

## DISCLAIMER

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

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

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

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

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

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

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

## Notice Inviting Tender

**Sub: Tender for logistics service provider for domestic transportation of company goods of AIESL.**

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

The period of the proposed contract would be 2 years, duly extendable for another 1 years, in yearly increments, at the same rates, terms and conditions.

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

Prospective bidders are requested to:

- Prepare the Technical Bid, consisting of the Technical bid response at Annexure A & C, along with cover letter at Annexure B, & the EMD of ₹ 2 Lakh (Rs. Two lakh) through online submission in GeM portal.
- Prepare the Financial bid, consisting of the Commercial bid response at Annexure – D, along with cover letter at Annexure E, for digital submission in GeM portal.

**Tender should be submitted in GeM portal only.**

**Last date and Time for submission of Tender: 24 December, 2025 up to 16.00 hrs IST**

**Date and Time for opening of Technical bids: 24 December, 2025 up to 16.30 hrs IST**

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

Thanking you,

yours faithfully,  
For AI ENGINEERING SERVICES LTD

Chief Procurement Officer  
New Delhi, INDIA

**(I) INTRODUCTION**

AI Engineering Services Limited (hereinafter referred to as **"AIESL"**), a company incorporated under the Companies Act 1956, having its registered office at 2<sup>nd</sup> Floor, CRA Building, Safdarjung Airport, New Delhi - 110003 invites bids under two bid system from eligible bidders (hereinafter referred to as **"Bidder(s)"**) meeting the Technical Bid Evaluation Criteria mentioned at SECTION A of the Tender and also complying with other terms and conditions of the subject Tender, for **Logistics service provider for transportation of company goods of AIESL** on comprehensive basis in complete accordance with this Tender.

**(II) PURPOSE OF THE TENDER**

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

**(III) SUMMARY OF BIDDING INFORMATION**

<b>a</b>	Tender No. & Name of the Tender	<b>AIESL/HQRS/GM/2025/1032 Date 02-12-2025</b> <b>Tender for Logistics Service Provider for Domestic Transportation of company goods of AIESL.</b>
<b>B</b>	Date Issued	<b>09-12-2025</b> (The Tender can be downloaded from GeM portal)
<b>C</b>	Last date of receipt of queries from the prospective Bidders through the mail, mail ID:	<b>16-12-2025. The queries will be responded by 17-12-2025.</b>
<b>D</b>	Last date/ time for submission of Bids documents ( <b>"Due Date/Time"</b> )	<b>24-12-2025 on or before 16:00 hrs.</b>
<b>E</b>	Place of Submission of Bids	Through GeM Portal
<b>F</b>	Date and Time of Opening of Bids	(i) Technical Bid – <b>24-12-2025 at 16:30 hrs.</b> (ii) Price Bid – the date will be intimated to technically qualified bidders.
<b>G</b>	Place of Opening of Bids	Online, through GeM portal
<b>H</b>	Extension of Due Date/Time	The Due Date / Time of submission of Bid documents and opening of Bids may be extended at any time, at the sole discretion of AIESL, and shall be displayed on the GeM portal. No separate press advertisement will be issued by AIESL regarding extension of Bid opening date and Due Date/Time.
<b>I</b>	Earnest Money Deposit ( <b>EMD</b> )	₹ 2,00,000.00 ( Rupees Two Lakh only)
<b>J</b>	eMail Address of Communication for any clarifications.	Through GeM portal only

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

TENDER NO: AIESL/HQRS/GM/2025/1032 DATED 02-12-2025

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

Doc. No.	Contents	Document
1	Technical Bid – Annexure-A & C along with the EMD, or the proof of remittance of EMD (in case of wire transfer), together with a covering letter – Annexure B, for the technical bid from the tenderer to AI ENGINEERING SERVICES LTD.	Technical Bid – <b>Tender for Logistics Service Provider for Domestic Transportation of company goods of AIESL.</b> Tender ref. No: <b>AIESL/HQRS/GM/2025/1032 dtd 02-12-2025</b>
2	Commercial Bid – Annexure D' together with its covering letter – Annexure E from the tenderer to AI ENGINEERING SERVICES LTD.	Price Bid – <b>Tender for Logistics Service Provider for Domestic Transportation of company goods of AIESL.</b> Tender ref. No: <b>AIESL/HQRS/GM/2025/1032 dtd 02-12-2025</b>

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

Following is the schedule for the Tender:

<b>Tender No &amp; Date of Issue</b>	<b>: AIESL/HQRS/GM/2025/1032 dtd 02-12-2025</b>
<b>Closing date / time of tender</b>	<b>: 24-12-2025 till 1600 hrs</b>
<b>Date and time of opening of Technical Bids</b>	<b>: 24-12- 2025 at 1630 hrs</b>

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

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

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

Yours faithfully,  
For AI Engineering Services Ltd

Chief Procurement Officer  
New Delhi.

**SECTION A****General Terms and Conditions:****1) Terms and Conditions governing the Bid:****1. Terms of Tender**

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

***The following may please be noted:***

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

**2) Definitions:**

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

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

**3. Earnest Money Deposit** (hereinafter referred to as "EMD")

- (a) An Earnest Money Deposit of ₹ 2,00,000.00 (₹ Two lakh only) must be submitted by means of a Bank Draft, Banker's Cheque or wire transfer in favor of AI Engineering Services Ltd, payable at New Delhi, and should be submitted along with the technical bid. In the case of remittance of EMD through wire transfer, proof of remittance is to be submitted along with the Technical Bid. **No other mode of payment is acceptable.**
- (b) **Exemption of EMD will be as per Guidelines of Govt. of Indian in vogue.**
- (c) Those tenderers who wish to remit the EMD through wire transfer should do so in accordance with the following:

- |                    |   |  |
|--------------------|---|--|
| i. Bank Name       | : | State Bank of India  |
| ii. Branch Address | : | Parliament Street, Main Branch,  |
| iii. City          | : | New Delhi  |
| iv. Account No.    | : | 33029526378  |
| v. Swift No.       | : | SBININBB104  |
| vi. IFSC           | : | SBIN0000691  |
| vii. Beneficiary   | : | AI Engineering Services Ltd.<br>Safdarjung Airport<br>New Delhi 110003, India. |

Viii Bidder may use the following link for online submission of EMD :

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

- (d) In case of any query relating to wire transfer of the EMD, the applicants/bidders may contact at the following address of AIESL office in New Delhi:

Office of Chief Finance Officer  
AI Engineering Services Limited  
Safdarjung Airport, New Delhi – 110003  
Contact Person: Mr. Sagar Goel, Executive-Fin  
Email: [sagar.goel@aiesl.in](mailto:sagar.goel@aiesl.in)

- (e) EMD (through Bank Draft / Banker's Cheque), or proof of remittance of the EMD (in case of remittance through online transfer), must be submitted along with the technical bid.
- (f) EMD will not carry any interest.
- (g) EMD in respect of the successful bidder will be adjusted against Security Deposit (as defined hereinafter).
- (h) EMD in the case of unsuccessful bidders will be refunded to them without any interest, within 2 (two) months of award of the contract to the successful bidder. The refund of EMD shall be in the form of an account payee cheque, bank draft or wire transfer in favour of the unsuccessful bidders. Complete bank details may be provided for refund of EMD.
- i) EMD will be forfeited as pre-estimated damages without prejudice to any other right or remedy that may be available to AIESL under the Tender or the Agreement or otherwise, under any of the following circumstances-



- j) in the event of an applicant/bidder withdrawing or modifying his Bid after opening of the Commercial Bid and till completion of the tender process, i.e. till the signing of Agreement, and / or
- k) in the event of the applicant/bidder, who has been selected for Agreement, declining to honor the same or to furnish the Security Deposit or Performance Bank Guarantee.
- l) In case the successful bidder, having signed the Agreement, commits any breach thereof prior to furnishing the Security Deposit or the Performance Bank Guarantee.

#### 4. EXEMPTION OF EMD:

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

#### 5. Security Deposit & Performance Guarantee

- a) The successful tenderer will have to deposit with AI ENGINEERING SERVICES LTD within 30 days of award of the contract, an amount equivalent to 5% of the PO/contract Value, towards Security Deposit / Performance Bank Guarantee. The Security Deposit is to be paid by a Bank Draft, Banker's Cheque or wire transfer in favour of AI Engineering Services Ltd, payable at New Delhi, or by execution of a Bank Guarantee for an equivalent amount. The expenses incurred towards submission of Security Deposit / Bank Guarantee will have to be borne by the tenderers.
- b) The Security deposit / Performance Bank Guarantee will be retained up to three months after the expiry of the contract and would be refunded / returned to the tenderer within two months thereafter subject to satisfactory performance during this period, and after adjustment for liquidated damages/ penalties, if any, arising out of the non-execution of the terms and conditions of the contract.
- c) The Security Deposit / Performance Bank Guarantee will not carry any interest.

#### 6. Grounds for Rejection of bids

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

- a) If the bid has been received after the closing date / time of the tender.
- b) If only the Technical bid has been received and the Commercial bid has not been received, and vice versa.
- c) If the bid has been received by any form other than provisions of GeM.
- d) If the bid has not been signed by the authorized signatory of the tenderer.
- e) If the technical bid has been received without EMD, or proof of wire transfer (in the case of remittance by wire transfer), or the EMD has been submitted in a mode other than as specified in the tender.
- f) (The Technical Bid should not contain any indication of the price related to the Price Bid. In case an indication of such price quoted is included in the Technical Bid, the Bid will be rejected without any reference to the

Bidder. No correspondence will be entertained in this regard.

- g) The Bid shall stand rejected if the Bidder submits an incomplete Bid, i.e., where only the Technical or only the Price Bid is received
- h) If the information given in response to the Tender is incomplete, ambiguous, without requisite supporting documents, unverified, unattested, and/or submission of illegible copies or unexplained materials and/or bids not received as per the desired formats & bidding instructions.
- i) If the bid response is not presented neatly and corrections if any are not duly authenticated with full authorized signatures of the person who has signed the bid document,
- j) If the bid has been received without the undertaking of acceptance of all terms & conditions
- k) If the bid (technical/price) is incomplete.
- l) The above list is only illustrative and there can be other relevant grounds of rejection of bids.
- m) In case of any variation, in the documents/data submitted by the Bidder in support of the Technical Bid and in comparison, with the original documents during technical evaluation, the Bids of such Bidder would be outrightly rejected/disqualified during technical evaluation of Tender and EMD would be forfeited.
- n) If the price indicated in the Price Bid is Conditional.
- o) If the Price Bid is not submitted in the format described in Section D in the Tender.
- p) In case the Bidder being an MSE unit as specified in Clause 18 of Section A, fails to submit a copy of the relevant MSE certificate and the required Bid Security Declaration Form along with the technical bid
- q) The above list is only illustrative and there can be other relevant grounds of rejection of Bids.

#### 7. Undertakings

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

- a) AIESL, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
  - i. Suspend and/or cancel the Bidding process and/or amend and/or supplement the Bidding process or modify the dates or other terms and conditions relating thereto.
  - ii. Consult with any Bidder to receive clarification or further information.
  - iii. retain any information and/or evidence submitted to the AIESL by, on behalf of, and/ or concerning any Bidder; and/ or
  - iv. Independently verify, disqualify, reject, and/or accept all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- b) It shall be deemed that by submitting the Bid, the Bidder agrees and releases the AIESL, its employees, agents, and advisers, from any and all liability for claims, losses, damages, costs, expenses, or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection with the Bidding process and waives, to the fullest extent permitted by applicable laws, any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

#### 8. SUBMISSION OF BIDS:

- a) The Bid must be only in the prescribed format. The Bid cover should carry the complete name and address of the Bidder, along with the telephone, fax, and e-mail address. Bids must be submitted online through GeM portal not later than the Due Date/Time.
- b) If for some reason, the Bid Due Date/Time or the Bid opening date is declared a holiday, then the Bid Due Date/Time or the Bid opening date will automatically stand extended to the same timings of the next working day. In the event of the receipt of the Bid after the Due Date/Time, the Bid shall be rejected. AIESL reserves the right to reject any Bid in part or full or annul the Tender process without assigning any reasons.
- c) Bids should be filled in prescribed forms duly signed and stamped and the prices in the Price Bid must be written/typed both in words and figures without any overwriting. Corrections & overwriting, if any, should be



counter signed and stamped by the Bidder.

- d) Bidders are advised to study the Tender carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the tender with the full understanding of its implications.
- e) The issue of this Tender does not imply that AIESL is bound to select a Bidder. Notwithstanding anything contained in this Tender, AIESL reserves the right to reject any Bid and to annul the Bidding process and/or reject all Bids at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof. If AIESL rejects or annuls all the Bids, it may, at its sole discretion, invite all eligible Bidders to submit fresh Bids hereafter.
- f) Bidders shall bear their costs associated with or relating to the preparation and submission of their Bids including but not limited to preparation, copying, postage, delivery Fees, expenses associated with any demonstrations or presentations which may be required by AIESL, or any other costs incurred in connection with or relating to their Bid. All such costs and expenses will remain with the Bidder and AIESL shall not be liable in any manner whatsoever for the same or any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of this Tender process
- g) No bidder shall submit more than one Bid against this Tender. In case more than one bid is received, only the last submitted bid would be considered.
- h) Bids prepared by the Bidder shall contain all requisite information along with self-attested supporting documents as per details provided in the Technical Bid.
- i) The Price Bid of only those Bidders who are found technically suitable during technical evaluation would be opened. The opening date and time of Price Bids would be intimated to all the technically qualified Bidders to enable them to attend the price Bid opening
- j) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the subtotals shall prevail, and the total shall be corrected
- k) Price bids should be submitted strictly as per the Format of Price Bid in Section E.

#### 9. **Modification of Bids**

- a. On account of any amendments, being made to the Tender the Bidders shall have a right to modify their bid after the bid submission but prior to the due date (or extended due date, if any) for submission of Bid. The guidelines of GeM, in this regard will be followed. The last modified bid of the Bidder before the due date (or extended due date, if any) shall be final and binding on the Bidder.
- b. At any time prior to the last date for submission of bids, AIESL may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify this Tender document by an amendment. In order to afford reasonable time to Tenderers to take such amendments into account for preparation and submission of their bids, AIESL may, at its discretion, extend the last date for the submission of bids through an announcement of its website.

#### 10. **Withdrawal of Bids**

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

#### 11. **OPENING OF BIDS**

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

**12. Zero deviation:**

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

**13 AMENDMENTS AND EXTENSIONS**

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

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

The Tender is available for down-loading on free of cost basis from e Tender section of the AIESL website [www.aiesl.in](http://www.aiesl.in) There is no fee for the Tender Documents.

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

- a. The price quoted by the Bidders shall be valid for a period of 120 (One Hundred Twenty) days from the date of opening of the Technical Bid. Any Bid whose validity is less than 120 (One Hundred Twenty) days shall be summarily rejected.
- b. The service quantum to be available could vary more than or less than 25% from that as indicated in the Tender to accommodate fluctuations in demand between the date of release of the Tender and the date of award of the Contract. The Bidder must maintain the quoted/contractual price for these variations in quantity during the Contract Period.
- c. Option Clause: The numbers of consignments/ Weight of consignments mentioned in the tender document are approximation and subject to change. AIESL reserves the right to increase or decrease the requirement by plus/minus 25% during the contract period.
- d. The price offered/agreed shall remain firm till the completion of the Contract and subject to the terms &

conditions of the Tender/Contract.

- e. No request for an increase in prices shall be entertained during the Contract Period, except on account of an increase in GST or any other Government levy, if imposed by the Govt. of India/State Govts/Local bodies or airport operator charges, provided the Successful Bidder submits proof of payment for such increase to AIESL.
- f. The Bidders should commit to passing on the benefit to AIESL of reduction in statutory taxes, etc., by the Government, during the period of the Contract.
- g. During the Contract Period, if for any reason there is a downward revision in the prices, the Successful Bidder shall pass on the benefits of the same to AIESL.

#### 16. Validity of Price

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

##### a. **Inclusions:**

The quoted rates will include EXW charges, Administrative charges, Inland Freight, Warehouse charges etc. at Station of Origin/Station of Discharge, Air Freight (as the case may be), Fuel Surcharges, Documentation Charges, etc.).

##### b. **Exclusions:**

Other charges/taxes levied by Govt authorities or statutory charges/surcharges will be paid as per actual on submission of original/certified copies of supporting bills.

#### 17. VARIATION OF QUANTITY

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

#### 18. Purchase Preference :

- i. As per Public Procurement Policy for Micro and Small Enterprises (MSEs) preference will be provided to MSEs as per the prevailing policy as formulated by the Ministry of Micro, Small and Medium Enterprise of Govt. of India., MSEs must be registered with any of the following to avail of the benefits/preference available vide Public Procurement Policy MSEs Order, 2012
  - (1) District Industries Centers (DIC)
  - (2) Khadi and Village Industries Commission (KVIC)
  - (3) Khadi and Village Industries Board
  - (4) Coir Board
  - (5) National Small Industries Corporation (NSIC)
  - (6) Directorate of Handicraft and Handloom
  - (7) Any other body specified by the Ministry of MSME.
  - (8) Udyog Aadhaar
- ii. MSEs participating in the tender must submit the certificate of registration with any one of the above agencies indicating the details of the tendered item along with their bid.
- iii. The MSEs registered with District Industries Centers must submit the **Acknowledgement of Entrepreneur Memorandum (EM) Part-II** along with their bid. The MSEs registered with National Small Industries Corporation (NSIC) must submit a valid NSIC registration certificate along with their bid.
- iv. The Micro and Small Enterprises not registered for the trade/item for which this tender is relevant, would not be eligible for exemption/preference.
- v. The registration certificate issued from any one of the above agencies must be valid as of the close date of the tender. The Successful Bidder should ensure that the same is valid till the end of the Contract period.
- vi. The MSEs, who have applied for registration or renewal of registration with any of the above agencies/bodies but have not obtained the valid certificate as of the close date of the tender, are not

- eligible for exemption/preference.
- vii. Exemption from submission of EMD– EMD does not apply to MSE units only.
  - viii. Security Deposit- The Successful Bidder (MSME/Non-MSME) will be required to submit the Security Deposit as applicable on the Contract value. However, in the case of MSE Bidders, the Security Deposit/Bank Guarantee can be submitted on a yearly basis renewable every year.
  - ix. Price Preference- The MSEs registered with the above-mentioned agencies/bodies for the Tendered Service and quoting price within the price band of L1+15% (fifteen percent) shall also be allowed to supply a portion of the requirement by bringing down their price to the price quoted by L1 in a situation where the price quoted by the L1 Bidder (the "L1 Price") is from other than an MSE and such MSE shall be allowed to supply up to 20 % (twenty percent) of total Tendered value/service. In case of more than one such MSMEs are in the price band of L-1 + 15% and match the L-1 Price, the 20% value shall be shared proportionately.
  - x. In case of split Tender value/service, the following shall apply –
    - a. L1 Bidder whether MSE or non-MSE i.e., irrespective of his status shall be awarded the quantity as per the ratio eligible for L1 Bidder, as mentioned under Section D: Price Bid Evaluation Criteria (PBEC).
    - b. MSEs in the price band of L1 +15% and matching the L1 Price will be awarded 20% of the Tendered value/service equally from the ratio eligible for the L2 Bidder. The balance quantity/value will be awarded to L2 Bidder provided they match the L1 Price.

*For example: If a split ratio of 60% of the Tender value/services to L1 Bidder and 40% of the Tender value/services to L2 Bidder then:*

    - i. 60% of the Tendered services/value will be awarded to the L1 Bidder irrespective of his status of being an MSE or a Non-MSE
    - ii. All MSEs in the L1 + 15% price band and matching L-1 Price shall be awarded 20% of the Tendered services/value equally from the 40% of the Tendered services/value to be awarded to the L2 Bidder.
    - iii. The remaining 20% of the Tendered services/value will be awarded to L-2 Bidder, provided they match the L1 Price.
    - iv. In case the MSEs do not match the L1 Price then the 40% of the quantity/value will be awarded to the L2 Bidder provided they match the L1 Price.
    - v. If the L2 Bidder does not match the L1 Price, then the entire Tendered services/value will be awarded to the L1 Bidder.
  - xi. **Preference for MSEs owned by Scheduled Castes or Scheduled Tribes (the "SC/ST MSE")** - Within above given 20% (Twenty Percent) quantity, a purchase preference of four percent (that is, 20 (twenty) percent out of 20 (twenty) percent) is reserved for MSEs owned by Scheduled Caste (SC)/Scheduled Tribe (ST) entrepreneurs if they participate in the Tender process and match the L1 Price. Provided that, in the event of failure of such SC/ST MSE to participate in the Tender process or meet Tender requirements and L1 Price, the four percent of the Tender services/value reserved for SC/ST MSE shall be met from other MSEs.
- MSEs would be treated as owned by SC/ ST entrepreneurs:*
- 1. In the case of proprietary MSME, proprietor(s) shall be SC /ST.
  - 2. In the case of partnership MSME, the SC/ST partners shall be holding at least 51% (fifty-one percent) shares in the unit.
  - 3. In the case of Private Limited Companies, at least 51% (fifty-one percent) share shall be held by SC/ST promoters.
- xii. Where any aggregator has been appointed by the Ministry of MSME, to Bid on behalf of some MSME units, such Bids will be considered as Bids from MSME units, and all such facilities would be extended to these also.
  - xiii. An MSME Unit will not get any purchase preference over another MSME Unit. MSMEs will also be entitled to the payment terms of 45 days' credit.

Note: Above policy of extending benefits is meant for the procurement of only goods produced and services rendered by MSEs and not for any trading activities by them.

**19. PRE BID MEETING:**

A pre – bid meeting will held on **17 December, 2025 at 1100 hrs** in office of DGM – CPC, AI Engineering Services Limited, 2<sup>nd</sup> floor CRA Building, Safdarjung Airport, New Delhi – 110009 with prospective bidders for clarification on work scope and other tender terms and conditions. Interested prospective bidders may attend the same.

**20. EVALUATION OF BIDS:**

**1. Technical Bid**

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

**2. Price Bid**

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

**Lowest bidder will be arrived at by calculating the sum of V1, V2 & V3 provided in Section-E, Price Bid Format for quotes submitted at table-1 and table-2 and Table-3 of Price Bid Format, Annexure-D, as per the formula demonstrated therein.**

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

**21. SUBCONTRACTING:**

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

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

**22. RECOVERY OF SUM DUE:**

- a. Whenever under this Contract any sum of money is recoverable from the Bidder, AIESL shall be entitled to recover such sum from the monthly bills and the security deposit held by AIESL.
- b. In the event of the said security deposit being insufficient, the balance of total amount recoverable shall be deducted from any sum due to the Bidder under this or any other Contract with AIESL.
- c. Also, should this amount be insufficient to cover the said amount recoverable, the Successful Bidder shall pay to AIESL on demand the balance amount, if any, immediately but not later than 14 (fourteen) days of the demand along with the interest @ 18 % (eighteen percent) per annum from the due date specified in the demand notice.
- d. If any amount due to AIESL is so set off against the said security deposit, the Successful Bidder shall have to



make good, the said amount immediately but not later than 14 (fourteen) days, in order to restore the Security Deposit to its original value. Non restoration of such Security Deposit will be treated as event of default, leading to right of AIESL to take appropriate remedial action, including termination of the contract.

- e. AIESL reserves the right to deduct from the Successful Bidder's invoice, for any loss or damage caused to AIESL Employees/ cargo/ plant / equipment / machinery / building or any other property of AIESL/AIAHL or any damage caused to any third party by negligence or due to any other reason attributable to the Successful Bidder including its employees.

**23. CONFIDENTIALITY:**

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

**24. CONTRACT SURVIVABILITY:**

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

**25. CONTRACT SEVERABILITY:**

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

**26. COMPLIANCES WITH THE APPLICABLE LAWS:**

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



**27. INDEMNIFICATION:**

- 1 The Successful Bidder shall indemnify AIESL against the payment of penalty/third party claims/damages/loss of property of AIESL, its subsidiaries or any other party arising due to the negligence on part of the Successful Bidder and/or its employees.
- 2 The Successful Bidder shall also indemnify AIESL for making good any claim/penalty/loss or damages, including costs (including counsel fees and legal cost) thereof, in respect of any breach or violation of any provisions of any law, including labour laws governing the employees of the Successful Bidder. In case of any failure to make good the above/any losses/expenses to AIESL, the same shall be deducted from the amounts to be paid to Successful Bidder, as per the bills raised, or may be deducted from the security deposit or from any payments to be made to the Successful Bidder under the Contract.
- 3 For the avoidance of any doubt it is hereby clarified that the Successful Bidder shall be solely liable for accidents, injuries, death and/or damages caused to any individual/s and/or property of AIESL/AIAHL and/or any third party, due to negligence of its employees, during performance of their duties under the Contract and shall indemnify AIESL and/or its employees, from costs or liabilities, arising therefrom (including counsel fees and legal cost).
- 4 The Successful Bidder shall be liable to keep AIESL indemnified against any claim or claims whatsoever and any liabilities, that may arise on account of the Successful Bidder's failure to comply or adhere with any statutory obligations, legislations, regarding the laws governing intellectual property rights whether in India or any other country as applicable. AIESL shall be entitled to deduct any amounts to make good the above/any losses/expenses incurred by AIESL on account of such claims or liabilities. The decision of AIESL as to the amounts to be deducted shall be final and binding on the Successful Bidder.
- 5 The provisions of this Article shall survive the termination or expiration of the term of the Contract.

**28. FORCE MAJEURE:**

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

**29. Penalty Clause:**

- (a) For regular shipments items penalty shall be levied for the delayed delivery @ 0.5 % per week subject to a maximum of 10% of the total value of one way freight charge to the concerned destination.
- (b) Penalty shall not be applicable if delay is on account of reasons enumerated in clause 18 of work scope and also if it is due to operational issues involving AIESL.
- (c) Pickup of all AOG shipments will have to be done within 24 hours and to be booked by first available flight/ Surface Shipment . In case of any delay in shipments of AOG items 10% of freight charge shall be deducted (*applicable for tenderers who quoted for AOG rates*).

**30. PERIOD OF CONTRACT**

The Contract Period would be 02 (Two) year from the date of execution of the Contract ("**Contract Period**"). However, AIESL reserves the right to extend the Contract Period for a further period of 01 (One) year at the same rate, terms, and conditions, subject to the mutual consent of AIESL and the successful bidder.

**31. SECURITY DEPOSIT / PERFORMANCE GUARANTEE:**

- i. The bidder who qualifies for the award of the Contract will have to deposit with AI Engineering services Limited a sum of amount equivalent to **5% (Five percent) of the total estimated value of the Contract towards a n interest-free Security deposit**, within 2 weeks of receipt of the Contract. The Security Deposit is to be paid by way of an Account Payee Demand Draft, Banker's Cheque, Bank Guarantee (BG) issued from any Nationalised /commercial bank, or Fixed Deposit Receipt from any Nationalised /Commercial bank, in favor of 'AIEngineering Services Limited' (AIESL), payable at Delhi.
- ii. In case of submission of Security Deposit by Bank Guarantee, it may please be noted that the original BG must be forwarded by the Bank directly to AIESL as per the detailed procedure which will be advised to the Successful Bidder. The expenses incurred towards submission of the Security Deposit / Bank Guarantee will have to be borne by the successful bidder.
- iii. Security Deposit if provided by way of Bank Guarantee shall be furnished on non-judicial stamp paper of appropriate value and in the prescribed format, as per Annexure G.
- iv. The Security Deposit / Bank Guarantee will be refunded/returned without interest within 60 days of the successful completion of services against the Contract after adjusting for damages, if any, that may be imposed under the terms of the Contract.
- v. Validity of the SD / BG would be 60 days after the scheduled completion of all obligations under the Purchase Order / Contract.
- vi. Security Deposit will apply to successful **MSE Units** also.
- vii. In the case of MSE Bidder, the Security Deposit can be deposited on a yearly basis, renewable every year. The third-year Bank Guarantee should be valid for a period of 60 days beyond the Contract Period.
- viii. In case, Security Deposit is not deposited as per the terms of the Tender and the Contract, before the commencement of the Services, the bills presented by the Successful Bidder shall not be processed for payment till the time the Security Deposit is deposited by the Successful Bidder. In the event the Security Deposit is not deposited by the Successful Bidder within 30 days from the date of award of the Contract, AIESL reserves the right to terminate the Contract and re-issue a fresh tender for providing the Services under the Contract at the sole risk and cost of the Service Provider.
- ix. In case of breach of Contract or violation of any terms of the Contract the Security Deposit shall be forfeited / Bank Guarantee be invoked.
- x. Such Security Deposit shall not bear any interest and shall be refunded without interest only on successful completion of the Contract and upon fulfillment of all Contractual obligations after a period of 3 months from the expiry of the Contract Period.

**32. PRICE NEGOTIATION**

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

**33. EVALUATION CRITERIA FOR TECHNICAL BID (STAGE 1)**

- a) The Technical Bids would be first evaluated for compliance. AIESL reserves the right at its sole discretion to seek whatever information, documents, etc. from the Bidder as it may consider necessary for the purpose of evaluation of the Bids.
- b) In the event, the Bidder fails to provide any information or documents sought by AIESL, the Bid of the said Bidder shall be rejected by AIESL. No correspondence in this regard will be entertained.
- c) The Bidders who qualify as per the Technical Bid evaluation criteria as mentioned under Sections C,

Annexures A, B & C, and other requirements of the Tender would be considered for the next stage of the Tender process, and they would be duly intimated as per provision of GeM.

- d) **The Bidder must enclose along with the Technical Bid, a blank copy of the format of Price Bid** as provided in Section E in the tender, duly crossed & signed (ensure that no Price Indication is mentioned in the technical Bid as a confirmation that they have quoted the rates in the 'Price Bid' format exactly as per Section E.

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

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

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

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

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

#### 36. **FRAUDULENT PRACTICES:**

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

- a) **"Corrupt practice"** means the offering, giving, or soliciting of anything of value to influence the action of a public official in the procurement process or contract execution; and
- b) **"Fraudulent practice"** means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of the AIESL and includes collusive practice among Bidders (before or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive AIESL of the benefits of free and open competition.
  - ii. 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.
  - iii. Shall declare a Bidder ineligible and blacklist such Bidder, either indefinitely or for a stated period if, at any time, AIESL determines that the Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the Contract.
  - iv. Shall rescind the Contract forthwith, in case of Successful Bidder adopting fraudulent/corrupt practices during the currency of the Contract.
  - v. Bid Security Declaration will be applicable, or the Security deposit shall be forfeited, as the case may be in addition to the above-mentioned remedies which AIESL shall have.

#### 37. **CONTRACT MANAGEMENT:**

The contract administration would be the sole responsibility of the PPMM of AIESL. PPMM will monitor for day-to-day activities of the Contract as per the terms as may be specified in the Contract. For Services received

directly by PPMM, the quantum of damages to be levied incase of any under performance or deviation from the terms of the Service as per the Contract will be determined by the competent authority in the PPMM and the same shall be advised to the Finance department.

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

### **38. ERRANT BIDDERS:**

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

### **39. JURISDICTION:**

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

### **40. DISQUALIFIED BIDS**

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

### **41. SUBMISSION OF BILL:**

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

### **42. PAYMENT TERMS:**

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

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

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

- b. Payment will be made through ECS (Electronic Clearance Service).

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

#### **43. FALL IN PRICE CLAUSE:**

The successful bidder shall pass on any benefits arising due to lower taxation or change in input cost by virtue of some exemption by the government or for any reason during the contract/order.

#### **44. EXIT CLAUSE /TERMINATION OF CONTRACT:**

The Contract may be terminated in the following circumstances:

- i. The Contract shall expire *ipso facto* upon the expiry of the Contract Period i.e., 2 (TWO) year from the date of Acceptance of LoA.
- ii. In case of unsatisfactory performance or breach of any of the clauses of the contract, AIESL shall issue a notice of 30 days to the Service Provider to rectify the breach and improve the Performance failing which AIESL shall be at liberty to terminate this Contract by providing 30 days written notice to the Service Provider. In such case, the Service Provider shall not be entitled to any compensation whatsoever for costs incurred or to be incurred on this account.
- iii. In the event of a breach of confidentiality, the Contract can be terminated by AIESL with a notice period of 1 (one) month.
- iv. Either Party may terminate the Contract, in the event the Force Majeure Event subsists for a period of more than 90 days.
- v. The Parties shall duly comply with their respective obligations during the notice period and thereafter, shall discharge the obligations arising out of the Contract till the termination.
- vi. Notwithstanding the above, AIESL shall also be at liberty to terminate the Contract for any reason including change in situation/circumstances, etc. by providing a 90-day prior written notice to the Service Provider. The Service Provider shall also be at liberty to terminate this Contract by providing AIESL with a 90-day prior written notice. In such an event, the terminated party shall have no right to claim compensation/damages, etc. from the terminating party on account of early termination. However, the party shall duly comply with their respective obligations during the notice period and thereafter, shall discharge the obligations arising out of the agreement till the termination.
- vii. In case the Service Provider serves the termination notice before exhaustion of 40% of the contract value or quantity, they will be debarred from participating in the immediate next tender for that item/service.

#### **45. CLAIMS FOR DAMAGE**

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

#### **46. RESOLUTION OF DISPUTES AND ARBITRATION:**

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



presiding arbitrator.

- iii. The arbitration award passed under the arbitration shall be final and binding on the Parties.
- iv. The proceedings of the Arbitration shall be conducted in English language and the place of arbitration shall be Delhi.
- v. Each Party shall bear their own cost concerning such arbitration.

#### **47. NOTICES**

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

#### **48. INTERPRETATION:**

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

#### **49. EXPENSES**

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

#### **50. AMENDMENT**

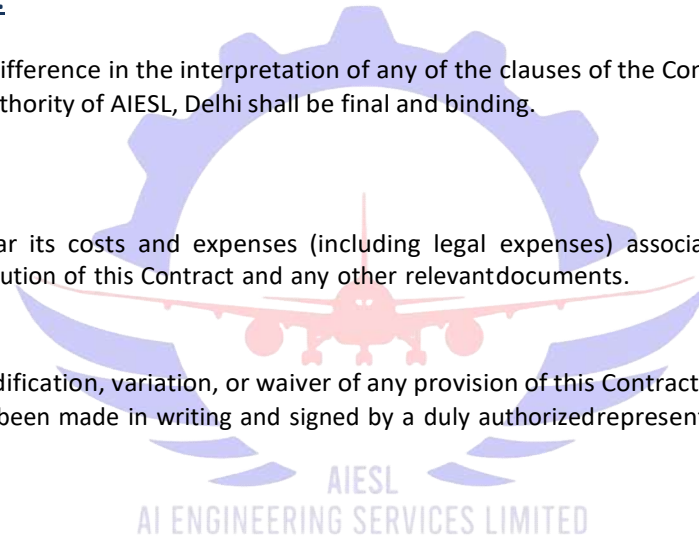
No amendment, modification, variation, or waiver of any provision of this Contract shall be binding or effective unless the same has been made in writing and signed by a duly authorized representative of each of the Parties hereto.

#### **51. GOVERNING LAW**

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

#### **52. OTHER TERMS & CONDITIONS:**

- i. It is further clarified that any Bidder signing the Bid and other documents in connection with the Tender must certify whether he signs as:
  - a) A "Sole Proprietor" of the firm or constituted attorney of such sole proprietor.
  - b) A partner of the firm if it is a partnership must have the authority to refer to arbitration, or disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, the Tender should be signed by all the Partners. Constituted attorney of the firm if it is a Company.
  - c) Authorized signatory of the firm
- ii. Issue/submission of the Bid form does not necessarily mean that the Bidder is eligible.
- iii. Bidder is advised to quote strictly as per terms and conditions of the Tender and not to stipulate any deviation/exceptions.
- iv. Our Tender closes on the Due Date/ Time specified in the Tender. Bidders must submit their Bids well in time before the scheduled close date and time of the Tender to avoid any last-minute glitches such as postal or courier problems or for any other reasons.
- v. AIESL will not entertain last-moment requests for an extension of the Due Date/ Time and reserve the right to accept or reject such request for extension at its sole discretion.
- vi. The Due Date/Time of Tender may be extended at any time before the date of closing of Tender. The closing date of submission of Bids may be extended at any time including after the scheduled date of closing, at the sole discretion of AIESL.
- vii. AIESL reserves the right to close the Tender / reject any /all Bids at any stage of the Tender at its sole discretion, without any additional cost to AIESL





- viii. AIESL reserves the right not to consider the Bid of any Bidder, blacklist the Bidder for 3 years if it is determined/noticed at any stage during the Tender process or after Contract Period that the Bidder has directly or indirectly engaged in any misrepresentation, corrupt, fraudulent, collusive, coercive practice to Bid/obtain the Contract. This will also have an impact on other Contracts / POs, the Bidder may have with AIESL where AIESL reserves the right to take appropriate actions as deemed fit, in AIESL sole discretion.
- ix. AIESL reserves the right to reject/not consider at its sole prerogative the Bids of such Bidders who have been involved in any litigation with AIESL in the last 5 years / ongoing litigation or arbitration with AIESL or have been blacklisted/ debarred by any PSU, Govt. bodies.
- xi. Bidders are required to declare if they have any ongoing legal disputes with any government agencies such as Income Tax, EOW, etc. In the event of any Suppression/ Misrepresentation of such facts, AIESL reserves the right, at its sole discretion, to take appropriate action as deemed fit including but not limited to disqualification of the Bidder and termination of the Contract.
- xii. Any clarifications sought by AIESL concerning the Bids submitted by the Bidders will be considered as a part of the Bid and AIESL reserves the right to seek clarifications at any stage of the Tendering process.
- xiii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
- xiv. All relevant documents required related to the Services to be provided under this Tender are to be submitted by the Bidders at their own cost.
- xv. Bids should be unconditional. Conditional Bids shall not be accepted and are liable to be rejected.
- xvi. The terms of the Tender and the Contract are CONFIDENTIAL, and anything contained in the tender shall not be disclosed by the Bidders to any third party in any manner, whatsoever.
- xvii. Bidder will give the official mailing address, email, and contact No. (Land Line/Mobile) numbers to which all correspondences shall be sent by AIESL. Also, in the event the address of the Bidder is changed, the same shall be intimated to AIESL immediately by the Bidder.
- xviii. AIESL reserves the right to annul the Tender process and reject any or all the Bids at any time before the award of the Contract without incurring any liability to the Bidder(s) or without any obligation to inform the Bidder(s) of the grounds of such annulment/rejection. AIESL further reserves the right to add/delete/modify any one or more of the terms and conditions contained in the Tender or any of the agreements proposed to be entered into by AIESL with the Successful Bidder.
- xix. The Near Relatives of employees of the AIESL office who is likely to benefit the Bidder during the award/implementation of the Contract are prohibited from participation in this Tender. Near relatives are defined as:
  - a. Members of a Hindu undivided family.
  - b. Their husband or wife
  - c. Relatives in the manner as father, mother, son(s), son's wife, daughter(s), Daughter's husband, brothers, brother's wife, sister, and sister's husband
- xx. The Bidder should quote the figures as well as in words the rates and amount in figures only as per the Price Bid format given in Section E. The language for filling out Tender Documents shall be English.
- xxi. When there is a difference between the rates in figures and in words in Price Bid, the rates which correspond to, the amount worked out by the Bidder, shall be taken correct as per the following:
  - a. When the amount of any item is not worked out by the Bidder or it does not correspond to the rate written either in figure or in word, then the rate quoted by the Bidder in words shall be taken as correct.
  - b. When the rate quoted by the Bidder in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the Bidder shall be taken as correct and not the amount.
- xxii. All rates shall be quoted on the proper form (i.e., the Price Bid format) of the Tender alone. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only. The total amounts should be written in figures only. In the case of figures, the words Rs. or the rupee symbol should be written before the figures of rupees, and words paise after the decimal figures, e.g., Rs.2.15p, and in case of words, the word Rupees shall precede and the word "Paise" shall be written closely following the amount and it shall not be written in the next line.

**53. TERM OF THE PROPOSED CONTRACT**

The period of the Contract would be 02 (TWO) years from the date of acceptance of LOA. AIESL reserves the right to extend the Contract for a further period of 1 (one) year on the same terms, rates, and conditions if mutually agreed with the Successful Bidder.

**54. AMENDMENTS / CLARIFICATIONS (on Tender Document)**

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

**55. NOTE:**

No Bid shall be modified/withdrawn after the date/time of opening of Bids. Withdrawal of a Bid after the date/time of opening of Bids shall result in the forfeiture of EMD / application of Bid Security Declaration (for duly submitted by the bidder(s) in place of EMD.

- a) All the pages of the Bid must be mandatorily signed and stamped by the authorized signatory and enclosed along with the supporting documents as required in the Technical Bid.
- b) All documents in support of the Bid must be submitted in accordance with the checklist as per the Check sheet attached in Section C of the Tender.
- c) The Bidders can download the Tender free of cost from our website of GeM.

AIESL  
AI ENGINEERING SERVICES LIMITED

## SECTION B: **SCOPE OF WORK:**

### **Requirement and Scope of Work**

#### **1. Pickup & Delivery of items from stations of AIESL situated across pan India**

The Bidder shall ensure the pickup and delivery of items from the facility of AIESL. An email will be sent by AIESL to the service provider which will include the place of pickup and place of delivery with contact details.

#### **2. Timeframe for pickup and delivery.**

The Bidder shall ensure the pickup of items from stations of AIESL within scheduled hours as mentioned in notification by email for the purpose. The schedule for pickup and delivery will exclude the day of notice to proceed or intimation.

The distance shall be arrived from the destination point to the arrival point via the shortest route preferably identified through Google maps.

- a. Pickup of all AOG shipments must be done within 2 hrs. and to be booked by the first available service (FAS), the same must be delivered to the consignee in 24 hours.
- b. Pickup of all Non-AOG shipments must be done by next working day, and to be booked by the first available service (FAS), the same must be delivered to the consignee preferably within in 72 hours.

#### **3. Transit tracking and single-window cargo management**

The Bidder must ensure to provide live transit tracking of consignment shipped and must provide a dedicated single window cargo management system to AIESL shipments. The service provider should have a web-based facility for online data tracking by AIESL.

#### **4. 3PL Arrangements:**

The Service Provider can deploy third-party logistics services whenever the location is not accessible to them. However, such arrangement shall be arranged at the risk and cost of the Service provider. AIESL will not bear any additional cost incurred by the SP for such arrangements. In such third-party arrangements, the SP must also indemnify AIESL :

- a. The Service Provider shall indemnify AIESL against the payment of penalty/third/fourth party claims/damages/loss of property of AIESL, its subsidiaries, or any other party arising due to the negligence on the part of the Successful Bidder and/or its employees.
- b. For the avoidance of any doubt it is hereby clarified that the Service provider shall be solely liable for accidents, injuries, death, and/or damages caused to any individual/s and/or property of AIESL/AIAHL and/or any third/fourth party, due to negligence of its employees, during the performance of their duties under the Contract and shall indemnify AIESL and/or its employees, from costs or liabilities, arising therefrom (including counsel fees and legal cost).

#### **5. Insurance**

- a. AIESL has its own Insurance coverage for its Inventory. No separate Insurance for will be required to be arranged by the Successful Bidder for transportation of AIESL's goods.
- b. The SP shall, during the performance of the contract take suitable insurance to cover against bodily injury, death, or damage to the property of the SP or its employees.
- c. If due to SP's carelessness, negligence, non-observance of safety precautions, improper security arrangements, or due to non-compliance of paperwork needed for a lodging insurance claim, damage to AIESL/its Customer's property, and if AIESL is unable to recover its claim from the Insurance Company, the deficit will be recovered from the SP.

**6. Special Requirement**

- a. In case of en-route breakdown or undue delay, AIESL offices should be informed promptly.
- b. In case of any major breakdown, it is the responsibility of the service provider to safely transship the materials to another truck/vehicle to move the materials with the AIESL consent without any additional cost.
- c. It will be the responsibility of the service provider to inform AIESL about the arrival of the shipment at the destination in advance.
- d. Hazardous substances/Dangerous Goods will also be shipped by AIESL. The service provider must ensure to take utmost care in delivering these items. The vehicle carrying these shipments must be equipped with necessary First-aid, Safety equipment, and antidotes as may be necessary.

**7. Carrier's Permits and Licensing**

If the agreement involves the transport of hazardous substances, explosives, and other chemicals which need a special license, it shall be mentioned whether the carrier has the required license or approval from the competent authority. Apart from that, entry into any state in India for commercial vehicles requires permits to be issued by the state government or an All India Permit. The availability of such vehicles with the carrier shall also be mentioned.

**8. Resources**

The shipment involves resources, labour, and expenditure on the part of the parties. It is the service provider who takes care of expenses like maintenance, repairs, fuel, and other running expenses. The background verification and licenses of the driver and other employees should also be taken up by the service provider

**9. Independent Contractor**

The service provider is usually engaged as an independent contractor in charge of the work undertaken and paid for the work as a whole.

**10. Items**

Items shall mean all materials, plant, machinery, instruments, components, equipment, sub-assemblies and assemblies, parts, spares, and other items or things required for transportation.

**11. Other Condition**

- i. No verbal agreement, assurances, representations, or understanding is given by any employee or officer of AIESL or so understood by the service provider whether given or understood before or after the execution of the contract, shall anyway bind AIESL or alter the Contract Documents unless specifically given in writing and signed by the person specifically authorized by AIESL and given as an Agreed Variation to the relative term(s) in the Contract Documents.
- ii. Necessary Road Permit Fee or Toll-Tax etc. shall be paid by the service provider. In the absence of any permit, toll tax payment, etc., any penalty imposed by any State Government same shall be paid by the service provider, and AIESL will not be responsible for the same. Expenditure on this account shall be borne by the Service Provider and will not be reimbursed. For any mishap/damage/accident to our equipment en route to the destination station, it will be the service provider's responsibility to deal with the insurance company for settlement of the AIESL claim.
- iii. Rates quoted by the service provider shall remain firm till completion of the contract and no increase on any account including an increase in fuel charges will be entertained.
- iv. NO RETENTION CHARGES WILL BE PAID BY AIESL on any location en route to the destination.
- v. Zone i.e. Southern, Northern, Eastern, Western, and Metro Cities mentioned in the price bid (Table-1, Table-2, and Table-3) shall be considered as the final destination to offload the consignment at consignee details provided by AIESL.

- vi** Metro cities shall mean Delhi NCR, Chennai, Bangalore, Hyderabad, Kolkata, Thiruvananthapuram, Mumbai, and Nagpur. Other cities shall be divided into regions i.e., Southern Region, Northern Region, Eastern Region, and Western Region of India.

**Northern Region:** Amritsar, Jammu, Jodhpur, Raipur, Srinagar, Udaipur, Chandigarh, Agra, Lucknow, Varanasi, Shimla, Jaipur, Bhopal, Indore, Khajuraho, Jabalpur.

**Southern Region:** Kochi, Vijayawada, Tirupati, Coimbatore, Mangalore, Vishakhapatnam, Chennai, Trichy, Madurai, Kozhikode.

**Western Region:** Ahmedabad, Vadodara, Bhuj, Bhavnagar, Goa, Aurangabad, Jamnagar, Nagpur, Rajkot, Pune, Nanded, Surat.

**Eastern Region:** Lilabari, , Guwahati, , Bagdogra, Patna, Bhubaneswar, Ranchi, Siliguri.

- vii Special Sectors :** Port Blair, Leh, Silchar, Imphal, Dibrugarh, Agartala, Aizwal, Dimapur and Tezspur Kohima, Darjiling, Mizorum.

- viii Delivery Schedule:** Delivery between the metro cities must be next-day delivery if the item is handed over by 1600 Hrs. and prior information sent to the service provider before 1200 Hrs. of the same day. For deliveries between cities by surface transport, the transit time allowed for one day is 300 km. Delivery and pickup shall be the door-to-door/door-step delivery services.

- ix** During the contract period, if the staff of the service provider is involved in any smuggling activities, AIESL shall not be responsible and the onus shall be with the service provider only. The service provider shall deal with customs/police and court matters arising out of such an act on the part of service provider staff and shall bear all the expenditure also. The service provider shall also be liable for all legal consequences at their cost/risk thereof.

- x** Once the consignment is handed over to the service provider for dispatch the safety and security of the consignment till delivery to the destination is that of the service provider. The service provider cautioned to not open the consignment without the witness/knowledge of AIESL staff. Also, it is reiterated that the service provider shall not at any cost insert any element/material in AIESL packages that are handed over as AIESL consignment. Such an act will be considered a fraudulent act and necessary measures as deemed fit by AIESL authorities will be initiated for such violations by service providers.

- xi** If the aircraft parts booked on a particular flight cannot be uplifted on the said flight due to cancellation of flight and any other issue which is not in the purview of the service provider, they shall immediately notify AIESL providing the requisite details and get the consignment booked on the next first available flight.

- xii** On award of a contract, the tenderer shall arrange airport entry passes or cargo complex passes for its personnel from concerned authorities of the air cargo complex/BCAS/or any other airport regulatory authority at its own cost. The successful tenderer's employees entering the apron areas for tendered work scope purposes shall always carry valid passes/permits as issued by BCAS or appropriate regulatory bodies of concerned countries.

- xiii** The volume / quantum of service could vary by +/- 25% from that as indicated in the tender to accommodate fluctuations in demand between the date of release of the tender and the date of issue of the contract. The service provider has to maintain the quoted/contractual price for this variation in quantity.

- xiv** Intracity movement is also included

- xv** Charges will be calculated on the basis of Weight and Distance matrix enumerated in Price Bid Format in Annexure- categorization of destination cities as given in Section 12. vi) and vii).

## 12. Distribution of business:

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

## 13. Time Period for Transportation and Delivery

- a. **Special Sector – Leh & Port Blair:** Transition time allowed for every 100 km shall be one day (in case of surface transport).
- b. **Special Sector Other than Leh & Port Blair:** Transition time allowed for every 200 km shall be one day (in the case of surface transport).
- c. **All Sectors excluding 13. a & 13. b above** Transition time allowed for every 300 km shall be one day (in case of surface transport).
- d. Special Sectors will include the following cities:  
Port Blair, Leh, Silchar, Imphal, Dibrugarh, Agartala, Aizwal, Dimapur, Tezpur, Kohima, Darjiling & Mizoram. Any shipments to and/from these cities will be treated as special sector shipments.
- e. Pickup time for AOG Shipment shall be within 2 hrs. from the time of communication sent to the service provider.
- f. Pickup time for Non-AOG shipments shall be by next working day from the time of communication sent to the service provider.

#### 14. Reports

SP will be required to submit the following reports

- a) Daily Status Report of Shipment- This report should cover the status of the shipment at different stages of pick up and delivery of the shipment.
- b) Monthly performance of SP report for shipment covering details of shipments and deliveries.
- c) Weekly Report on shipments handled.
- d) Consignment and Item-wise charges & GST Payment Report.

#### 15. Execution of Job:

1. The **successful Bidder/SP** must convey acceptance of the Contract in writing within 07 working days of receipt of LOA. SP shall set up the required infrastructure (manpower & office equipment) at its premises and commence work within 15 days of the award of the contract to them.
2. The **successful Bidder/SP** must deploy at its own cost the supervisor/staff to ensure that the contract commences immediately after communication of acceptance of the contract from him.
3. The **successful Bidder/SP** must ensure the placement of sufficient staff at the premises of AIESL to ensure the smooth operation of tendered services.

#### 16. Requirements of Performance:

- a) All the permissions and Clearances or any other relevant authorization from a competent authority/Government agency shall be obtained by the SP for the execution of this contract at its own cost. Any contingency arising in this respect shall be the responsibility of the SP. Also, the Service provider shall be responsible for any mishap, accident en route, and consequences thereof including legal complications, if any.
- b) The contract as entered between AIESL and the SP shall in no way, nullify, reduce, mitigate, or absolve the parties of any responsibility, obligation, or liability that may devolve upon them under the acts or laws governing such activity.
- c) The SP shall take all due care of consignments while loading/unloading and transportation.
- d) Volumetric weight will be calculated as: FOR SURFACE-  $\frac{\text{Length} \times \text{Breadth} \times \text{Height}}{5000}$

FOR AIR-  $\frac{\text{Length} \times \text{Breadth} \times \text{Height}}{6000}$



- e) Odd Dimensional shipments will mean:
  - i. The goods which cannot be accommodated in a regular-size Tempo/Truck.
  - ii. The goods which will require additional handling equipment like cranes, forklifts, etc.
  - iii. The goods which exceed the net weight of 250 kg.

#### 17. Compliance with Security regulations

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

#### 18. LIQUIDATED DAMAGES / PENALTY:

The AIESL may impose penalties for delays caused in shipping by the carrier unless there were situations beyond the service provider's control, like strikes, blackouts, curfews, natural disasters, etc. This needs to be mentioned.

- c. The penalty shall be levied for the delayed delivery viz. delivery beyond the period allowed for each station @ 2% per day subject to a maximum of 10% of the invoice value.
- d. The consignments be delivered in original packaging condition, failing which a penalty of 0.5% of the Invoice value would be charged subject to a maximum of 10% of the Invoice value depending upon the degree of the damage to the packaging.
- e. Delivery of heavy and/or odd dimensional goods must be in AIESL-supplied condition and free from any physical damage/s. A penalty of 0.5% of invoice value would be charged subject to a maximum of 10% of the Invoice value depending upon the degree of the damage along with the cost of repair of such damage/s.
- f. Pickup of all AOG shipments must be done within 2 hrs. and to be booked by the first available service (FAS), the same must be delivered to the consignee in 24 hours. In case of any delay in shipments of AOG items, 10% of the freight charge shall be deducted.
- g. Pickup Non-AOG shipments must be done by next working day, a penalty shall be levied for the delayed pick up @ 1% per day of applicable freight charges beyond defined pick up schedule.
- h. A penalty shall be levied for the delayed delivery @ 1% per day beyond defined delivery terms at Para 13 of Section B, subject to a maximum of 10% of the total value of one-way freight charge to the concerned destination.
- i. Transition time is allowed as per Para 13 of Section B for calculating the penalty, if any, and will be levied at the discretion of AIESL.
- j. Amount of penalties, if any, shall be deducted from the bills along with the penalty mentioned at sub-para 18. a to 18. f above.

#### 19. Submission of Bills:

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

Chargeable weight will be calculated as per gross weight or volumetric weight, whichever is higher will be considered.

The Invoice(s)/Bill(s) must also contain the following information related to the shipments in addition to GST guidelines:

- a. Point of Origin
- b. Destination
- c. Distance
- d. Actual Weight
- e. Volume Weight
- f. Rate/kg

**20. Payment of Bills:**

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

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

**21. Continuation of Services during Pendency of Payment of Bills:**

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

**22. Exclusiveness of Contract:**

It is specifically made clear and understood that this contract shall not vest exclusive rights to the SP to provide services to AIESL during the tenure of this contract.

Notwithstanding this Agreement, AIESL may handle transportation either on self-transportation basis or may utilize the services of one or more other agencies for obtaining one or more or all and/or such other services enlisted under this contract.

**23. Point of Contact:**

The SP will provide a dedicated single point of contact on a 24x7 basis i.e. Name, Designation, Email ID, Mobile No, and escalation matrix for regions and stations mentioned below:  
Hyderabad, Delhi, Mumbai, Thiruvananthapuram, Kolkata & Nagpur

**24** The approximate average number of shipment per month across India is 185. 93% of shipments are by surface mode, 7% of shipments are by air mode, and 1% of shipments are for special sectors.

**25** Estimated Tonnage Details per year:-

AIR MODE :- 41,710.00Kgs  
SURFACE MODE :- 5,69,210.00 Kgs  
SPECIAL SECTOR :- 6,540.00 Kgs

**SECTION- C****ELIGIBILITY CRITERIA**

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

SI No	Description	AIESL Requirement
1	The tenderer shall have a minimum average annual turnover of ₹ 1.13 Crores or more for the last Three financial years ending on 31st March 2025. Certificate duly signed by the chartered accountant to be submitted.	Must
2	The Tenderer shall not have negative net worth during the last 3 financial years.	
3	The tenderer shall have experience of at least 5 years in handling the dispatch of Aircraft tools, Spares and various types of equipment including DG Goods.	Must
4	The tenderer shall have experience in handling oversize/odd-size consignments.	Must
5	Tenderer agrees to abide by rules/clauses as mentioned in Sections-A, B and C	Must
6	The tenderer shall have their own office in Delhi, Hyderabad, Mumbai, Kolkata, Nagpur and Thiruvananthapuram	Must
7	Tenderer agrees to pay a non-interest bearing security deposit which shall be 5% of the contract value as a security deposit for the period of the contract	Must
8	The tenderer shall agree that the payment will be made against the tenderers invoice submitted on 45 days credit term basis	Must
9	The tenderer shall provide dedicated access to track AIESL consignments on their website	Must
10	PAN and GST Number	Must
11	The tenderer shall be in the logistics/supply chain/transportation sector having the capability of transportation service done by surface and air pan India.	Must
12	The tenderer shall have expertise in handling and transporting Dangerous Goods	Must

**B) Parameters**

Sr. No.	Parameter	Party's Response (Yes/No) (supporting document to be attached)
1	The Bidder must be a limited Company registered under Indian Companies Act, 1956 or a partnership firm or a sole proprietorship firm or a private limited company duly registered under the concerned acts applicable for conducting business in India.	Must
2	The Bidder should be in the business of Air/courier/post/ surface transportation for the past five years (from April 2019 onwards). To have experience in handling airplane-related parts and materials for the past two years and capable of providing the said services mentioned in Section B.	Must
3	The Bidder should have an Average Annual Financial turnover of ₹ 1.13 Cr during the last Three Financial years i.e., 2022-23, 2023-2024 and 2024- 2025 as per the Annual Report (Audited Balance Sheet and Profit & Loss Account) duly authenticated by a Chartered Accountant/Cost Accountant in India.	Must

	<p>a) The bidder must have at least three years' experience of Air/courier/post/ surface transportation (starting from 01st April 2022 to 31st March 2025) in airline /MRO central/state Government/PSUs etc. Service rendered with list of such Central/State/PSUs with duration of service shall be furnished.</p> <p>b) The Bidder must have successfully executed/completed similar services over three financial years (starting from 01<sup>st</sup> April 2022 to 31<sup>st</sup> March 2025) –</p> <ul style="list-style-type: none"> <li>• One similar completed service costing not less than the amount equal to 80% (eight percent) of the estimated cost or ₹ 96 lakhs. OR</li> <li>• Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost or ₹ 60 Lakhs each. OR</li> <li>• Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimate cost or ₹ 48 Lakhs each.</li> </ul>	Must
--	--	------

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

#### Technical Bid Evaluation Criteria (TBEC)

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

#### Price Bid Evaluation Criteria (PBEC)

Detail explanation given in Section-E.

\*\*\*\*\*

**SECTION D:****TECHNICAL BID FORMAT**

(To be submitted on Bidder's company letterhead)

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

**Tender No: AIESL/HQRS/GM/2025/1032 dtd 02-12-2025****Tender Description: Tender for logistics service provider for transportation of company goods of AIESL****A. Bidder's Details:** (all informations below must be specific and no generic response like NA etc. will be accepted)

Sl.No	Description	Information to be furnished along with supporting documents
1.	Name of Contract	
2.	Name of the Company/Establishment	
3.	Full Address of Registered Office	
4.	Telephone No./ Mobile No.	
5.	Email id	
6.	Fax No.	
7.	Name of Contact Person	
8.	Name of the person signing the tender	
9.	Phone/Mobile No of the person signing the tender	
10.	Designation of the person signing the tender	
11.	Relationship with the bidder of the person signing the tender	
12.	Name & address of Banker	
13.	RTGS /NEFT Registered form duly signed by Banker to be enclosed	
14.	Details of Earnest Money Deposit (EMD) submitted: i) Online transaction detail must be attached	
15	Is the Bid Security Declaration Form (duly filled & signed) attached/ enclosed along with the Technical Bid (for MSE/Startup Bidder)	
16	If Bidder is an MSE unit, please specify the details of the MSME registration certificate below:	
	Registration Certificate No.	
	Date of issue	
	Valid up to	
	Services covered under the Registration Certificate	
	Whether the MSE Unit is owned by an SC/ST. If yes, please attach documentary proof to substantiate the caste status.	
17	Provide detail if the tenderer is a startup enterprise, please attach documentary proof to substantiate the claim.	
18	Has any Director/Partner/Proprietor been convicted at any time by a court of law?	
19	Has your company been Blacklisted by any agency of the airport or elsewhere?	

**C) Parameters**

Bidder's Response (Shall be considered for evaluation of technical Bid as per TBEC mentioned in Section-E)

Sr. No.	Parameter	Party's Response (Yes/No) (supporting document to be attached)
1	The Bidder must be a limited Company registered under Indian Companies Act, 1956 or a partnership firm or a sole proprietorship firm or a private limited company duly registered under the concerned acts applicable for conducting business in India.	
2	The Bidder should be in the business of Air/courier/post/ surface transportation for the past five years (from April 2019 onwards). To have experience in handling airplane-related parts and materials for the past two years and capable of providing the said services mentioned in Section B.	
3	The Bidder should have an Average Annual Financial turnover of ₹ 1.13 Cr during the last Three Financial years i.e., 2022-23, 2023-2024 and 2024- 2025 as per the Annual Report (Audited Balance Sheet and Profit & Loss Account) duly authenticated by a Chartered Accountant/Cost Accountant in India.	
	<p>a) The bidder must have at least three years' experience of Air/courier/post/ surface transportation (starting from 01st April 2022 to 31st March 2025) in airline /MRO central/state Government/PSUs etc. Service rendered with list of such Central/State/PSUs with duration of service shall be furnished.</p> <p>b) The Bidder must have successfully executed/completed similar services over three financial years (starting from 01<sup>st</sup> April 2022 to 31<sup>st</sup> March 2025) –</p> <ul style="list-style-type: none"> <li>One similar completed service costing not less than the amount equal to 80% (eight percent) of the estimated cost or ₹ 96 lakhs.</li> <li>OR</li> <li>Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost or ₹ 60 Lakhs each.</li> <li>OR</li> <li>Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimate cost or ₹ 48 Lakhs each.</li> </ul>	
4	The bidder must have PAN No. & GST registration No., at the time of tender application.	



**B) Branch Office details:**

Station	Office Address	Name of Contact Person	Email ID	Mobile No
Hyderabad				
Delhi				
Mumbai				
Thiruvananthapuram				
Kolkata				

**B) Techno-commercial Bid Form Part-A**

Sl No	Description	AIESL Requirement	Vendor Response	Document Proof
1	The tenderer shall have a minimum average annual turnover of ₹. 1.13 Crores or more for last three financial years ending on 31st March 2025. Certificate duly signed by the chartered accountant to be submitted.	Must	Yes/No	To submit document proof
2	The Tenderer shall not have negative net worth during the last 3 financial years.	Must	Yes/No	To submit document proof
3	The tenderer shall have the experience of handling the dispatch of tools and equipment.	Must	Yes/No	To submit document proof
4	The tenderer shall have experience in handling oversize/odd-size consignments.	Must	Yes/No	To submit document proof
5	Tenderer agrees to the general terms and conditions as mentioned in Annexure-E	Must	Yes/No	To confirm
6	The tenderer shall have their own office in Delhi, Hyderabad, Mumbai, Kolkata, Nagpur, and Thiruvananthapuram.	Must	Yes/No	To submit document proof
7	Tenderer agrees to pay a non-interest bearing security deposit which shall be 5% of the contract value as a security deposit for the period of the contract	Must	Yes/No	To confirm
8	The tenderer shall agree that the payment will be made against the tenderers invoice submitted on 45 days credit term basis	Must	Yes/No	To confirm
9	The tenderer shall provide dedicated access to track AIESL consignments on their website	Must	Yes/No	To confirm
10	PAN and GST Number	Must	Yes/No	To submit document proof
11	The tenderer shall be in the logistics/supply chain/transportation sector having the capability of transportation service done by surface and air pan India atleast since 2019.	Must	Yes/No	To confirm
12	The tenderer shall have capability in handling and transporting Dangerous Goods.	Must	Yes/No	To confirm

**C) Branch Office details:**

Station	Office Address	Name of Contact Person	Email ID	Mobile No
Hyderabad				
Delhi				
Mumbai				
Thiruvananthapuram				
Kolkata				
Nagpur				

**D) Techno-commercial Bid Form Part-A**

Sl No	Description	AIESL Requirement	Vendor Response	Document Proof
1	The tenderer shall have a minimum average annual turnover of ₹. 1.13 Crores or more for last three financial years ending on 31st March 2025. Certificate duly signed by the chartered accountant to be submitted.	Must	Yes/No	To submit document proof
2	The Tenderer shall not have negative net worth during the last 3 financial years.	Must	Yes/No	To submit document proof
3	The tenderer shall have the experience of handling the dispatch of tools and equipment.	Must	Yes/No	To submit document proof
4	The tenderer shall have experience in handling oversize/odd-size consignments.	Must	Yes/No	To submit document proof
5	Tenderer agrees to the general terms and conditions as mentioned in Annexure-E	Must	Yes/No	To confirm
6	The tenderer shall have their own office in Delhi, Hyderabad, Mumbai, Kolkata, Nagpur, and Thiruvananthapuram.	Must	Yes/No	To submit document proof
7	Tenderer agrees to pay a non-interest bearing security deposit which shall be 5% of the contract value as a security deposit for the period of the contract	Must	Yes/No	To confirm
8	The tenderer shall agree that the payment will be made against the tenderers invoice submitted on 45 days credit term basis	Must	Yes/No	To confirm
9	The tenderer shall provide dedicated access to track AIESL consignments on their website	Must	Yes/No	To confirm
10	PAN and GST Number	Must	Yes/No	To submit document proof
11	The tenderer shall be in the logistics/supply chain/transportation sector having the capability of transportation service done by surface and air pan India atleast since 2019.	Must	Yes/No	To confirm
12	The tenderer shall have capability in handling and transporting Dangerous Goods.	Must	Yes/No	To confirm

- i. Details of air/surface shipments handled during last 3 years together with Satisfactory Completion Certificate along with copy of contract/ way Bills/invoices of clients)

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

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

Authorized Signatory:

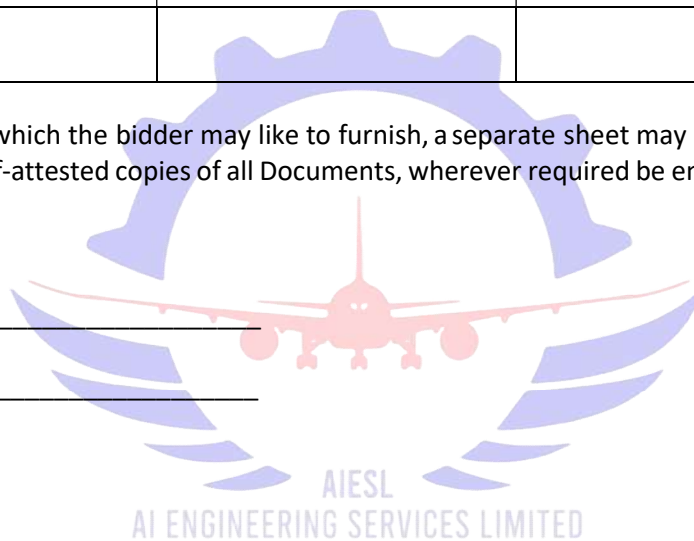
Name of Signatory \_\_\_\_\_

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

Seal of Company

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

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



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

To,

Chief Procurement Officer  
AI Engineering Services Limited  
2<sup>nd</sup> Floor, CRA Building  
Safdarjung Airport  
New Delhi - 110003

**UNDERTAKINGS:**

In response to the fulfillment of the requirement for eligibility to bid for Tender No. **AIESL/HQRS/GM/2025/1032** dtd 02-12-2025 **Tender for logistics service provider for transportation of company goods of AIESL:**

- i. It is confirmed that the registrations and licenses under all the applicable local and central taxes and laws and to be specified separately under each applicable tax/law/act (i.e., GST/ Income Tax Act, etc.) shall be produced for verification/checking of AIESL or to a third party authorized by AIESL / Law abiding agencies of Govt. of India.
- ii. I have carefully gone through and have understood and hereby agree to abide by all the General Terms & Conditions, Work scope, and Specifications governing the tender.
- iii. I hereby confirm that I am authorized to sign the tender document that the information given in the tender is true and correct to the best of my knowledge and belief and that nothing material is concealed.
- iv. All the pages of the Technical Bid are signed, and any overwriting is signed.

Authorized Signatory:

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

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

Seal of Company

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

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

**Annexure-C****CHECKLIST:** Following Documents have been attached with Technical Bid

1.	Bid Security Declaration Form, duly filled and signed	YES / NO
2.	Self-Attested copies of: -	
	A) Certificate of Incorporation	YES / NO
	B) PAN No.	YES / NO
	C) GST Registration	YES / NO
	D) IT Returns for the Previous Three (03) Years	YES / NO
	E) Shop & Establishment Certificate/ Lease Deed as applicable for office premises	YES / NO
	F) Original copy of Authorized Signatories	YES / NO
	G) MSE Certificate, if registered with MSE (Ref. Para 18 of Section 'A')	YES / NO
	H) Startup Certificate, if registered	YES / NO
3	Copy of audited Balance Sheet and P&L for the financial years 2022-23, 2023-24, 2024-25 duly signed by Proprietor/Director/Authorized signatory.	YES / NO
4	Copies of Contracts/AWB/invoices depicting the last 3-year experience in the business of Pan India Logistics Services (from April 2018 onwards), duly certified by the bidder/self-attested	YES / NO
5	Company Profile	YES / NO
6	List of other Airlines/customers where similar services are provided currently with supporting document/s.	YES / NO
7	Tender document each page duly signed, stamped and completed in all aspects.	YES / NO

Authorized Signatory:

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

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

Seal of Company

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

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

**SECTION-E****PRICE BID FORMAT**

(To be submitted on Bidder's company letterhead)

*(all pages must be signed and stamped with the company's seal)***PRICE BID FORMAT PART-B****Tender No: AIESL/HQRS/GM/2025/1032 dtd 02-12-2025****Tender Description: Tender for logistics service provider for transportation of company goods of AIESL****Table 1. Rates for logistics services for Shipments by Road in INR per Kg except for slabs of <10 Kgs for which rates are minimum.**

<b>Shipments by Road</b>				
	Weight of consignment/zone	Distance upto 100 (Rate/Kg)	Distance >100 and <=700 (Rate/Kg)	Distance above 700 kms (Rate/kg)
		I	II	III
a	< 10 kgs			
b	>10 kgs - 100 Kgs			
c	>100 kgs – 500 kgs			
d	>500 – 1000 kgs			
e	>1000 kgs – 2000 kgs			
f	Above 2000 kgs			
G	Average of (a + b+ c + d + e + f)			
$P = G-I + G-II + G III)/3$				

**Table 2. Rates for logistics services for Air Shipments in INR per Kg except for slabs of <10 Kgs for which rates are minimum**

<b>Shipments by Air</b>				
	Chargeable Weight of consignment	Distance upto 100 (Rate/Kg)	Distance >100 and <=700 (Rate/Kg)	Distance above 700 kms (Rate/kg)
		I	II	IV
a	< 10 kgs			
b	>10 kgs - 100 Kgs			
c	>100 kgs – 500 kgs			
d	>500 – 1000 kgs			
e	>1000 kgs – 2000 kgs			
f	Above 2000 kgs			
G	Average of (a + b + c + d + e + f)			
$Q = G-I + G-II + G III)/3$				



**Table3. Rates for logistics services for Surface, Air & multimodal Shipments in INR per Kg except for slabs of <10 Kgs for which rates are minimum**

Special Sector Shipments				
		Distance upto 100 (Rate/Kg)	Distance >100 and ≤700 (Rate/Kg)	Distance above 700 kms (Rate/kg)
		I	II	III
a	< 10 kgs			
b	>10 kgs - 100 Kgs			
c	>100 kgs – 500 kgs			
d	>500 – 1000 kgs			
e	>1000 kgs – 2000 kgs			
f	Above 2000 kgs			
G	Average of (a + b + c + d + e + f)			
<b>R = (G-I + G-II + G III)/3)</b>				

**Charges for Special sector :- Port Blair, Leh, Silchar, Imphal, Dibrugarh, Agartala, Aizwal, Dimapur, Tezpur, Kohima, Darjiling & Mizorum. Rates for logistics services will include Rail, Road, Air, Sea, or Multimodal Transport in INR per Kg.**

#### Calculation of Lowest Bid (L-1)

- a) The lowest bidder will be arrived at by calculating the average rates quoted in Table 1, Table 2, and Table 3 for all slabs and all regions/ stations together as shown above.
- b) The formula for calculating the lowest bidder (L-1)=

$$V_1 = P * (617500 * 0.92)$$

$$V_2 = Q * (617500 * 0.07)$$

$$V_3 = R * (617500 * 0.01)$$

$$\text{Bid Value (V)} = V_1 + V_2 + V_3$$

Where, P= Average of Bids Value for Surface Shipments

Q= Average of Bids Value for Air Shipments

R= Average of Bids Value for Special Sectors

0.92, .07 & 0.01 are weightages assigned to each category of shipment based on estimated volume.

L-1 will be decided on the lowest Bid Value (V)

- c) Please specify applicable taxes separately. These taxes will be paid extra at actuals. There will be a single service provider appointed for both activities.
- d) The rates must be quoted separately for each item and also total cost for each category must be mentioned for all particulars.
- e) Kindly quote for all items and no column shall be left blank.

- f) Odd dimensional shipments will be calculated by volumetric weight:

FOR SURFACE-  $\frac{\text{Length} \times \text{Breadth} \times \text{Height}}{5000}$

FOR AIR-  $\frac{\text{Length} \times \text{Breadth} \times \text{Height}}{6000}$

Note: Odd Dimensional shipments will mean:

- i. The goods which cannot be accommodated in a regular-size Tempo/Truck.
- ii. The goods which will require additional handling equipment like cranes, forklifts, etc.
- iii. The goods which exceed the net weight of 250 kg.

- g) **Rates:** The above rates shall be as follows:

- (i) Inclusions: The above rates are inclusive of all the costs & expenses including cost of labor, storage and freight charges, and loading, and unloading charges.
- (ii) Exclusions: The GST and other Govt/local levies are excluded and will be paid/ reimbursed on the production of receipt as proof of payment.
- (iii) Charges will be calculated on the basis of the categorization of destination cities as given in Section- E Annexure-D

- h) **Optional Offer prices:**

The charges will not be considered for arriving at L-1 offer. However, Bidders must submit the following charges

- i. **Additional Quotation (Optional) for Fumigation (ISPM-15) of transportation Boxes/Containers :**

Rs. \_\_\_\_\_ per Sq Ft for wooden Boxes/Containers.

- ii) **DG handling Charges for Surface Transportation (Optional) Per shipment** = ₹ \_\_\_\_\_

- iii) **DG handling Charges for Air Shipment (Optional) per shipment** = ₹ \_\_\_\_\_

- iv) **Full Truck charges for odd dimensional / delicate /special items with loading/ unloading equipments**

**Distance upto 100 kms** = ₹ \_\_\_\_\_

**Distance >100 and <=700 kms** = ₹ \_\_\_\_\_

**Distance above 700 kms** = ₹ \_\_\_\_\_

**Undertaking:**

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

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

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

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

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

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

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

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

To  
Chief Procurement Officer  
AI Engineering Services Limited  
2<sup>nd</sup> Floor, CRA Building  
Safdarjung Airport  
New Delhi - 110003

**Tender Ref : AIESL/HQRS/GM/2025/1032 dtd 02-12-2025 Due Date : 24-12-2025**  
**Tender for logistics service provider for transportation of company goods of AIESL.**

**ACCEPTANCE OF TERMS AND CONDITIONS**

1. I/We have carefully gone through and have understood and hereby agree to unconditionally abide by all the terms and conditions, required work scope/service details, and specifications governing the Tender.
2. I/we hereby confirm that I/we are authorized to sign Bid documents and the information given in the Tender is true and correct to the best of my/our knowledge and belief and nothing material is concealed.
3. Rates quoted by us in the Price Bid Format will remain valid for a period of 120 days from the date of opening of the Technical Bid.
4. We confirm that the prices/ rates and taxes as quoted by us in the Price Bid are final and no additional Cost shall be applicable to AIESL. We also confirm that there is no hidden cost to AIESL over and above those indicated in the Price Bid format.
5. In case AIESL decides to place a contract on us, we agree to maintain our quoted rates firm till the completion of the Contract.
6. We confirm that the benefit of reduction in Statutory Taxes/Levies if any arising during the Contract Period, if awarded in our favor would be passed on to AIESL wherever applicable.
7. I/we confirm that /we do not have any relative who is an employee of AIESL or its subsidiaries and is likely to benefit us during the Award/implementation of the Contract.
8. I/we also indemnify that any subsequent detection of direct or indirect beneficiaries of any application/award of any contract to any employee of the organization may result in disqualification/termination. AIESL will have the sole discretion to do so, and such cases cannot be referred for arbitration.
9. All the Pages of SECTIONS A to E are duly stamped and signed.

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

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

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

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

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

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

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

To  
Chief Procurement Officer  
AI Engineering Services Limited  
2<sup>nd</sup> Floor, CRA Building  
Safdarjung Airport  
New Delhi - 110003

**UNDERTAKING FROM BIDDERS**

**Tender Ref : AIESL/HQRS/GM/2025/1032 dtd 02-12-2025 Due Date : 24-12-2025**

**Tender Description: Tender for logistics service provider for transportation of company goods of AIESL.**

I / We \_\_\_\_\_ confirm that I/we do not have any relative, who is an Employee of AIESL or its sister concerns and is likely to benefit us during the Award /Implementation of the Contract.

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

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

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

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

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

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

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

To  
 Chief Procurement Officer  
 AI Engineering Services Limited  
 2<sup>nd</sup> Floor, CRA Building  
 Safdarjung Airport  
 New Delhi - 110003

**Performance Bank Guarantee /Security Deposit Form**

WHEREAS (Name and address of the bidder) (Hereinafter called "the service provider") has undertaken, in pursuance of Contract No..... dated ..... to supply (description of services) (hereinafter called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the service provider 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 service provider such a bank guarantee.

NOW THEREFORE, we..... Bank, hereby affirm that we are guarantors and responsible to you, on behalf of the service provider, 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 service provider 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 service provider 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 service provider 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 ..... 2025.

(Signature of the authorized officer of the Bank)

..... Name and designation of the officer

.....

.....

Name & Address of the Bank Branch

**LETTER OF AUTHORIZATION FOR ATTENDING PRE BID MEETING***(to be submitted in Bidder's Company Letter Head duly signed and stamped)*

To

Chief Procurement Officer  
 AI Engineering Services Limited  
 2<sup>nd</sup> Floor, CRA Building  
 Safdarjung Airport  
 New Delhi - 110003

**Tender Ref : AIESL/HQRS/GM/2025/1032 dtd 02-12-2025 Due Date : 24-12-2025****Tender Description: Tender for logistics service provider for transportation of company goods of AIESL.**

Subject: Authorization for attending pre bid meeting Tender No.

Closing Date:

Opening Date \_\_\_\_\_ Opening Time \_\_\_\_\_

The following person(s) are hereby authorized to attend the Pre-Bid meeting for the Tender mentioned above on our behalf.

Sr. No	Name	E-mail ID	Contact No.	Signature
1.				
2.				

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

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

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

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

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

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

**Note:**

- Permission for entry to the hall where pre bid meeting is held may be refused in case authorization as prescribed above is not received.
- The authorized representatives, in their own interest, must reach the venue of the pre-bid meeting well in time.
- The authorized representatives must carry a valid photo identity.



**SECURITY DEPOSIT FORM**

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

To

Chief Procurement Officer  
AI Engineering Services Limited  
2<sup>nd</sup> Floor, CRA Building  
Safdarjung Airport  
New Delhi - 110003

**Tender Ref : AIESL/HQRS/GM/2025/1032 dtd 02-12-2025 Due Date : 24-12-2025**

**Tender Description: Tender for logistics service provider for transportation of company goods of AIESL.**

I/We, the undersigned declare that:

After qualifying for the award of Contract for **Referred Tender** with AIESL. We will deposit **5% (Five percent) of the total value of the Contract towards an interest-free Security deposit**, within 2 weeks of receipt of the Contract.

The Security Deposit will be paid by way of an Account Payee Demand Draft, Banker's Cheque, Bank Guarantee (BG) issued from any commercial bank, or Fixed Deposit Receipt from any Commercial bank, in favor of AI Engineering Services Limited(AIESL), payable at Delhi.

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

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

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

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

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

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

**Annexure-J**

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

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

To

Chief Procurement Officer  
AI Engineering Services Limited  
2<sup>nd</sup> Floor, CRA Building  
Safdarjung Airport  
New Delhi - 110003

**Tender Ref : AIESL/HQRS/GM/2025/1032 dtd 02-12-2025 Due Date : 24-12-2025**

**Tender Description: Tender for logistics service provider for transportation of company goods of AIESL.**

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

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

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

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

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

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

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

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