TROLLEY(4 cyl cart,1800 PSI)	B-12523	1	AI-005	Dec-25	N/A
4	NITROGEN TROLLEY(4 cyl cart,1800 PSI)	B-12526	1	AI-016	31-May-25	N/A
5	NITROGEN TROLLEY(2 cyl cart,HP-2 CART)	AI-009	1	Dec-25	N/A	N/A
6	NITROGEN TROLLEY(2 cyl cart,HP-1CART)	1929387	1	Dec-25	N/A	N/A
7	COMPRESSOR (100 PSI) (ATLAS COPCO)	EDL/ACC/3	1	N/A	N/A	Model-XA90
8	COMPRESSOR (100 PSI) (ATLAS COPCO)	EDL/ACC/4	1	N/A	N/A	Model-XA157
9	COMPRESSOR (100 PSI) (ATLAS COPCO)	EDL/ACC/5	1	N/A	N/A	Model-XA157
10	FORK LIFT(1.5 TON) GODREJ	EDL/FRL/2	1	N/A	N/A	Model-GX150D
11	FORK LIFT(3 TON) GODREJ	EDL/FRL/3	1	N/A	N/A	Model-GX300D
12	GREASE GUN (25 KG)	GG4	1	N/A	N/A	Model-AH4/25
13	GREASE GUN (25 KG)	GG5	1	N/A	N/A	Model-AH4/25
14	DRUM HANDLER CAPACITY(400 KG)	DH-1	1	N/A	N/A	Model-DA40A
15	DRUM HANDLER CAPACITY(400 KG)	DH-2	1	N/A	N/A	Model-DA40A
16	SINGLE CYLINDER TROLLEY-1	C-1	1	N/A	N/A	N/A
17	SINGLE CYLINDER TROLLEY-2	C-2	1	N/A	N/A	N/A
18	FUEL DRAIN TROLLEY	1	1	N/A	N/A	N/A
19	GENSET (GE3000PSI)	GS1	1	N/A	N/A	HM170P
20	GENSET (GE3000PSI)	GS2	1	N/A	N/A	HM170P

1. Signature of Service Team of Party:
2. Signature with Stamp of Contractor:

Signature of EIC, AIESL

**AI Engineering Services Limited**

Production Planning & Material Management Department (PPMM),  
New Avionics Complex, IGI Airport, T-2, New Delhi-1100037, India



REF-AIESLL/PPMM/DEL/24-25/240112

1. AREA OF WORK: Fork Lift Maintenance Capacity 1.5/3 Ton, Godrej Make Mfg. 2018 - 2 Nos  
MONTHLY MAINTENANCE & BREAKDOWN MAINTENANCE AS PER MANUFACTURER'S CHECKS WITH GENUINE SPARES.
2. AREA OF WORK: Portable Air Compressor Maintenance & repairs 100 Psi, Atlas Copco Make, Mfg. 2008 - 3 Nos  
MONTHLY MAINTENANCE & BREAKDOWN MAINTENANCE AS PER MANUFACTURER'S CHECKS WITH GENUINE SPARES.

Operation & CAMC of electrical equipments substation/ Trestles/AC/ fire extinguisher other Equipments etc. in use at Group-B ENGG, T3/EMF IGI Airport, New Delhi.

- In case party's deployed manpower is not able to rectify any snags, party to seek help from the authorised service agency for the same without any extra cost to AIESL. Similarly, specialized items like Lifts, Forklift, Air Compressors, fire bottles, party to seek help from their respective specialists without any extra cost to AIESL.
1. Substation, Transformer, related switch gears in the basement- a fixed equipment operation maintenance - Required suitable manpower.
  2. Split ACs -AIESL Owned are installed at RMM Office at EMF Building need CMC. The job should be done through skilled manpower.
  3. Water cooler-4 Nos installed at EMF office required CMC. The job should be carried out by suitable skilled manpower.
  4. Portable Fire bottle-34 Nos required periodic monitoring/ refilling - CAMC. The Job should be carried out by suitable manpower.
  5. Civil Repairs to EMF Building (Minor repair)
  6. Trestle-40 Nos & Equipments-20 Nos need monthly inspection report should be submitted to EIC, EFD AIESL. The repairs of stand should be done within two days if major repairs within 7 days. Otherwise, penalty is applicable on pro rata basis.
  7. Forklift Maintenance Capacity 1.5/3 Ton, Godrej Make: The Party has to make provision to repair the items with genuine spares within two days if it is major within one week time. If delayed more than a week penalty applicable on pro rata basis.
  8. Compressor 100 Psi, Atlas Copco Make: The Party has to make provision to repair the items with genuine spares within two days if it is major within one week time. If delayed more than one week penalty applicable on pro-rata basis.
  9. The Contractor has to follow the safety standard/safety norm/Safety conditions while attending job airside/cityside of IGI Airport must wear Personal protective equipment (PPE).



Annexure-E

The Dy. Gen. Manager-Engg  
AI Engineering Services Ltd.  
Avionics Complex  
IGI Airport,  
New Delhi - 110037

**UNDER TAKINGS/CERTIFICATION:**

It is certified that:

- a. It is confirmed that if the LOI is awarded by AIESL to us, I/we shall obtain Form-V if required from AI Engineering Services Ltd and arrange license under Contract Labour (Regulation & Abolition) Act, 1970 issued by the Competent Authority within One Month & deposit a copy with AIESL at the time of commencement of the job. In the event of the Service Provider not being covered by the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 for any reason whatsoever, the Service Provider shall obtain a letter from the concerned labour authorities confirming the same.
- b. 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/ BCAS clearance/ GST/ Work Contract Act/ Provident Fund Act/ Shops & Establishment Act/ ESI Act/ Income Tax Act / Bombay Labour Welfare Fund Act, etc.) shall be produced for verification / checking of AIESL or to third party authorized by AIESL/ Law abiding agencies of Govt. of India.
- c. It is agreed that the requisite work as per enclosed work scope would be completed to the satisfaction of AI Engineering Services Ltd.
- d. It is agreed that the spot surprise checks could be conducted by AIESL / Service Provider authorized by AIESL, anytime and shortcomings are to be penalized.
- e. All the pages of the Technical Bid (Annexure E) have been duly signed by Bidders.
  - i. 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.
  - ii. I hereby confirm that I am authorized to sign the tender document and the information given in the tender is true and correct to the best of my knowledge and belief and nothing material is concealed / suppressed.
  - iii. I am submitting a soft of copy of all scanned documents & enclosures of technical bid marked Tech Bid pen-drive.

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

Signature \_\_\_\_\_

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

Name &amp; Designation:- \_\_\_\_\_

Co. Name &amp; Seal: \_\_\_\_\_

**AI Engineering Services Limited**

Production Planning & Material Management Department (PPMM),  
New Avionics Complex, IGI Airport, T-2, New Delhi-1100037, India



## Annexure - F

**Price Bid**

(Bidders are required to submit their rates in this format only otherwise the bid shall be rejected)

**Bill of Quantities**

The proposal received from the bidder who does not comply with any of the specifications/ requirements as mentioned below will be rejected.

**SUBJECT: Operation & Comprehensive Annual Maintenance contract of EMF bldg. installations, Trestles, Equipments etc. used by Group-B at IGI Airport, New Delhi.**

**BILL OF QUANTITIES**

SN	Description of work	Qty	Rate (INR) for one per item	Amount for one year
1	Electrical Supply and substation maintenance (Including HT/LT Capacitors panel repairs by the Skilled lineman license) [as per scope of work]	Job		
2	Split/Window ACs repairs & maintenance	3		
3	Water Cooler and Water Purifier Maintenance	4		
4	Refilling and certification of Portable fire bottles ABC type	34		
5	Civil repairs work such as (Civil work, structural repair work, toilet repair, Door, Window, Water supply, water proofing for leakages, carpenter and plumber work by qualified manpower) [as per scope of work]	Job		
6	OTIS Passenger Lift	01		
7	Trestle/Work Stand Maintenance – Daily inspection/ repairs & maintenance [as per scope of work]	Job		
8	Forklift Maintenance	2		
9	Portable Air Compressors Maintenance	2		
10	Total amount for one year (A)			

Total Amount for two years B=2X (A)

GST AMOUNT on above B (G)

**GRAND TOTAL (B+G), ALL INCLUSIVE AMOUNT, RS. (T)**

The value of "T" is to be filled in GeM portal to provide financial quotations.

This is to certify that, we have understood the detailed scope of work, specifications etc & shall comply by that.

Date:

Place:

Signature:

Name &amp; Designation:

Company Name &amp; Seal:

**AI Engineering Services Limited**

Production Planning & Material Management Department (PPMM),  
New Avionics Complex, IGI Airport, T-2, New Delhi-1100037, India



**SECURITY DEPOSIT FORM**

To

Dy. GM-Engg  
AI Engineering Services Ltd.  
Avionics Complex  
IGI Airport,  
New Delhi-110037

I/We, the undersigned declare that:

After having been qualified for award of Contract and vide provision of the captioned tender, we will deposit equivalent sum of **5% (five percent) of the total value of the Contract towards interest free Security deposit**, within 2 weeks of receipt of the Contract.

The Security Deposit will be paid by way of Account Payee Demand Draft, Bank Guarantee (BG) issued from any commercial bank from any Commercial bank, in favor of AI Engineering services Limited (AIESL), payable at Delhi.

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

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

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

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



## Annexure -H

## FORMAT OF AUTHORIZATION LETTER FOR ATTENDING Pre- BID

(On Bidder's Letter Head)

To

The Dy. Gen. Manager – Engg.  
Avionics Complex  
AI Engineering Services Ltd  
I.G.I Airport Trml- 2  
New Delhi – 110037

**Sub: Authorization for attending pre-bid****Tender No:****Subject:**

The following persons(s) are hereby authorized to attend the pre-bid for the Tender mentioned above on our behalf.

Sr. No.	Name	Email ID	Contact No.	Signature
1.				
2.				

**Authorized Signatory Signature** \_\_\_\_\_**Name & Designation** \_\_\_\_\_**With SEAL****Note:**

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



## Annexure- I

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD**

(On Bidder's Letter Head)

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. That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD 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 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 and Seal of Authorized Signatory of bidder

Name of Authorized Signatory.....

Bidding Organization Name .....


**AI Engineering Services Limited**

Production Planning & Material Management Department (PPMM),  
New Avionics Complex, IGI Airport, T-2, New Delhi-1100037, India





## Annexure-J

Certificate for attending pre-bid/Site visit

(To be filled by Bidder)

To,

DGM, PPMM,

AIESL, NR, Delhi

Subject: Certificate of pre-bid cum site visit at AIESL.

I/we, -----representative of M/s-----  
 -----have visited the site and seen all equipments. I have understood the scope of work and terms & conditions detained in the tender.

Authorized Signatory

Signature \_\_\_\_\_

Name &amp; Designation \_\_\_\_\_

(With company seal)

**To be filled by Convenor, AIESL:**

This is to certify that Mr./Smt./Ms. -----representative of M/s-----  
 ----- has visited the site for evaluation of the work as per the scope of work.

Authorized Signatory \_\_\_\_\_

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

Date of visit \_\_\_\_\_



## Annexure-K

On bidder's company letter head

<b>(FORMAT FOR SUBMISSION OF UNDERTAKINGS)</b>	
<b>(TO BE ATTACHED WITH TECHNO-COMMERCIAL BID FROM-PART A)</b>	
	<b>Dy. General Manager (E-PPMM)</b>
	<b>Northern Region,</b>
	<b>AI Engineering Services Ltd,</b>
	<b>NAC, IGI Airport T2,</b>
	<b>New Delhi-110037.</b>
	<b>Tender No:</b>
	<b>Date:</b>
	<b>Subject: Acceptance and signing of the undertakings related to the Tender.</b>
	The following undertakings are accepted and confirmed as under:
<b>1</b>	That we are not a competitor MRO or subsidiary company of any MRO.
<b>2</b>	That we hereby give our un-conditional acceptance of all the terms and conditions including scope of work as given in the tender.
<b>3</b>	That we have quoted the rates as per format of the Fin. Bid
<b>4</b>	That the rates quoted, are valid for 120 days from the date of opening of the Tech. Bids.
<b>5</b>	That we have the capability & capacity to provide the services as per terms of the Tender.
<b>6</b>	That we shall execute the order within 30 days from the date of acceptance of the LOA.
<b>7</b>	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.
<b>8</b>	That payment term of <b>45</b> days is agreed.
<b>9</b>	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)
<b>10</b>	Possession of ESIC and PF registrations, is must at the time of application of the Tender.
<b>11</b>	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.
<b>12</b>	It is also confirmed that I am authorized to sign the tender documents.

Signature of Authorized signatory:

Co. Name &amp; Seal:

Date:

Place:

AI Engineering Services Limited

Production Planning & Material Management Department (PPMM),  
New Avionics Complex, IGI Airport, T-2, New Delhi-1100037, India