



Ref No: AIESL/MMD/ SITC of Water Meter /01

Date: 05.05.2026

INSTRUCTIONS TO BIDDERS

Subject: Tender for supply, installation, testing and commissioning of 3 numbers of water meters (2 Nos 50mm dia brass body water meter and 1 no 100 dia flanged type metal body water meter) at Engg, OAP, AIESL, Mumbai-29.

AI Engineering Services Limited (AIESL), Old Airport, Santacruz (E) invites on line bids through GeM portal from authorized firms/contractors for supply, installation, testing and commissioning of 3 numbers of water meters (2 Nos 50mm dia brass body water meter and 1 no 100 dia flanged type metal body water meter) at Engg, OAP, AIESL, Mumbai-29.

a) Description: Supply, installation, testing and commissioning of 3 numbers of water meters (2 Nos 50mm dia brass body water meter and 1 no 100 dia flanged type metal body water meter) at Engg, OAP, AIESL, Mumbai-29.

b) Job/Work Location: AIESL, OAP, Mumbai – 400 029.

DISCLAIMER

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

❖ General Terms and Conditions

- ✓ 'AIESL' as used in the Tender document means 'AI Engineering Services Limited'.

AI ENGINEERING SERVICES LIMITED

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

❖ ONE BID PER BIDDER:

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

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

In case of Partnership / LLP: Bidder must submit copy of Partnership /LLP Deed.
In case of Public / Limited Company: Bidder must submit copy of Share Holding details of all shareholders.
- ✓ It is the responsibility of the participating Bidder(s) to assess the relationship as mentioned above. In case any undertaking/declaration given by a Bidder(s) in this regard is found to be false, this would be a



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sufficient ground for rejection of Bid(s) /termination of contract and also initiation of further action as per Corrupt/Fraudulent/ Collusive / Coercive Practice.

❖ **Standard Terms & Conditions:**

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

❖ **SPECIAL CONDITIONS**

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

❖ **TENDER PROCEDURE**

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

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

- ✓ Technical clarification- Mr. Nilesh Ambre, Civil Engineer, PFD [e-mail-nilesh.ambre@aiesl.in](mailto:nilesh.ambre@aiesl.in).
- ✓ Bid Clarification- Mr. Ashisa Ku Swain, Dy. Manager-MM, email-ashish.swain@aiesl.in



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❖ **Handling of Grievances during the Tender Process:**

- ✓ Any Supplier, Contractor or consultant that claims to have suffered or is likely to suffer loss or injury as a result of a decision/action/omission of the Procurement Entity may make an application for its review within a period of Five (5) days to Dy. GM-PPMM in the email id- sd.shende@aiesl.in. Successful bidders may seek de-briefing regarding the rejection of their bid, in writing or electronically, within Five (5) days of the declaration of techno-commercial or financial evaluation result.
- ✓ Only directly affected and participating bidders can raise a grievance.
- ✓ Grievances can be raised only for the stage in which the bidder is eligible.
 - **After Pre-qualification:** Only pre-qualified bidders may raise issue about technical/financial bids.
 - **After technical evaluation:** Only technically qualified bidders may raise issues about financial bids.

❖ **Submission of BIDS:**

Technical Bid:

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

❖ **Price Bid:**

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

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

- ✓ The price offered / agreed should remain firm till completion of the contract.

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

❖ **AMENDMENTS / EXTENSIONS:**

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

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

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

❖ In addition to the above bid may also be rejected on the if bidder take deviations on the following clauses:

- ✓ Firm Price.
- ✓ EMD, Scope of Work (If applicable)
- ✓ Work Scope & Special Conditions of Contract
- ✓ Service Delivery Schedule (If applicable)
- ✓ Period of validity of Bid
- ✓ Performance Bank Guarantee/ Security Deposit
- ✓ Guarantee of work / Services/equipment.
- ✓ Service level agreement Arbitration / Resolution of Dispute Force Majeure Statutory Compliance to Applicable Laws (If applicable)
- ✓ Indemnity Bond on non-judicial stamp paper of Rs.200/-duly notarised (If applicable).
- ✓ All the pages of the Tender document must be mandatorily signed and stamped by the authorized signatory and along with the supporting documents as asked in the technical bid.
- ✓ All documents in support of the Tender must be submitted in accordance with the checklist.
- ✓ Any other condition specifically mentioned in the Tender documents, non- compliance of the clause thereof shall lead to rejection of the bid.

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

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

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

- ✓ The Bidder/s who qualifies for award of Contract will have to deposit with AIESL 5 % (Five percent) of the total value of the Contract, as Security Deposit (SD) within 10 days of notification of acceptance of bid and communication of contract. This SD will be free of interest. In case, the SD is not deposited in time, the bills shall not be processed for payment till the SD is paid.
- ✓ The Applicable Security Deposit / Performance Bank Guarantee must be submitted in the payment gateway available in the “<https://forms.eduqfix.com/aiengineering/add>” through online mode.
- ✓ The SD is applicable to all bidders including MSME's.
- ✓ In case of submission of Security Deposit/Performance guarantee is to be paid by way of Account Payee Demand Draft, banker's Cheque, ECS, Bank Guarantee issued from any Commercial Bank, Fixed Deposit Receipt from any Commercial Bank for an equivalent amount in favour of AI Engineering Services Limited and payable at Mumbai.
- ✓ It may please be noted that the original BG has to be forwarded by the Bank directly to AIESL through registered AD as per the detailed procedure which will be advised to the successful bidder. The expenses incurred towards submission of Security Deposit / Bank Guarantee will have to be borne by the successful bidder/s.
- ✓ In case of breach of Contract or violation of any terms of the Contract the Security Deposit shall be forfeited / bank guarantee be invoked.
- ✓ The Security Deposit / Bank Guarantee will be refunded / returned without interest within 60 days of successful completion of services against the Contract after adjusting for penalties, if any, that may be imposed under the terms of the Contract.
- ✓ Validity of the BG would be for an additional period of 60 days after the scheduled completion of all obligations under the Contract.

❖ **EVALUATION CRITERIA:**

✓ **Technical Bids :**

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

✓ **Price Bids:**

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

❖ **Inspection Clause:**

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



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❖ **Other Terms & Conditions:**

✓ **Force Majeure:**

✓ The Bidder / Successful Bidder /AIESL (herein referred to as Party / Parties) shall not be liable for, nor be in default by reason of any failure or delay in discharge of its obligations under this Tender / Contract, where such failure or delay is caused by any act, including but not limited to any act of God, action or inaction of government authorities, fire, flood, gales, storm, lightning, earthquake, explosions or other catastrophes, accidents, weather, power failure or shortage of power, riot, war (declared or undeclared), warlike operations, act of terrorism, boycott, embargo, rebellions, sabotage, epidemics, quarantines, lock out, restrictions on travel based on travel advisories of any governmental entity, unavailability of the usual means of transportation, hostilities, revolution, civil commotion or public disorder or any other cause beyond its control.

✓ The Party encountering and affected by such causes and event shall inform the other in writing immediately of such an occurrence event and shall use its best reasonable efforts to minimize the economic and other effects and rectify as soon as possible any harm or delay created thereby shall reasonably allocate its available resources, giving priority to their obligations under this Contract.

✓ For the avoidance of any doubt it is clarified that, payment obligations of AIESL shall be excused due to an event of Force Majeure.

✓ **Interpretation:** In the event of any difference in the interpretation of any of the clauses of the Contract / Purchase Order / Agreement and / or the Tender documents, the clarification given by CPO, AIESL shall be final and binding.

✓ **Arbitration:** Any dispute arising between the parties in respect of the construction, interpretation, application, meaning, scope, operation or effect of this document or the validity or breach thereof, shall first be resolved amicably by mutual consultation. If an amicable settlement is not forthcoming and dispute is not resolved within 21(Twenty One) days, from the date when mutual consultation started, recourse may be taken to settlement of disputes through arbitration as per the Arbitration and Conciliation Act 1996, and the award made in pursuance thereof shall be binding on the parties.

❖ **ERRANT BIDDERS:** In case after price bid opening the lowest evaluated bidder (L1) is not awarded the job for any mistake committed by them in bidding or withdrawal of bid or varying any term in regard thereof leading to re-Tendering, AIESL shall forfeit Earnest Money paid by the bidder and such bidders shall be debarred from participation in re Tendering of the same job(s) as well as against any Tender inquiry for any service sought by AIESL or its subsidiaries at all locations.

❖ **FRAUDULENT PRACTICES:**

✓ AIESL requires that bidders/contractors observe the highest standard of ethics during the bid and execution of contracts. In pursuance of this AIESL defines, for the purposes of this provision, the terms set forth below as follows

✓ “corrupt practice” means 1) offering, giving, receiving or soliciting directly or indirectly of anything of value to influence the actions of any person connected with the Bidding Process or 2) save and except as permitted engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOI or after the execution of the Agreement/Work Order as the case may be any person in respect of any matter relating to the Project or the LOI or the Agreement/Work Order who at any time has been or is a legal, financial or technical advisor of the Company in relation to any matter concerning the Contract of anything of value to influence the action of a public official in the procurement process or contract execution;

✓ “Fraudulent practice” means a misrepresentation/board of directors is the same/omission/suppression/disclosure of incomplete facts in order to influence the tendering process. Forging in order to influence a procurement process or the execution of a contract to the detriment of the AIESL, and includes collusive practice among bidders (before or after bid submission) designed to

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establish bid prices at artificial non-competitive levels and to deprive the AIESL of the benefits of free, fair and open competition.

- ✓ “Coercive Practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the tendering process.
- ✓ “Undesirable Practice” means 1) establishing contact with any person connected with or employed or engaged by the Company with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the tendering process or 2) having a conflict of interest and
- ✓ “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among bidders/prospective Service Providers to restrict or manipulate a full and fair competition in the Tendering Process.
- ✓ AIESL shall reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- ✓ AIESL shall declare a firm ineligible and put on holiday, either indefinitely or for a stated period if at any time it is determined that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a contract.
- ✓ AIESL shall rescind the contract forthwith, in case of successful bidder adopting fraudulent/forgery/corrupt practices during the currency of the contract.
- ✓ Blacklisting conditions: The party/ board of director (whose name is common) shall be blacklisted from participating in any Tenders floated by AIESL for the next six years, in case the Tenderer:
- ✓ Adopts fraudulent practices as cited above.
- ✓ Withdraws after award of the LOI/Work Order and fails to commence within the specified stipulated period and perform the contractual obligations during the currency of the contract.
- ✓ Negative feedback from AI and its subsidiaries.

❖ **JURISDICTION:**-The court of Mumbai only will have jurisdiction to deal with and decide upon any legal dispute what so ever arising out of this tender.

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

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

Date:
Place:

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

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PRE-QUALIFICATION CRITERIA - COMPLIANCE STATEMENT

Bidders who fulfil the following eligibility criteria, requirements, and submit documentary proof thereof along with the Technical Bid, will only be eligible for evaluation of the technical bids. Bidders are required to indicate the compliance status for each of eligibility criteria by stating Yes or No.

Sr. No.	Eligibility Criteria	Compliance (Yes / No)	Remarks
1	Whether Bidder is a Proprietorship/Partnership Firm, LLP Etc./Company registered in India under the Indian Companies ACT 1956 or Indian Companies Act 2013.		
2	<p>The bidder must have at least three years' experience as on 31st March 2026 of providing similar type of service to central/ State Govt./PSUs/ Nationalised Banks/Reputed Organizations.</p> <p>The bidder must have successfully completed similar work over the last three years i.e. the current financial year and the last three financial years / :-</p> <ul style="list-style-type: none">• Three similar completed service costing not less than amount equal to Rs. 39,700/- each. or• Two similar completed services costing not less than the amount equal to Rs. 49,620/- each. or• One similar completed service costing not less than the amount equal to Rs. 79,390/-. <p>If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSE, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.</p> <p>If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.</p>		
3	Should be a Firm (Proprietorship or Partnership / Company / Registered Society etc.) and should be a Reputed Manufacturer/Reputed Marketer for the last 3 years. Self-attested copy(s) of proof of above like Current Shop & Establishment License with the name of the owner, date of registration of the Firm / Company / Organisation, complete address, nature of business / items being traded, copies of Purchase Order(s) / Contracts) issued by any customer or any other valid document as a proof of above should be enclosed.		
4	Minimum Average Annual turnover of related services during the last 3 years ending 31 st march 2026, should be at least Rs. 1 Lacs or above. Bidder has to submit CA certificate.		
5	Possession of PAN number is a must at the time of application of the tender. Self-attested copy of PAN Number should be enclosed.		
6	<p>The bidder must possess GST Registration Number at the time of application of the tender. Self-attested copy of GST Reg. Number should be enclosed.</p> <p>In case, the bidder does not possess the GST Registration Number, they</p>		

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	need to give an undertaking that they will apply for and obtain the GST Registration Number/unregistered bidder, if the subject contract is placed on them by AIESL.		
7	Bidder should have not been black listed by any of Governments Authority or public Sector Undertaking (PSUs) in the last three years.		
8	Bidder should submit individual directors / Proprietors / Partners Aadhar Card / PAN Card / DIN Details (In case of Public Ltd. / Pvt. Ltd. companies) against the One Bid Per Bidder clause. In case of Pvt. Ltd / Public Ltd. companies' bidder should also submit Share Holders details against the clarification if required		
9	Besides the above eligibility criteria, a team of AIESL Officials may visit the office of the bidder to assess their infrastructure and capability as per AIESL's request.		
10	Tender document should be duly signed, stamped, and completed in all aspects (pages).		
11	This is a no deviation tender. Deviation taken in any clause of the tender shall liable to rejection of the bids.		

Date:
Place:

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

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Ref No: AIESL/MMD/ SITC of Water Meter /01

Date: 05.05.2026

❖ **Payment Terms:**

- No request for advance / pre-payment will be entertained.
- 100 % payment will be made as per GeM guidelines.
- TDS/ taxes shall be deducted by AIESL from payment made against these invoices, as per the applicable laws.

Date:
Place:

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



Ref No: AIESL/MMD/ SITC of Water Meter /01

Date: 05.05.2026

❖ **Penalty Clause:**

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

❖ **Termination and Exit Clause:**

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

➤ Notwithstanding the above, AIESL shall also be at liberty to terminate this agreement for any reason including change in situation/circumstances, etc. by providing the party with 90 days written notice. The party shall also be at liberty to terminate this contract by providing AIESL with 90 days written notice. In such an event, the terminating party shall have no right to claim compensation/damages, etc. from the terminating party on account of early termination. However, the party shall duly comply with their respective obligations during the notice period and thereafter, shall discharge the obligations arising out of the agreement till the termination.

Date:
Place:

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

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**Ref No: AIESL/MMD/ SITC of Water Meter /01****Date: 05.05.2026****BIDDER INFORMATION DETAILS****BIDDER'S DETAILS**

S. No.	Required Details	To be filled by the Bidder
1	Name of the Company	
2	Status of the Bidder – a) Whether a Firm (Proprietary, Partnership), Company, Corporation, Registered Society	
	b) If the Bidder is a partnership firm, then please state whether the signatory has the authority to refer to arbitration, any disputes concerning the business of the partnership agreement or a power of attorney.	
	c) If the Bidder is a Company incorporated under the Companies Act, 1956 / 2013, then the signatory should have the authority to submit the bid on behalf of the said Company and refer to arbitration disputes arising under this Tender and / or Contract by a power of attorney board resolution.	
3	Company office Address of the bidder	
4	Name of the Contact Person Designation Telephone no. / Mobile no. Email Address	
5	GST registration number	
6	PAN Card Number	
7	Copy of valid certificate of registration with agencies / bodies as mentioned under the Clause 'Benefits / Preference for Micro & Small Enterprises (MSEs)' must be submitted.	
8	Please specify the details of the registration certificate:	
	Registration Certificate No.	
	Date of Issue	
	Valid Up to	
	Item covered under Registration Certificate	
9	Do you have any ongoing disputes with any Govt. or statutory agencies? *	
10	Is the bidder a MSE unit owned by a person belonging to Scheduled Caste or Scheduled Tribe	
11	Relaxation to Start-up companies (whether MSME or Non-MSME) as per clause in tender terms will be given provided they submit the 'Certificate of Recognition' as mentioned in tender document under heading "Exemption of EMD" in tender terms.	
	a) Are you a Start-up Company	
	b) If yes, Certificate of Recognition to be attached.	
12	Annual Turnover Details of last 3 financial years	FY 2025-26 FY 2024-25 FY 2023-24
13	Any other relevant information	

(*) – if Yes, please provide details.

Date:
Place:

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

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SCOPE & DESCRIPTION OF WORK

1. Details of Workplaces:

“AI ENGINEERING SERVICES LIMITED (AIESL), AIESL Engineering premises, OAP, Mumbai-400029.”

2. The Scope of the works includes the following:

- Providing, fixing, testing and commissioning of water meters of approved make (Kranti or equivalent), comprising 02 Nos. 50 mm dia brass body water meters and 01 No. 100 mm dia flanged type metal body water meter, to be installed on existing water supply pipelines at AIESL premises, including cutting and dismantling of the existing pipeline at required locations, carrying out necessary modification/fabrication for proper alignment and seating of meters, cutting and threading of pipes, and installation of water meters in line with flow direction; the scope also includes providing and fixing all required accessories such as CPVC pipes and fittings, gate valves, GI barrel nipples, nuts, bolts, rubber insertion gaskets, sealing materials and other incidental hardware, reconnection of pipelines, ensuring leak-proof joints, proper support and alignment, testing after installation, and making the entire system fully functional, complete in all respects as per site requirements and as directed by the Engineer-in-Charge.

Note: The scope of work includes providing and erecting scaffolding or providing cherry picker or other mechanical equipment as and where required and shall not be claimed extra. All necessary safety equipment such as Personal Protective Equipment (PPE), safety helmets, Safety Harnesses, Fall Arresters, safety belts, safety shoes, Hand gloves, safety nets, crawling boards, ladders, and any other equipment required for safe execution of the work shall be arranged and provided by the Contractor at his own cost. The Contractor shall ensure that all safety measures are strictly adhered to by his workforce at all times. Further, all debris, waste materials, and other refuse generated during the course of execution shall be removed and disposed of at regular intervals so as to maintain a clean, safe, and obstruction-free working environment within the premises. *The buildings at the AIESL premises have an approximate height of 35 meters. However, the actual height varies from building to building and workshop to workshop, depending on structural design and functional requirements.*

Although the scope of work is initially limited to the designated area, it is to be noted that, upon the instructions of the Engineer-in-Charge (EIC), similar nature of work may be executed at other locations within the same premises. The scope shall not be considered restricted to the designated area alone. Quantities are tentative and may differ during execution of work. The execution may be subject to operational constraints such as aircraft movement, restricted access, security protocols, and availability of hangars/ workshop.

Approved makes:

- ✓ PVC/CPVC fittings: Astral, prince or equivalent make.
- ✓ Water meter: Kranti or equivalent make approved by BMC

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3. Completion of work:

- a) The overall subject work shall be completed within a period of 01 month from the date of issuance of the work order.
- b) The Contractor must be capable to complete the entire work as per the specifications and scope of work mentioned.

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- c) The Contractor must be capable to complete the entire work as per the specifications and scope of work mentioned.
- d) Work completion Certificate and Warranty Certificate.
- e) Contact details of personnel for maintenance / repair / warranty.
- f) The working hours for execution of the job shall be from 09:00 hrs to 17:00 hrs, Monday to Saturday. In case of any requirement for extension of working hours or execution of work on holidays, prior intimation shall be given to the Engineer-in-Charge (EIC) and/or his representative, the concerned user department, and the Safety Officer of AIESL.

4. Nature of Work:

Provision and Installation of Water Meters at AIESL, Engineering premises at OAP, Santacruz East, Mumbai -29.

5. Site Conditions:

5.1 The site for this work is in old airport at AIESL premises at KALINA SANTACRUZ EAST MUMBAI 400029 and it is a restricted area and security sensitive area. The contractor will keep entry passes always valid and will employ safe practices at work.

5.2 Interested bidders are recommended to visit the Site and need to bring Govt. approved ID cards for site visit, study the tender documents, take the actual measurements and fully clarify to understand the exact work content and note the site conditions before quoting. This proposed work is to be done in existing working area; hence contractor must understand the site constraints and safety concern. Failure of the bidder to visit and acquaint himself with the site conditions prior to submission of the tender shall not be considered a valid ground for any claim. The bidder shall be solely responsible for all consequences, discrepancies, or additional requirements arising after issuance of the Letter of Award (LoA) or during execution of the work.

5.3 Entry Permits: For obtaining entry permits during execution of the work, the contractor shall submit an email request to the User Department, clearly mentioning the subject work and providing details of all personnel proposed to enter the premises. The details shall include the names of the Engineer, Supervisor, and workmen, along with copies of their valid government-issued identity cards on day-to-day basis. The number of labourers permitted inside the premises at any time shall not exceed the number of workers covered under the contractor's valid Workmen Compensation Insurance Policy. The workers of the vendor may apply for 15-day pass on submission of "Police clearance certificate"

5.4 The contractor shall ensure that their site supervisor/engineers/workers are easily identifiable at all times by wearing a distinct company-approved apron or uniform displaying the contractor's/company's name/logo in front as well as back side of apron. The supervisor must be carrying a valid photo identity card issued by the contractor, which must be produced upon request by AIESL officials or security personnel. The apron/uniform shall be clean, in good condition, and worn throughout duty hours to maintain professional appearance and ensure clear identification of contract workers in the working area.

5.5 A qualified and responsible Engineer and supervisor will always remain present at site, when the work is being carried out. He will ensure compliance of standard safety precautions and use of safety equipment and safety equipment to be wear by worker while working on height. It is responsibility of

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Contractor's supervisor & Contractor's Safety Officer to instruct to wear all workers to follow safety rules and use of equipment's while working. In case if it is worker not following safety precautions/guidelines/protocols during performing the work. Supervisor should fine and report this incident to AIESL as well as contractor.

- 5.6 Any damage caused during the execution of work, will be made good by the contractor on his own cost, else the cost of damages will be recovered from the payment due to contractor.
- 5.7 AIESL will provide adequate space for keeping the contract material, but it will be contractor's responsibility to ensure its security. The contractor will maintain the site clean and remove all waste / loose/ unwanted items regularly.
- 5.8 **Additional safety conditions:**

All necessary safety equipment such as Personal Protective Equipment (PPE), safety helmets, Safety Harnesses, Fall Arresters, safety belts, safety shoes, Hand gloves, safety nets, crawling boards, ladders, and any other equipment required for safe execution of the work shall be arranged and provided by the Contractor at his own cost.

Where work is being carried out above areas where there is public access such as roads footpaths etc. particular care must be taken to ensure that no materials can fall from the working area.

Edge protection shall be provided at all leading edges or openings where workers or materials can fall more than two meters.

Contractors will submit the medical fitness certificate of all his employed workers by certified surgeon (Form 7) As per factories act. Form 7 will be provided by certified surgeon.

Contractor will submit licenses copy duly self-attested to Safety/Welfare Department for the compliance purpose before start of work.

Contractor will visit with all labours/workers with Safety Officer at Occupational Health Centre on daily basis before the start of work to check regular medical fitness by AIESL appointed doctor.

Contractor should maintain accident register; wages register and attendance register till the completion of work and should be submitted at safety department. This register should have contractors/company name and logo. These registers should be presented whenever asked by AIESL Officials on demand.

In case no accident reported during the work accident register duly signed by the contractor and his safety officer to AIESL Safety officer for compliance purpose.

a. Use of Scaffolds:

- All scaffolds should be erected as and where required and dismantled by workmen who are thoroughly experienced in the erection and dismantling of scaffolding. scaffolds should be

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inspected by Safety officer or his representative at least every three days after erection and the results of inspections recorded and the records shall be kept available for checking as and when required by competent authority or his representative.

- "Fit to Use" tags in/with green colour shall be displayed on all scaffolds to show whether they are safe for use or not. All Safe for Use tags shall be signed by a senior site engineer from the contractor.
- All scaffolds shall be constructed of sound materials free from patent defect. The following measures shall be taken.
- The scaffold shall be constructed for the correct use (Light or Heavy Duty) securely fixed to existing structures or adequately buttressed.
- The use of barrels, boxes, loose tiles or other unsuitable material shall not be used as supports for working platforms.
- All working platforms shall be fully boarded.
- All working platforms shall be kept free of unnecessary obstruction or rubbish
- Secure ladder access shall be provided.
- Permit to work should be issued to the workers every day after visual inspection.
- Red/Green tag on scaffold structure must be provided by a competent person prior to use.
- If the scaffold construction is not in accordance with the approved method statement stop works order should be issued and that the scaffold should be immediately dismantled. This process should be accompanied by a full-time site supervisor to ensure that the scaffold is dismantled.

b. Use of Ladders & Crawling boards:

- All ladders & Crawling boards shall be of sound construction and shall be free from patent defect.
- Ladders & Crawling boards should be checked weekly, and defective & Crawling boards shall be promptly and properly repaired or replaced.
- Ladders shall not be used as working platforms but may be used for work of short duration of up to thirty minutes.
- Metal ladders & Crawling boards shall not be used near or adjacent to overhead power lines unless they have been certified dead under a permit to work system.
- Ladders & Crawling boards shall be secured at the top or footed at the bottom to prevent slippage.
- Shall not be used if any rung is missing.
- Shall not be used for any other purpose than to provide access.
- Shall be set at an angle of seventy-five degrees unless designed for vertical access.
- all vertical ladders shall be fitted with hoops to prevent falls.

c. Safety Harnesses / Fall Arresters:

- Use of safety harnesses shall be considered wherever any work on height (2 meter or more) happening.
- Safety harnesses are used they should be of the full body double lanyard type and secure anchorage points shall be provided and used. Workers must be instructed in the proper use of harnesses.
- The Contractor shall ensure that no person engages in any activity, including organization, planning and supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so or, if being trained, is being supervised by a competent person.
- The Contractor, in selecting work equipment for use in work at height, shall give collective protection measures priority over personal protection measures; and take account of:-

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- The working conditions and the risks to the safety of persons at the place where the work equipment is to be used.
- In the case of work equipment for access and egress, the distance to be negotiated.
- The distance and consequences of a potential fall.
- The duration and frequency of use.
- The need for easy and timely evacuation and rescue in an emergency; and any additional risk posed by the use, installation or removal of that work equipment or by evacuation and rescue from it.

d. Requirements for collective safeguards for arresting falls:

- Collective safeguard is a safety net or airbag or other collective safeguard for arresting falls.
- Safeguard shall be used only if
 - i) A risk assessment has demonstrated that the work activity can so far indents is reasonably practicable be performed safely while using it and without affecting its effectiveness.
 - ii) The use of other, safer work equipment is not reasonably practicable; and
 - iii) A sufficient number of available persons have received adequate training specific to the safeguard, including rescue procedures.
 - iv) A safeguard shall be suitable and of sufficient strength to arrest safely the fall of any person who is liable to fall.
 - v) A suitable, industry-standard approved safety net shall be installed with appropriate supports at the designated location before the commencement of work.

e. Safeguard shall

- i) in the case of a safeguard which is designed to be attached, be securely attached to all the required anchors, and the anchors and the means of attachment thereto shall be suitable and of sufficient strength and stability for the purpose of safely supporting the foreseeable loading in arresting any fall and during any subsequent rescue.
- ii) In the case of an airbag, landing mat or similar safeguard, be stable; and
- iii) In the case of a safeguard, which distorts in arresting a fall, afford sufficient clearance.
- iv) Suitable and sufficient steps shall be taken to ensure, so far as practicable, that in the event of a fall by any person the safeguard does not itself cause injury to that person.

f. Requirements for personal fall protection systems:

- A personal fall protection system shall be used only if a risk assessment has demonstrated that:
 - i) The use of other safer work equipment is not reasonably practicable; and
 - ii) The user and a sufficient number of available persons have received adequate training specific to the operations envisaged, including rescue procedures.

g. A personal fall protection system shall

- Be suitable and of sufficient strength for the purposes for which it is being used having regard to the work being carried out and any Foreseeable loading.
- Where necessary, fit the user.
- Be correctly fitted.

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- Be designed to minimize injury to the user and, where necessary, be adjusted to prevent the user falling or slipping from it, should a fall occur; and
- Be so designed, installed and used as to prevent unplanned or uncontrolled movement of the user.
- A personal fall protection system Suitable and sufficient steps shall be taken to prevent any person falling or slipping from a personal fall protection system.

h. Use of Safety Net for Roofing Work on Site:

For carrying out roofing work at site, the use of safety nets is a mandatory collective protective measure to safeguard workers from fall-related hazards. Safety nets are to be installed securely below the working level, anchored to strong and stable structural members, ensuring that in case of accidental slips or falls, workers are protected from serious injuries. As per IS 11057 and other international safety standards, the nets must be of certified quality, load tested, and capable of absorbing the dynamic impact of a fall. They should be positioned as close as possible to the working platform & working area while maintaining sufficient clearance below to prevent contact with ground or structures. Proper installation requires that nets cover the entire work area without gaps or overlaps, and joints, if any, must be tightly tied to avoid failure. Before each use, safety nets must be inspected for damages such as cuts, abrasions, or weakened knots, and any compromised net should be replaced immediately. In addition to safety nets, workers must be equipped with personal fall arrest systems such as full-body safety harnesses with lifelines, along with safety helmets, shoes, and other PPE. Regular supervision, inspection, and documentation of the net's condition ensure compliance with safety requirements. By integrating safety nets with other fall protection systems, roofing work can be carried out efficiently while minimizing the risk of accidents. After completion of the project all the scaffoldings and nets shall be removed from the site.

In respect of all workmen directly or indirectly employed in the work for the performance of the contractor's part of this agreement, the contractor shall at his expense arrange for the safety provisions as per Indian Standard Safety codes shown below and shall at his own expense provide for all facilities in connection there with. In case the contractor fails to make arrangement and provide necessary facilities, he shall be liable to pay compensations prescribed under Workmen's Compensation Act 1923 as amended from time to time for each default and in addition the Engineer-in-charge shall be at liberty to make arrangement and provide facilities as aforesaid and recover the cost incurred on that behalf from the contractor, and no claims what so ever shall be entertained.

For the safety of all labour directly or indirectly employed in the work the contractors shall, in addition to the provision of CPWD safety code and directions of the Engineer-in-Charge, make all arrangements to provide facility as per the provision of Indian Standard Specifications (Codes) listed below & nothing extra shall be paid on this account.

IS code for safety shall be followed:

1. IS 3696 Part I: Safety Code for scaffolds and ladders.
2. IS 3696 Part II: Safety Code for scaffolds and ladders Part II ladders.
3. IS 764: Safety Code for excavation work.

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4. IS 4138: Safety Code for working in compressed air.
5. IS 7293: Safety Code for working with construction machinery.
6. IS 7969: Safety Code for storage and handling of building materials.
7. IS 4130: Safety Code for demolition of buildings.

The contractor shall take all precautions to avoid all accidents by exhibiting necessary caution boards and by providing red flags, red lights and barriers. The contractor shall be responsible for any accident at the site of work and consequences thereof.

Other agencies working at site will also simultaneously execute the works entrusted to them and to facilitate their working, the contractor shall make necessary provisions e.g. holes, openings, etc. for laying/burying pipes, cables, conduits, clamps, hooks, etc. as may be required from time to time. The contractor shall extend full co-operation to other agencies for smooth execution of works by other agencies. The final finishing of the work is to be executed in co-ordination with other agencies as directed by the Engineer-in-Charge.

a) Working at Heights

The buildings at the AIESL premises have an approximate height of 35 meters. However, the actual height varies from building to building and workshop to workshop, depending on structural design and functional requirements. Contractor shall ensure that work at height is properly planned for any emergencies and rescue appropriately supervised, and carried out in a manner, which is reasonably practicable safe. Contractor shall ensure that work at height is carried out only when the weather conditions do not jeopardize the health or safety of persons involved in the work. Guardrail, Toe-board, Barrier or similar collective means of protection shall be of sufficient dimensions, of sufficient strength and rigidity for the purposes for which they are being used, and otherwise suitable.

Working Platform shall be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area- having regard to the work being carried out there. Possess a suitable surface and, in particular, be so constructed that the surface of the working platform has no gap through which a person, material or object could fall and injure a person. A working platform and any supporting structure shall not be loaded so as to give rise to a risk of collapse or to any deformation, which could affect its safe use. Strength and stability calculations for scaffolding shall be carried out by the contractor. The dimensions form and layout of scaffolding decks shall be appropriate to the nature of the work to be performed and suitable for the loads to be carried and permit work and passage in safety.

A personal fall protection system designed for use with an anchor shall be securely attached to at least one anchor, and each anchor and the means of attachment thereto shall be suitable and of sufficient strength and stability for the purpose of supporting any foreseeable loading. Suitable and sufficient steps shall be taken to prevent any person falling or slipping from a personal fall protection system. Any other steps in the opinion of engineer-in-charge suggested will also be taken in Protection system Only metal ladders shall be allowed. Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition safely to support the ladder so that its rungs or steps remain horizontal, and any loading intended to be placed on it. A ladder shall be so positioned as to ensure its stability during use. A suspended ladder shall be attached in a secure manner and so that, with the exception of a flexible ladder, it cannot be displaced and swinging is prevented. No interlocking or extension ladder shall be used unless its sections are prevented from moving relative to each other

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while in use.

b) **Lifting appliances and gears**

The contractor shall maintain a register for record of examinations and test details of all lifting appliances. This register should also contain a system of identification of all tools and tackles, its date of purchase, safe working load etc. Contractors can utilize the services of any competent person as defined in Factories Act, 1948 and approved by Chief Inspector of Factories with the permission of the Employer.

c) **Automatic safe load indicators**

All lifting appliances and gears like cranes, hydras etc, if so constructed that the safe working load may be varied by raising or lowering of the jib or otherwise shall be attached with an automatic indicator of safe working loads approved by Bureau of Indian standards/ International certifying bodies which gives a warning to the operator and arrests further movements of the lifting parts.

d) **Qualification of operator of lifting appliances and of signaler etc.**

The contractor shall not employ any person to drive or operate a lifting machine like crane, hydra etc whether driven by mechanical power or otherwise or to give signals to work as a operator of a rigger or derricks unless he is above twenty-one years of age and possesses a valid heavy transport vehicle driving license as per Motor Vehicle Act and Rules, is absolutely competent and reliable, possesses the knowledge of the inherent risks involved in the operation of lifting appliances by undergoing a formal training at any institution of national importance, is medically examined periodically.

Note: The heights indicated above are tentative and subject to variation based on actual site conditions. The roofs within the AIESL premises have an approximate height of 35 meters; however, the actual height may vary from building to building, depending on structural design and functional requirements.

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Tender No.: AIESL/BOM/MMD/EFD/PFD/029

DATE: 16.03.2026

SPECIAL TERMS & CONDITIONS:

1. The quoted rates must be inclusive of all costs towards labour, material, tools, equipment, instruments, access stands, lifting tackles, hardware, consumable, transport, insurance etc. required to complete the proposed work
2. Payment will be made as per the joint measurement for the work actually completed at site and handed over to AIESL. No payment will be admissible for any excess or wastage.
3. The quantities mentioned in the BOQ are tentative and may vary depending on the site requirements. The contractor will not have any claim towards change in quantities. The contractor must take his own measurements before buying the material.
4. Contractor will not do any extra work leading to any extra payment, without permission of EIC. Any change in design, layout, scheme, tech specifications etc. must be duly approved in advance.
5. Workmen's compensation insurance policy shall be submitted before execution of work. In case of any loss to the individual property or assets of AIESL, the contractor is liable to pay the compensation to the individual and/or AIESL. The contractor will ensure the validity of Workmen's compensation Insurance Policy for the workers deployed at site.
6. The Defects Liability period (DLP) will be **five years** from the date of completion of work. AIESL will retain 10% of contract value as Security Deposit for this period. The contractor will attend all defects arising during this period at no extra cost. The response time will be next working days and the defects will be attended within maximum 5 working days. Alternately, this security deposit can be in form of a Bank Guarantee of equal amount for one year period. All interim and final bills will be submitted in 2 copies along with 2 copies of duly signed Joint Measurement sheet for the work done.
7. The clause for water supply & the sewerage charge as 0.65% and 0.35% respectively, making the total water + sewerage charges amounting to 1% of tender cost / Value of Work done shall be deducted from R.A. I Final Bill. Electrical charges for using electrical equipment's for carrying out general civil repair work will be 0.25% of tender cost and electrical charges for fabrication work will be 0.50% of tender cost.
8. The DLP shall be as below:

Sr. No.	Description of work	Defect Liability Period
1	Repair works	01 year
2	Structural repair works	01 year
3	Waterproofing/Roofing works	5 years
4	Painting work	01 year
5	Clearing wild Growth and carting away debris.	06 months

9. EXECUTION OF JOB:

- i) The successful bidder has to convey acceptance of Contract in writing within 7 working days of receipt of LOA (Letter of Award).

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DATE: 16.03.2026

- ii) The successful bidder has to execute an agreement of Terms & Conditions of the contract on a non-judicial Stamp Paper of Rs. 200/- within 15 days of his acceptance of the LOI, which shall be duly notarized. The cost of the Stamp Paper and notarization shall be borne by the successful bidder of its own.
- iii) The successful bidder shall be required to commence the services within 15 days, after acceptance of the work Order.
- iv) The successful bidder must deploy at its own cost a supervisor to monitor the work allotted to its (Service Providers) employee / staff ensure smooth provision of services.
- v) Any replacement / transfer of personnel deployed shall be informed to designated official of AIESL 15 days in advance & the new incumbent shall fulfil all the conditions listed herein.
- vi) While the scope of work is initially confined to the designated area, it may, under instructions from the Engineer-in-Charge (EIC), be extended to other locations within the same premises, provided the nature of work remains similar. Accordingly, the scope shall not be deemed limited to the designated area alone.

10. SUBCONTRACTING:

During the currency of the contract the service provider shall not sub contract the job and the contract is not transferable /assignable.

11. COMPLIANCE OF LABOUR LAW:

- i) The Successful Tenderer shall be liable for due observation and implementation of the statutory conditions or requirements of labour laws as applicable to his employees. The Successful Tenderer shall duly comply with all Central and State Acts, laws, statutory rules, regulations, bye-laws as applicable or which might be applicable to the Service Provider/Successful Tenderer. including Contract Labour (Regulation and Abolition) Act, 1970.
- ii) The Successful Tenderer shall at all times indemnify and keep indemnified the Company AIESL where the services are being provided against any / all claims under the Workmen's Compensation Act; Payment of Wages Act, Payment of Bonus Act, Employees' Provident Funds & Miscellaneous Provisions Act; Payment of Gratuity Act, Minimum Wages Act, Employees' State Insurance Act or any other Act(s) or statutory amendments / modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury / death sustained by any worker or other personnel of the Bidder or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of the Bidder or not, who provided or provides the said Services under this Agreement.
- iii) The Successful Tenderer shall undertake to comply with the applicable provision of all welfare legislations and more particularly with the Contract Labour (Regulation and Abolition) Act, 1970, if applicable, for carrying out the purpose of this Agreement. The Bidder shall further observe and comply with all Government Laws concerning employment of staff employed by the Bidder and shall duly pay all sums of money to such staff as may be required to be paid under such laws. It is expressly understood that the Bidder is fully responsible to

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ascertain and understand the applicability of various Acts, and take necessary action to comply with the requirements of Law.

- iv)** The Successful Tenderer shall ensure that their firm is covered under the Employees Provident Fund and Miscellaneous Provisions Act and Employees State Insurance Act having its independent Code number. Thus, the bidder shall ensure that all the eligible employees are covered under these Acts.
- v)** The Successful Tenderer while submitting bills to AIESL as above shall also render documentary evidence with an undertaking of the deposits of Provident Fund / ESI contributions made by the min respect of the workforce under consideration for payment of wages, failing which, the payment of the bill by the AIESL shall be withheld until such compliance.
- vi)** At no stage of the Contract shall the employees of the Successful Tenderer be deemed to be employees of AIESL the Successful Tenderer shall be liable not only to pay wages to his employees but overtime, any compensation, notice pay, gratuity or bonus as payable and the Principal Employer shall not be held liable for any obligation of the Successful Tenderer. Further the Successful Tenderer shall be responsible for providing facilities such as canteen, transport and medical to his employees as it shall not be binding on AIESL to provide these facilities to the persons deployed by the Successful Tenderer. The Successful Tenderer shall make arrangements to provide proper and valid identity cards to the employees.
- vii)** In case, while on duty and during the course of engagement in the work premises of AIESL under this Agreement, if any of the Successful Tenderer's workforce meet(s) with any injury indisposition due to the accident or other natural calamities, the Bidder shall ensure that immediate and adequate medical aid viz. First aid and subsequent treatment facilities are provided to the person(s) concerned free of cost and without fail. In addition, the Bidder shall also be liable for meeting with statutory liabilities under the Employee's State Insurance Act, 1948.
- viii)** The Successful Tenderer shall perform the work assignments to the best satisfaction of AIESL. In case of unsatisfactory performance, intimation shall be given in writing to the Successful Tenderer and AIESL reserves the right to cancel the Contract forthwith after due notice period. In that event the legal payments made to the workforce of the Bidder shall be fully recoverable from the Bidder from his Security deposit/outstanding bills.
- ix)** The Service Provider shall maintain proper record/registers as required under the Contract Labour (Regulation and Abolition) Act 1970 or any other Acts, Rules and other relevant enactments thereon. The Records / Registers shall be produced for Verifications / Inspections as and when required by AIESL. AIESL reserves the right and power to check regarding statutory payments of Wages, ESI, EPF, GST, as considered necessary. The Bidder shall possess a valid license for the jobs being carried out. The said licenses and permission issued by statutory authorities shall be renewed from time to time and kept valid during the currency of the contract.
- x)** The Service Provider shall be the employer of his personnel and AIESL shall not be held partially or fully responsible for any dispute that may arise between the Service Provider & his Personnel.
- xi)** It shall be sole responsibility of the Service Provider to settle disputes if any, arising out of the engagement between the Service Provider and the personnel engaged by them. The management of AIESL shall not in any way be responsible, in the event, the personnel approaches to the competent authority, under any Labour Act or the Court, the entire expenses in this behalf shall be borne by the Service Provider. For any failure, the Service

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Provider shall alone be responsible for all action initiated by the Enforcing Agencies of the Government & others, including penalties imposed thereon and AIESL shall have no obligation towards them.

- xii)** The Successful Tenderer hereby confirms that the said Successful Tenderer, have registered their firm / company with each and every authority under all applicable provisions of law, requiring registration and Bidder further confirms that all licenses required under each and every applicable provisions of law had been granted to the said Bidder and that the provisions of Contract Labour (Regulations and Abolition) Act, 1970, Employees Provident Fund and Misc. Provisions Act, 1952, Employees State Insurance Act 1948, Payment of Wages Act 1936, Workmen's Compensation Act 1923 and Minimum Wages Act 1945, Employer Liability Act 1938 are being followed by the said Bidder in strict compliance thereof. The Bidder shall ensure that all returns that are required to be submitted under the applicable labour laws shall be submitted from time to time.
- xiii)** All payments shall be made to the workmen deployed by Service Provider on a monthly basis. Attendance register incorporating all details of attendance in respect of the workmen deployed by them is to be maintained. The Bidder shall ensure that the disbursement of wages to the persons deployed /engaged by them shall be made on or before the 7th of following month.
- xiv)** The Successful Tenderer shall strictly ensure that Minimum Wages as stipulated by the appropriate Government is paid each month to the workmen deployed by them. The Bidder shall issue salary slips to each of the workmen engaged by them every month in respect of the wages paid. The Bidder shall ensure that the workmen deployed by them are granted a paid weekly off. This shall be a mandatory compliance.
- xv)** The Successful Tenderer shall not engage any workmen below the age of 18 years. The Successful Tenderer shall produce age proof in respect of the workmen deployed by them, if required by AIESL.
- xvi)** As per the statutory provisions under the Factories Act, 1948 (Maharashtra Rules), Contract Labour (Regulation & Abolition) Act, 1970, Maharashtra Labour Welfare Fund Act, 1953, and other applicable labour welfare legislations, it has been observed that specific registers and records are required to be mandatorily maintained by the Contractor for contract workers.
- xvii)** To avoid any liabilities on AIESL, the contractor will be completely responsible for maintaining all statutory registers, returns, and records as required under applicable labour laws, including but not limited to:
1. Register of Contractors' License & Validity (to be obtained from State Government and valid for the during entire period of contract or completion of work.)
 2. Workers' compensation policy should be drawn at Mumbai location as work location is in the state of Maharashtra.
 3. All workers to be employed with contractor's agency along with the documentation like appointment, wage slip generated on monthly basis.
 4. Contractor should provide the safety helmet, safety shoes and other necessary equipment's as per requirement and suggested by Safety Officer, AIESL during the repair work.
 5. General Registers under Contract Labour (R&A) Act, 1970
 6. Register of Workmen Employed by Contractor (Form XIII)
 7. Employment Card for each worker (Form XIV)
 8. Service Certificate to workmen (Form XV)
 9. Muster Roll (Form XVI)

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10. Register of Wages (Form XVII)
11. Wage Slip (Form XIX, issued monthly to each worker)
12. Register of Deductions (Form XX)
13. Register of Fines (Form XXI)
14. Register of Advances (Form XXII)
15. Register of Overtime (Form XXIII)
16. Register of Bonus (Form C under Payment of Bonus Act)
17. Accident Register

12. Registers Contractor Must Maintain (Mandatory)

- Muster Roll (Attendance)
- Register of Wages
- Wage Slips (Monthly)
- Register of Overtime
- Register of Deductions / Fines / Advances
- Register of Workmen Employed by Contractor
- Employment Cards & Service Certificates (Appointment letter)
- PF & ESI registers + challans.
- Accident Register & First Aid Register
- Register of Leave with Wages
- Health Register (hazardous operations, if applicable)
- Bonus Register
- Compensatory Holidays Register
- E-Sharm Card of each worker who is to be employed for the work on daily/monthly wages.
- First-Aid and Fire & Safety Training along with the Certificate to be provided for all workers.
- Medical Certificate issued by Certified Surgeon of every worker before the deployment (FORM 7 Health Register)
- Age proof & ID records of each worker (Permanent address as well local address with local police verification)
- Registers & Records under Maharashtra Labour Welfare Fund Rules :-

13. Contractor must maintain:

- Register of Wages & Attendance (already required under CLRA/Factories Act – used as base for LWF).
- Register of Contributions (showing deduction of employees' share and employer's matching contribution).
- Challan Copies – for deposits made into the Labour Welfare Fund.
- Returns: Half-yearly return to be filed with MLWB along with payment challan.

14. RECOVERY OF SUM DUE:

- a) As per the contract entered between AIESL and the Successful Tenderer, if any sum of money is recoverable from the Successful Tenderer, AIESL shall be entitled to recover such sum by appropriating in part or full from the Security Deposit already deposited by the Successful Tenderer or from their outstanding bills.

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- b) In the event of the Security Deposit being insufficient, the balance or the total amount recoverable, as the case may be, shall be deducted from any sum due to the Successful Tenderer, under this, or any other contract between the Successful Tenderer and AIESL. Also, shall this amount be insufficient to cover the said full amount recoverable, the Successful Tenderer shall pay to AIESL the balance amount, if any, within 30 days of the demand made by AIESL.
- c) If any amount due to the Successful Tenderer is so set off against the said Security Deposit, the Successful Tenderer shall have to make good the said amount so set off to bring the Security Deposit to the original value immediately, and in any event not later than 10 days of the depletion of the original value.
- d) AIESL reserves the right to recover from the Successful Tenderer's periodical payments, for any loss or damage caused to plant / equipment / machinery I building or any other property of AIESL by negligence or due to any other reason of successful bidder's employees, whatsoever.

15. INDEMNITY:

- i) The Successful Tenderer shall indemnify AIESL against third party claims arising out of equipment malfunctioning / mishandling or acts and deeds on the part of Service Provider's personnel deployed for the work. The Successful Tenderer shall also indemnify to reimburse any loss or damage by its personnel to AIESL personnel or property including Aircraft, machinery, equipment or buildings. In case, any such amount is not deposited / paid to AIESL, the same shall be deducted from Security Deposit/ Bills / Future payments due to the successful tenderer.
- ii) In the event, AIESL pays or is made responsible to pay the compensation for / towards non-compliance of statutory and labour provisions/ any other reason, the Successful Tenderer shall indemnify and keep indemnified AIESL to the full compensation in this regard.
- iii) In case of injury or loss of AIESL staff due to any act or deed of employee of Successful Tenderer or due to an accident, the Successful Tenderer shall arrange to pay AIESL employee or AIESL employee's legal heirs as per existing Govt. rules and regulations. The insurance claim settlement shall be the sole responsibility of the Successful Tenderer. The legal costs shall also be borne and paid by the Successful Tenderer.
- iv) In case of any financial liability imposed due to/ in the course of Service rendered by the Successful Tenderer, upon AIESL of any nature whatsoever, the Successful Tenderer shall be liable to make the said liability good forthwith failing which AIESL shall have the right to recover the said amounts by withholding payments/ forfeit deposits/ recover from amounts payable to Service Provider along with any penalty and interest thereof.
- v) It is hereby clarified that the Successful Bidder shall be solely liable for accidents, injuries, death and/or damages caused to any individuals and/or property of AIESL and/or any third party, due to gross 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 reasonable counsel fees and legal cost).
- vi) The Successful Tenderer shall indemnify and hold AIESL harmless from and against any liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by

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the Implementation Partner or its personnel and from any illegal use of any tool or software by the Implementation Partner. Indemnification shall be limited to direct claims, fines, penalties, only when Bidder is solely and directly attributable to it. Bidder would defend at its own cost.

vii) The Successful Tenderer shall indemnify against any clause elsewhere as referred to in this tender document which specifies so.

16. COMPLIANCE OF SECURITY REGULATIONS:

- i) The successful bidder shall be solely responsible for all the safety and security regulations of AIESL, MIAL, AAI or any other agency associated with airports activity and shall ensure its strict adherence and compliance by personnel deployed by them.
- ii) Any violation of security regulations and indulging in illegal activities including but not limited to smuggling / theft. by successful bidder's personnel shall be at the cost / risk of successful bidder and shall be liable for all the legal consequences thereof.
- iii) The successful bidder shall ensure a prior verification of character and antecedents of its personnel from local Police before deployment AIESL being declared as "Security sensitive area". Every employee's photograph, copy of Police verification of character and antecedents and successful bidder undertaking to be furnished to AIESL's Security Department, before its deployment for rendering the services.
- iv) The successful bidder shall provide at its own cost the proper uniforms (bearing company name and logo) of distinct colour for the personnel deployed for performing the services for ease of identification.
- v) The personnel so deployed must be in possession of photo identity cards provided by the successful bidder under its signatures; company's name and sell which must be produced when demanded by AIESL officials.
- vi) Any lapse noticed on the part of any employee of successful bidder involved in the pilferage /malpractices shall be inquired into by AIESL Security / other officials and suitable action including legal proceedings shall be initiated for breach of contractual liability along with applicable penal provisions of various laws.
- vii) The successful bidder shall take responsibility for good conduct of its employees in AIESL / airport premises. If any of the successful bidder's employee is involved in any theft / pilferage of property. AIESL reserves the right to impose penalty on the successful bidder apart from AIESL right to take appropriate legal action.
- viii) The successful bidder shall also be responsible for getting all necessary clearances, if any, from Govt. Agencies /Legal Authorities including Airports Authority of India/MIAL from time to time, with regards the provisions of services.
- ix) The successful bidder shall provide to AIESL all personal details (name, fathers name, age, permanent address & present address) along with passport size photograph, of its employees, and proof of age and educational qualifications who shall be working under this contract.

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- x) The successful bidder has to obtain height permits and fire permits on everyday basis till the work is completed. The bidder has to arrange for mechanical equipment like cherry picker cranes at their own expenses to carry out subject work and no additional charges shall be claimed separately.
- xi) The Successful Tenderer shall also be responsible for getting all necessary clearances, if any, from Govt. Agencies / Legal Authorities from time to time, with regard to the provisions of services.

17. ADDITIONAL CONDITIONS:

- 17.1. The work to be carried out under the Contract shall except as otherwise provided in these conditions, include all labour, materials, tools, plant, equipment's and transport which may be required in preparation of, and for, and in the full and entire execution and completion of the works. The descriptions given in the schedule of quantities shall unless otherwise stated be held to include waste 00 materials, carriage and cartage, carrying in, return of empties, hoisting, setting, fitting and fixing in position and all other labours necessary in and for the full and entire execution and completion as aforesaid in accordance with good practice and recognized principles.
- 17.2. The contractor is advised to inspect, examine the site, access to the site, its surroundings, ground, subsoil conditions and acquaint himself generally with all prevailing conditions, for entering into a contract and for proper execution of the work in time before submitting his tender. He shall obtain all necessary information as to risks, contingencies and other circumstances which may affect or influence submission of his Tender. No extra charge consequent on any mis- understanding or otherwise shall be allowed/payable to the contractor.
- 17.3. The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in the schedule of quantities which rates and prices shall, except as otherwise provided, cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the works.
- 17.4. **TIME AND EXTENSION FOR DELAY:** Time allowed for execution of works, as specified in CONTRACT, shall be of the essence of the contract. If the contractor commits default in commencing the work, as required by the work order, the Engineer In- Charge shall be entitled, without prejudice to any other rights or remedies by which the competent authority may terminate or rescind the contract, to forfeit the Earnest Money and such further amount, if any, as may have been deposited or given by the contractor, as Security Deposit, either in cash or by means of Bank Guarantee, or in any other manner-

If the work is delayed by:

- Force majeure or
- Abnormally bad weather or
- Serious loss or damage by fire or
- Civil commotions, local commotion of workmen, strike or lockout affecting any of the trades employed on the work, or
- Delay on the part of other Contractors or tradesmen engaged by the Company in executing work not forming part of Contract or
- Non-availability of stores, which are the responsibility of Company to supply or
- Non-availability or break-down of tools and plant to be supplied or supplied by Company or
- Any other causes which in absolute discretion of the competent authorities beyond the contractors control, then upon the happening of any such event causing the delay, the Contractor shall immediately give notice thereof in writing to the Engineer- In-Charge but shall nevertheless use constantly his best endeavours to

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prevent or make good the delay, and shall do all that may be reasonably required to the satisfaction of the Engineer-In-Charge to proceed with the works.

- Request for extension of, time to be eligible for consideration, shall be made by the Contractor in writing within fourteen days of the happening of the event causing delay. The Contractor may also, if practicable, indicate in such a request the period for which extension is desired.
- In any such case, the Competent Authority may give a fair and reasonable extension of time for completion of individual items or group of items of work for which the part periods of completion are specified in the contract or contract as a whole. Such extension shall be communicated to the Contractor by the Engineer-In-Charge in writing.

- 17.5 The Contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing the work or executing the work, whatever the cause of delays may be, including delays arising out of modifications to the work entrusted to him or in any sub-contract connected therewith or delays in awarding contracts for other trades of the project or in commencement or completion of such works or in procuring Government controlled or other building materials or in obtaining water and power connections for construction purposes or for any reasons whatsoever and the Company shall not be liable for any claims in respect thereof. The Company does not accept liability for any sum besides the Tender amount, subject to such variations as are provided for herein.
- 17.6 The Contractor shall take all precautions at his own cost by exhibiting necessary/caution boards day and night, red flags, red lights and by providing barriers etc. to avoid accidents. He shall be responsible for all damages and accidents caused due to negligence on his part. No hindrance shall be caused to traffic and movement of people while executing the work.
- 17.7 **SITE DRAINAGE:** All water, which may accumulate on the site during the progress of works or in trenches and excavations from other than the excepted risks shall be removed from the site to the satisfaction of the Engineer-In-Charge, at the Contractor's expenses, unless otherwise specified in the Tender.
- 17.8 **NUISANCE:** The Contractor shall not at any time do, cause or permit any nuisance on the site or do anything which shall cause unnecessary disturbance or inconvenience to others at or near the site of work.
- 17.9 **MATERIALS OBTAINED FROM DISMANTLING OF A STRUCTURE OR FROM EXCAVATION:** The materials of any kind obtained from dismantling of a structure or from excavation of the site shall remain the property of the Company, unless otherwise specifically provided for in the contract and such materials shall be dealt with according to the instructions in writing issued by the Engineer-In-Charge.
- 17.10 Specified above as part of the works shall be carried out by the Contractor on the same conditions in all respects including price on which the contractor has agreed to do subject work.
- 17.11 Time for completion of the work shall be extended in proportion that the altered, substituted or additional work bears to the original contract work and the certificate of the Engineer-In-Charge shall be conclusive as to such proportion.
- 17.12 **CONTRACTOR'S SUPERVISION:** The Contractor shall employ the following technical staff during the execution of this work at their own cost.
- The Designated Technical staff proposed by the contractor must meet the following minimum qualification and experience criteria: One Graduate Engineer or 02 qualified Diploma holder, when the work to be executed.
 - Technical staff shall Hold a recognized Government approved certification in Civil Engineering or equivalent
 - Possess a minimum of Five (5) years of proven experience in execution of work & aspects related to working in large-scale industrial, construction, aviation, or infrastructure projects.

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- The designated technical staff should have proficiency of local language as per the workers employed or engage for contract work.
- The Technical staff should be always available at site whenever work is going on to take instructions from the Engineer-In-Charge and to supervise and control the works. If the Contractor fails to appoint suitable technical staff as aforesaid and/or as directed by the Engineer-In-Charge, AIESL shall take necessary action for unavailability of technical staff. The Engineer-In-Charge shall have full powers to suspend the execution of the works until such date as suitable technical staff is appointed and the Contractor shall be held responsible. for delay so caused to the works.

17.13 INSPECTION AND APPROVALS: All works embracing more than one process shall be Subject to examinations and approval at each stage thereof and the Contractor shall give due notice to the Engineer-In-Charge or his authorized representative when each stage is ready. In default of such notice, the Engineer-In-Charge shall be entitled to appraise the quality and extent thereof.

17.14 No work shall be covered up or put out of view without approval of Engineer-In- Charge or his authorized representative and the Contractor shall afford full opportunity for examination and measurement of any work which is about to be covered up or put out of view and for examination of foundations before permanent work is placed thereon.

17.15 The Contractor shall employ in and about the execution of the work only such persons as are skilled and experienced in their several trades and the Engineer-In- Charge shall be at liberty to object to and require the Contractor to remove from the works any person employed by the Contractor in or about the execution of the work who in the opinion of the Engineer-In-Charge misconducts himself or is incompetent or negligent in the proper performance of his duties and such person shall not be again employed upon the works without permission of the Engineer- In-Charge.

17.16 Deviations/ Variations Extent and Pricing: In case of deviation of items or Extra items which are not available in the contract, section 2. General Conditions of Contract (GCC) of CPWD, 2.1 GCC Maintenance Works for year 2023 shall be followed https://cpwd.gov.in/Documents/cpwd_publication.aspx.

17.17 The Engineer-in-Charge/ Tender committee shall have power (i) to make alteration in, commissions from, additions to or substitutions for the original specifications, drawings, designs and instructions that may appear to him to be necessary or advisable during the progress of the work, and (ii) to omit a part of the works in case of non-availability of a portion of the site or for other reasons and the contractor shall be bound to carry out the works in accordance with any instruction given to him in writing signed by the Engineer-in-Charge and such alterations, omissions, additions or substitutions shall form part of the contract as if originally provided therein and any altered, additional or substituted work which the contractor may be directed to do in the manner specified above as part of the works, shall be carried out by the contractor on the same conditions in all respects including price on which he agreed to do the main work except as hereafter provided.

17.18 Before tendering, the contractor shall inspect the site of work and shall fully acquaint himself about the conditions prevailing at site, availability of materials, availability of land and suitable location for construction of go-downs, stores and camp, transport facilities, the extent of leads and lifts involved in execution of work.

17.19 The contractor shall at his own cost submit samples of all materials sufficiently in advance and obtain approval of Engineer-in-Charge. The materials to be used in actual execution of the work shall strictly conform to the quality of samples approved by the Engineer-in-Charge and nothing extra shall be paid on this account. The acceptance of any sample or material on inspection shall not be a bar to its subsequent rejection, if found defective.

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INDEMNITY BOND

THIS INDEMNITY BOND is executed on this _____ Day of _____ 2025, by hereinafter referred to as having, its registered Office at Service Provider (which expression shall unless it be repugnant to the context to the meaning thereof shall be deemed to mean and include its successor and assigns).

Whereas (.name of the Service Provider) shall enter into an agreement with M / s. AIESL, a Company hereinafter referred to as "AIESL" incorporated in New Delhi under Companies Act, 1956 having, its Headquarters at AI Engineering Services Ltd (AIESL), OAP, KALINA, SANTACRUZ EAST, MUMBAI-400029 (which expression shall unless it be repugnant to the context to the meaning thereof shall be deemed to mean and include its successors and assigns).

And whereas the Service Provider by means of an agreement shall complete the subject work at AIESL, Mumbai as per the annexure:

In term of clause 21 (Compliance of labour laws) and Clause 23 (Indemnity), The Service Provider agrees to undertake full responsibility and to keep AIESL indemnified against any loss, claims, damage, or liability caused by its personnel to AIESL personnel, property, aircraft, machinery, equipment, or buildings. The Service Provider shall also be liable for any damages, claims, or penalties arising from the breach of any applicable Central or State Labour Laws."

1. In the terms and conditions specified in the Tender Document the Service Provider agrees to be responsible for ensuring the compliance of Labour Laws both Central and State especially, but not limited to Employees State Insurance Act, 1948 and Workmen's Compensation Act 1923, Employees Provident Funds & Miscellaneous Provisions Act 1952, Payment of Wages Act 1936, Minimum Wages Act, 1938, Contract Labour (Regulations and Abolition) Act, 1970, Employers' Liability Act, 1938, Maternity Benefit Act 1961 and Bombay Labour Welfare Fund Act 1953 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.
2. It is further agreed that the Service Provider shall, within 07 days from the receipt of LOI (letter of intent), obtain Form- V from AIESL and arrange license under Contract Labour (Regulation & Abolition) Act, 1970 issued by the Competent Authority & deposit a copy with AIESL at the time of commencement of the job. In the event of the Service Provider not be 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.
3. It is further agreed that the Service Provider shall indemnify AIESL against any claim / s with regard to Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, Contract Labour (Regulations & Abolition) Act, Workmen Compensation Act, Bombay Labour Welfare Fund Act, any Acts / Laws prevailing during the validity of the contract applicable to the Service Provider and other emoluments / allowances payable to the workmen deployed by the Service Provider during the validity of the Contract. The Service Provider confirms that all records of payments including Wage Registers / Muster Roll/ Bank Clearance Statements / Overtime incurred penalties and advances if any in respect of the workmen engaged by the Service Provider shall be maintained and produced as and when required by the AIESL and I or any other third-party including Government Agencies / Authorities.
4. All payments shall be made to the workmen deployed by Service Provider on a monthly basis. Attendance register incorporating all details of attendance in respect of the workmen deployed by them is to be maintained.

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The Bidder shall ensure that the disbursement of wages to the persons deployed / engaged by them shall be made on or before the 7^e of the following month. Payments are to be made each month in the presence of a nominated representative of the

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Management of the company. The signature of the nominated representative shall be obtained on the salary sheets, date of disbursement to be indicated and official stamp to be affixed.

5. The Successful Tenderer shall strictly ensure that Minimum Wages as stipulated by the appropriate Government is paid each month to the workmen deployed by them. The Bidder shall issue salary slips to each of the workmen engaged by them every month in respect of the wages paid. The Bidder shall ensure that the workmen deployed by them are granted weekly off This shall be a mandatory compliance.
6. The Service Provider further confirms that necessary ESI / PF payments in respect of the workmen engaged by the Service Provider shall be made during the tenure of the contract within the time schedule as specified under the applicable Acts and further indemnifies AIESL against any claim / claims and liabilities arising out of the contract during the validity of the contract.
7. Security deposit as 10% of contract value will be deducted from each RA final bill payment or A bank guarantee for equal amount valid for Contract Period plus Defects Liability period is also acceptable in lieu of Deduction of Security Deposit.
8. The Service provider also confirms that the relevant records pertaining to half yearly returns in respect of ESI and Annual returns in respect of PF filed by the service provider shall be submitted to the AIESL from time to time. The Service Provider also undertakes to produce the relevant documents in respect of the various returns and the payments made during the tenure of the contract in respect of the workmen engaged by the Service Provider before any third party, Government Agency / Authority. The Service Provider also confirms that the Service Provider shall maintain all records relevant to the record of ESI / PF deductions / deposits made and shall produce the same before the AIESL as and when required and / or required by any third party, Government Agency / Authority.
9. The Service Provider hereby indemnifies and agrees to keep the AIESL indemnified, during the period of the contract and even thereafter, to make good any losses, payments, penalties incurred by AIESL on account of non-compliance of whatsoever nature on the part of the Service Provider in the matter of all applicable legislations with regard to his employees deployed on contract awarded to them by the AIESL.
10. We indemnify AIESL and its subsidiaries against any claim from ESI Authorities / PF Authorities and / or any other statutory bodies under various labour laws relating to claim with regard to the workmen deployed by us. We further indemnify, AIESL and its subsidiaries against any losses that may accrue / occur on account of any vigilance case / s filed / to be filed by ESI Authorities / PF Authorities and I or any other statutory bodies under various labour laws.
11. The Service Provider hereby indemnifies and agrees to keep AIESL indemnified, against any clause elsewhere as referred to in this tender document No. _dtd. _ which specifies so.

Signed, Sealed & Delivered

Within the named _____

Witness: 1)

Through their Director / Proprietor / Representative

2)

AI ENGINEERING SERVICES LIMITED

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

Tender No.: AIESL/BOM/MMD/EFD/PFD/029

DATE: 16.03.2026

AI ENGINEERING SERVICES LIMITED
MATERIALS MANAGEMENT DIVISION
OLD AIRPORT, SANTACRUZ (EAST), MUMBAI – 400 029



Tender No.: AIESL/BOM/MMD/EFD/PFD/029

DATE: 16.03.2026

Seal:

Document Owner:	AI Engineering Services Limited
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Version

Version	Date	Description
1.0		Service Level Agreement

Approval

(By Signing below, all Approvers agree to all terms and conditions outlined in this Agreement.)

Approvers	Role	Signed	Approval Date
AI Engineering Services Limited, WR	Dy.GM-PPMM		
_____	Proprietor/Director/ Authorized Signatory		

Agreement Overview

This Agreement represents a Service Level Agreement (“SLA” or “Agreement”) between M/s _____ and AI Engineering Services Limited for Carrying Out Repairs/ Replacement of leaking/ damaged roofing sheet of Hangar 2 (Nord portion) & Hangar 3 (Tail Portion) & Hangar 4 (A& B) (Tail Portion) and inclined portion at AIESL Engineering premises, OAP, Mumbai-400029.

This Agreement remains valid until superseded by a revised agreement mutually endorsed by the stakeholders.

This Agreement outlines the parameters of all housekeeping services covered as they are mutually understood by the primary stakeholders. This Agreement does not supersede current processes and procedures unless explicitly stated herein.

1. Goals & Objectives

The purpose of this Agreement is to ensure that the proper elements and commitments are in place to provide consistent housekeeping services and support to the AI Engineering Services Limited by the Contractor.

The objectives of this Agreement are to:

- Provide clear reference to service ownership, accountability, roles and/or responsibilities.
- Present a clear, concise and measurable description of service provision.
- Match perceptions of expected service provision with actual service support & delivery.
- Outline services to be offered and working assumptions between the AIESL and Contractor.
- Quantify and measure service level expectation
- Outline the potential methods used to measure the quality of service provided
- Define mutual requirements and expectations for critical processes and overall performance.
- Strengthen communication between AIESL and Contractor.
- Provide a viable/feasible medium for resolving conflicts
- Any other matter which is required to assess the contractor's performance.

2. Stakeholders

The following contractor and AI Engineering Services Limited shall be used as the basis of the Agreement and represent the primary stakeholders associated With this SLA:

M/s. _____.

(“Contractor”) AI Engineering Services Limited (“Customer”)

3. Periodic Review

This Agreement is valid from the Effective Date outlined herein and is valid for five months. This Agreement shall be reviewed fortnightly, in lieu of a review during any period specified, the current Agreement shall remain in effect.

The Business Relationship Manager (“Document Owner”) is responsible for facilitating regular reviews of this document. Contents of this document may be amended as required, provided mutual agreement is obtained from the primary stakeholders and communicated to all affected parties. The Document Owner shall incorporate all subsequent revisions and obtain mutual agreements/approvals as required.

Business Relationship Manager: GM (Engg.), AI Engineering Services Ltd, or his

nominee.

Review Period: Every Fortnight.

First Review Date: 1st review will be carried out one months after the commencement of the contract and thereafter every three months. (Every quarterly)

4. Service Agreement

The following detailed service parameters are the responsibility of the contractor in the on-going support of this Agreement.

4.1. Service Scope

The following Services are covered by this Agreement:

4.2 Work scope outlined the Tender document: Tender No.: Dated..... Customer Requirements, Customer responsibilities and/or requirements in support of this Agreement include:

- Certification of the task performed as assigned to the service personnel from time to time.
- Certification of the bills by the designated official, the list shall be provided after 15 days from the commencement date of the contract; in case of any change of designated official, the same shall be intimated in writing to the contractor.
- Payment for all support costs at the agreed interval.
- Reasonable availability of designated supervisor of the contractor when resolving a service-related incident or request.

4.3. Contractor Requirements:

Contractor responsibilities and/or requirements in support of this Agreement include:

- Meeting response times associated with service & with recommended manpower related incidences.
- Appropriate notification to Customers for all scheduled activity.
- The deployment of personnel by the Contractor will be done subject to suitability.

4.4. Service Assumptions:

Assumptions related to in-scope services and/or components include:

- Changes to services shall be communicated and documented to all Stakeholders in the addresses indicated below.
- DGM-MMD, AI Engineering Services Limited, MMD, Hangar 3, 2nd floor, Old Airport, Kalina,

Santa Cruz East, Mumbai 400029.

- Proprietor, (of the Contractor): Mr.

- M/s _____,

Email:

.....
.....

4.5 Any other matter which is required to assess the Contractor's performance.

5. Service Management

Effective support of in-scope services is a result of maintaining consistent service levels. The following sections provide relevant details on service availability, monitoring of in-scope services and related components.

6. General Service Requirements

- 1) **Allocation:** The allocation of service shall be advised by AI Engineering Services Ltd (AIESL) specifying the location and numbers required.
- 2) **Reviews:** Periodical review meetings shall be held between the company & the Contractor to review the quality & quantum of service provided by the Contractor & shall discuss any modifications if required.
- 3) **Service Performance:** The decision of AI Engineering Services Ltd., or any officer authorized by AIESL, shall be final with regard to the satisfactory performance of the services and any matter arising there from shall be binding on the Contractor.
- 4) **Audits:** GM (Engg.)/his representative shall audit the capability of the Contractor, before the commencement of the work of providing housekeeping services. Subsequently, AIESL shall be at liberty to perform periodical audits/spot checks at their discretion.
- 5) **Statutory Payments:** The Contractor shall maintain proper record/register as required under the Contract Labour (Regulation & Abolition) Act 1970 and rules and other relevant enactments thereon. The records/registers shall be produced for verification/inspection as and when required by AIESL, who shall have powers to conduct checks regarding statutory payments of wages, ESI, EPF, and other applicable statutes for the time being in force.
- 6) **Workforce:** The Contractor shall deploy well behaved

/skillful employees/workforce of unblemished character and with duly verified antecedents.

- 7) **Workforce –Details & Verification:** The Contractor shall furnish to the company in writing the name, parentage, residential address, educational & technical qualifications, specimen signatures, fingerprints and two recent passport size photographs of all personnel whom he proposes to employ for the purpose of this contract. The company shall be at liberty to forbid the deployment of any person whom it may consider undesirable after verification. The Contractor shall also have the character & antecedents of all persons employed by him verified by the police to the satisfaction of the company before a workman is deployed by the contractor. The proof of antecedent's verification by the prescribed authority shall be submitted to the company before deploying the individual for this contract. The appointment /assignment letter to work under this contract at AIESL – copy to be furnished.
- 8) **Uniform &Accessories:** All employees of the Contractor shall report for duty in proper and suitable attire. They will report for duty in a presentable condition at all times. It is also to be ensured that the said personnel report for punctually as per the office timings.

7. Operational Service Requirements:

- 1) **Liaising:** It shall be the responsibility of the Contractor to maintain continuous liaison with AIESL officials at all levels. The supervisor of the Contractor shall be solely responsible in this regard. In this regard, the officials of AIESL, GM(Engg.)/ his representative.
- 2) **Work- Area:** The Contractor shall ensure that none of its employees or workforce enter Hangars, Shops, Plants, or any other AIESL areas (as per the indicative list, amended from time to time in accordance with company policy) in which they are not specifically authorized to work. Any violation of this requirement shall result in forfeiture of the concerned individual's entry permit, in addition to the imposition of penalties as may be decided by the designated AIESL authority.
- 3) **Items in Office:** In case of missing items/theft on the office, proven to be done by the staff of the Contractor, AIESL at its sole discretion may levy penalty as deemed fit, against the Contractor

and / or the staff concerned.

While performing the Various manpower services by the personnel of the Contractor if any item belonging to AIESL is found, the same shall be deposited immediately with Officials of AIESL against receipt.

- 4) **Statutory facilities:** The Contractor shall ensure that all statutory facilities are extended to the personnel deployed by him.
- 5) **Work Culture:** The Contractor shall ensure that the staff deployed by him shall maintain polite and courteous behavior towards employees & staff of AIESL and also of customer airlines. If AIESL has any misgivings about any individual staff of the Contractor, the said staff shall be removed by the Contractor forthwith.
- 6) The Contractor shall ensure that his staff shall not be under the influence of liquor or any other intoxicants while on duty. In the event of such happenings, the staff shall have to be removed from the services by the Contractor and any damage caused by such of the Contractor 's employees shall be borne totally by the Contractor including, legal expenses. The Contractor staff shall not be loitering around when no work is assigned to them.
- 7) **Service Deficiency:** The Contractor shall make all possible efforts to overcome deficiencies in standards of service brought to their notice within a reasonable time frame (as mentioned in the contract document, penalty clauses).
- 8) **Servicing –Personnel, Office Equipment:** The personnel & office equipment to be used by them as specified in the contract/amendment letter to be provided with.
- 9) Any default on part personnel deployed by the Contractor in terms of attendance, behavior and non-performance shall be recorded in a logbook.
- 10) The Contractor shall ensure that the personnel deployed by him are available in the event of any exigencies of work. If such a requirement arises the Contractor will be informed in advance.
- 11) **Monthly-Bills:** The Contractors shall submit monthly bills duly supported by details of services rendered on a day to day basis with the total number deployed each day. The bills will be raised after fulfilling all the compliances as required under the various applicable statutes that are in force.

On receipt of the bills, the Authorized Officials of AIESL shall check the same as per records of the service form.

Any deficiency in service will attract a penalty (as per the contract document), the same shall be reflected on the bill/invoice before forwarding the bill to the Finance Department for final payment. In this connection, records of statutory payments, as mentioned in Section-a, Point-5 above shall also be scrutinized every month before the settlement of bills any discrepancy in this regard shall result in payment getting delayed. The contractor shall ensure that such records are kept proper & updated and submitted with monthly invoices on a regular basis.

7.3. Contractor shall ensure the provisions of all applicable welfare statutes and other applicable statutes will be meticulously complied by him.

8. Governing Terms and Conditions

The terms and conditions that govern the contract shall be as outlined in the contract against Tender Ref. No. AIESL/BOM/MMD/EFD/PFD/029 dated 16-03-2026.

Signed on _____ at _____


AI Engineering Services Limited
Customer

M/S _____

Contractor

Service Level Agreement (SLA)

Successful Bidder is required to sign SLA with AIESL for carrying Out Repairs/ Replacement of leaking/ damaged roofing sheet of Hangar 2 (Nord portion) & Hangar 3 (Tail Portion) & Hangar 4 (A& B) (Tail Portion) and inclined portion at AIESL Engineering premises, OAP, Mumbai-400029.

	PRODUCTION PLANNING AND MATERIAL MANAGEMENT MANUAL		AIESL/PPMM/NR/NAC1		
		Issue-02	Rev-0	Dec 2023	

**ANNEXURE C
BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To
Executive Director - Engineering,
AIESL.

WHEREAS
(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no.....dated to supply(description of goods and services)(hereinaftercalled "the contract").

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

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

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

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

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

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

NLN

NAAT



SAFETY NORMS

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

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

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

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

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

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

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

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

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

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

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

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

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

Precautions During Welding

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

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

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

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

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

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

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

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

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

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

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

Additional Precautions & Instructions

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

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

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

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

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

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

1. General:

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

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

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

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

Working at heights:

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

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

Electricals

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

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

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

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