



AI Engineering Services Limited

**NTA, NSCBI Airport,
Dum Dum, Kolkata-700052**

Internal Tender Ref. No.: KOL-PUR/AIESL/NS/169-26

Date: 16-04-2026

Tender for Comprehensive Annual Maintenance Contract for Voltas make VRF & Ductable split Air Conditioning Units (Qty - 12HP x 12 nos VRF & 11TR x 7 nos. Ductable units with complete system) installed in New building, NTA, AIESL, NSCBI Airport, Dum Dum, Kolkata - 52, West Bengal.

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DISCLAIMER

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

NOTICE INVITING TENDER (NIT)

Bid Details Summary

SN	PARTICULARS	DETAILS
1.	Name of the Work	Tender for Comprehensive Annual Maintenance Contract for Voltas make ductable split Air Conditioning Units (Qty - 12HP x 12 nos. VRF & 11TR x 7 nos. Ductable units with complete system) installed in New building, NTA, AIESL, NSCBI Airport, Dum Dum, Kolkata - 52, West Bengal.
2.	Earnest Money Deposit	Rs. 35,000.00 (Rupees Thirty Five Thousand Only)
3.	Security Deposit	5% of Contract Value
4.	Availability of bidding documents	Can be downloaded from www.aiesl.in and available on GeM
5.	Tender document Fee	NIL
6.	Last date, Time and place for receipt of bids	As per GeM notifications. Bids will be accepted through GeM only.
7.	Validity of the Offer	One Hundred Eighty (180) days from the last date of submission of Bid.

1. Introduction:

AIESL is the biggest DGCA (Directorate General of Civil Aviation) approved MRO set up in India that can serve as a one-stop-shop for various aircraft engineering requirements at major Airports with pan India foot print i.e., Delhi, Mumbai, Hyderabad, Thiruvananthapuram, Kolkata, Nagpur, etc. With a great skill set, huge professional experience and competency, AIESL manages and maintains Airbus, Boeing & ATR fleet of various Airline Operators (Domestic & International).

AIESL invites Public Tenders under **Two-Bid system** i.e. Technical-Bid and Price-Bid for Comprehensive Annual Maintenance Contract for Voltas make VRF & Ductable split Air Conditioning Units (Qty - 12HP x 12 nos VRF & 11TR x 7 nos. Ductable units with complete system) installed in New building, NTA, AIESL, NSCBI Airport, Dum Dum, Kolkata - 52, West Bengal.

2. The Tender

- a) Bidders must read the complete '**Tender Document**'. This NIT is an integral part of the Tender Document and serves a limited purpose of invitation, and does not purport to contain all relevant details for submission of bids. Bidders must go through the complete Tender Document for details before submission of their Bids.
- b) Availability of the Tender Document: The Tender Document shall be published on the Government E-Marketplace (GeM Portal) of Govt. of India. It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned on GeM Portal.
- c) Clarifications: The Prospective Bidder requiring any clarification regarding the Tender Document may do so using GeM Portal. Also, please feel free to contact mail id: surajitroy.1989@aiesl.in AIESL, Kolkata.

3. Eligibility Criteria for Participation in this Tender:

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

4. Submission of Bids:

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

5. Bid Opening

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

6. INSTRUCTIONS TO BIDDERS

Annexures / Forms (To be filled, signed, and uploaded by Bidders): Please relate the following Annexures / forms to the corresponding Sections:

- I. ELIGIBILITY CRITERIA FOR THE BIDDERS
- II. SCOPE OF WORK
- III. TECHNICAL-BID FORM

- IV. EXPERIENCE DETAILS
- V. BIDDER'S CHECKLIST
- VI. FORMAT FOR SUBMISSION OF UNDERTAKINGS
- VII. NON-DISCLOSURE AGREEMENT FROM THE BIDDER
- VIII. PRICE-BID FORM
- IX. BID SECURITY DECLARATION FORM

7. **Exemption/relaxation / purchase Preference Policies of the Government**

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

- a. Bidders from Micro and/ or Small Enterprises (**MSEs**) under Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order, 2012 as amended from time to time.
- b. Start-ups Bidders under Ministry of Finance, Department of Expenditure, Public Procurement Division OM No F.20/212014-PPD dated 25.07.2016 and subsequent clarifications. Start-up bidders must be registered under the Department for Promotion of Industry and Internal Trade (DPIIT).
- c. Purchase preference to make in India would be provided in line with the Letter no. P45221/2/2017-PP (BE-II), dated 16th September 2020, issued by Public Procurement Division, Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce, GOI as amended from time to time.

8. **Bid Prices**

Price Bid (Annexure VIII)

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

9. **Downloading the Tender Document; Corrigenda and Clarifications**

a. **Downloading the Tender Document**

The Tender Document shall be published and be available for download as mentioned in GeM Portal. The Bidders can obtain the Tender Document after the date and time of the start of availability till the deadline for availability. If the office happens to be closed on the deadline for the availability of the Tender Document, the deadline shall not be extended.

b. **Corrigenda/ Addenda to Tender Document:**

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

c. Clarification on the Tender Document

A Bidder may seek clarification of the Tender Document through GeM Portal, provided the clarification is raised at least 72 hours prior to submission of bid. The response to the clarification (If any) shall be shared on the GeM portal. Any modification of the Tender Document that may become necessary in view of response given to the clarification; shall be made by the AIESL by issuing an Addendum/ Corrigendum.

10. Rejection of Bids (Technical-Bid & Price-Bid):

The Technical & Price-Bids received in response to this Tender will be rejected, without evaluation, on the following grounds:

- a) Either the Technical-Bid or the Price-Bid (only of technically qualified Bidders) or both has been received after due date and time.
- b) Either the Technical-Bid or the Price-Bid or both have been received by email.
- c) Either the Technical-Bid or the Price-Bid or both have been received unsigned / incomplete.
- d) Either the Technical-Bid or the Price-Bid or both have not been received.
- e) Price Bid received along with Technical Bid.
- f) If the price bid is attached with the technical bid or if any type of price quote has been given in the technical bid.
- g) Tenders, not accompanying required information and documents are liable to be rejected. Any request for subsequent submission of any information / documents may not be entertained. However, AIESL can ask for information / documentation from the Bidders.
- h) Conditional Bids (Technical / Price-Bid) would not be accepted and shall be rejected.
- i) Bids not filled in the manner and as per formats, shall be rejected.
- j) Bids not fulfilling the Eligibility criteria, as specified in the Tender shall be rejected during technical evaluation.
- k) In case both the Tender Forms, i.e. Technical Bid & Financial Bid (only of technically qualified Bidders) not received in required format.
- l) If the Bids are submitted in different names.
- m) Ineligible Bids shall not be entertained, and the decision of AIESL in this regard would be final. No correspondence in the regard will be entertained.
- n) If EMD not submitted (if applicable).

11. Evaluation of Bids:

a. Technical-Bids:

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

b. Price-Bids:

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

The Price-Bids of only technically suitable Bidders, would be opened on a later date.

c. Bid Validity

1. Price Offered by the Bidder should be valid for **180** days from the date of opening of the Technical Bid for consideration of AIESL.
2. A bid valid for a shorter period shall be rejected as non-responsive.

- d. If required, before the expiry of the original time limit, the AIESL may request the bidders to extend the validity period for a specified additional period. The request and the bidder's responses shall be made in writing or electronically or as per GeM portal. A bidder may agree to or reject the request. A bidder who has agreed to the AIESL's request for extension of bid validity, in no case, shall be permitted to modify his bid.
- e. It will be imperative for each bidder to fully acquaint himself with the local conditions and factors, which may have an effect on the execution of the Contract and/or the cost and submit bid accordingly.
- f. During the process of the evaluation of Bids, no queries shall be entertained from the Bidders with regard to the status of the Bids.
- g. **Extension of closing date / due date / time of Tender:**
The date / time for submission of Bids and opening of Technical-Bids, may be extended at any time, at the sole discretion of AIESL.

12. **Earnest Money Deposit (EMD)**

- (a) The bidders shall deposit along with the technical bid, an Earnest money of Rs.35,000.00.00 (Rupees Thirty Five Thousand only) through payment gateway method to the AIESL's bank account, details mentioned below and upload the proof of deposit along with the technical bid. The Earnest money deposit will be refunded to the Bidders, whose offers have not been accepted. Earnest Money Deposit of the successful Bidders, whose offer is accepted will be kept until the time, the Bank Guarantee/ Security Deposit is not received.

Process to follow for submission of Earnest Money Deposit as below:

1. Visit AIESL website www.aiesl.in
 2. Choose "**Payment**" option at the below of the site screen
 3. Choose "**Vendor**" option
 4. Fill up relevant compulsory fields to proceed further for requisite EMD amount payment.
 5. Take screen shot/print out after successful payment made.
- (b) Tenders without the EMD shall be rejected.
 - (c) In case a bidder withdraws his bid during the process of evaluation of tender, or fails or refuses to accept the contract if awarded in his favor, the Earnest Money Deposit will be forfeited.
 - (d) EMD of the bidders, who do not qualify in the 'Technical Bid', will be refunded interest free to them within two months of the award of contract.
 - (e) EMD in respect of the successful bidder can be adjusted against Security Deposit/ Performance Bank Guarantee.
 - (f) **Exemption from submission of Earnest Money Deposit (EMD):**
As mentioned in Section 7(4) of Ministry of MSME's Notification No.S.02119 (E) dated 26th June, 2020 an enterprise registered with any other organization under the ministry of MSME shall registered itself under Udyam Registration with effect from 01.07.2020, The **MSEs** registered under **Udyam Registration/NSIC under single point registration scheme/Public Sector Unit/Central/State Government Undertakings/Handicraft Boards, Khadi Village and Cottage Industries/ Social Welfare Organizations/Handicraft and Blind Associations/ Units registered with the Central Purchase Organizations (e.g. DGS&D)& Start-up** registered under the Department for Promotion of Industry and Internal Trade (DPIIT) are exempted from payment of Earnest Money Deposit (EMD). The valid MSME/Udyam Certificate/Start-up India certificate that is to be submitted by the vendor shall be of relevant current period, comprising of such similar nature of business as mentioned in Bid document.

(g) **Price Preference:**

Since tender item cannot be split or divided, etc. the MSE quoting a price within the band L1 + 15 % may be awarded for full/complete supply of total tendered value, subject to meeting technical qualifications and willingness to match the L1 rate, by bringing down their price to L1 price in a situation where L1 price is from a Party other than a MSE.

(h) **Eligibility to avail Exemption / preferences:**

The MSEs/ Start-up bidders registered for the particular trade /service, for which the Tender is relevant, would be eligible for exemption/preference.

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

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

13. **GENERAL TERMS AND CONDITIONS (GTC)**

- a. **Contract / Agreement** means the Contract as signed between AIESL and the Successful Bidder for Comprehensive Annual Maintenance Contract for Voltas make VRF & Ductable split Air Conditioning Units (Qty - 12HP x 12 nos VRF & 11TR x 7 nos. Ductable units with complete system) installed in New Building, NTA, AIESL, NSCBI Airport, Dum Dum, Kolkata - 52, West Bengal and the Scope of Work given in the Tender”.
- b. The ‘Bidder’ / ‘Party’/ ‘Service Provider’ / ‘Agency’ / ‘Contractor’, as used in the Tender document, shall mean the one who has signed the Tender Form and submitted the Bid in response to the Tender.
- c. The ‘Successful Bidder’ as used in the Tender document, shall mean the one who has been declared as:
 - i) Whose Bid is under consideration for award of Letter of Award (LOA);
 - ii) Received Letter of Award (LOA);
 - iii) Awarded Contract for commencement / execution of services.
- d. It is further clarified that any individual signing the Tender or other documents in connection with the Tender must certify whether he signs as Authorized signatory of the Company/ Proprietorship/Partnership Firm/LLP etc. The letter of authority must be attached with the technical bid.
- e. Bidder should not have a conflict of interest, which substantially affects fair competition. The prices quoted should be competitive and without adopting any unfair/unethical/ anti-competitive means. No attempt should be made to induce any other bidder to submit or not to submit an offer for restricting competition. To determine whether there has been an occurrence of act of conflict of interest, the decision by the Competent Authority, AIESL shall be final and binding.
- f. The Technical-Bids shall be evaluated on the basis of details and documents provided by the Bidders, for example Check List or other documents in support of Eligibility Criteria, Annexure-I and Technical Bid, Annexure-III.
- g. The Price-Bids of only technically qualified Bidders shall be opened at a later date. Intimation shall be sent to technically disqualified Bidders as per GeM.
- h. Tenders should be filled in prescribed forms only and be duly signed and stamped.
- i. Technical-Bid prepared by the Bidder, shall contain all requisite information along with

self-attested supporting documents to be uploaded as per details given in the **Annexure III**, Technical-Bid Form.

- j. All prices be clearly written / typed both in words and figures without any overwriting. Overwriting, if any, should be counter signed by the Bidder. In case of any discrepancy, the amount written in words shall be considered as final for the purpose of evaluation of the Price-Bid.
- k. Bidders are advised to study the Tender document carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implications.
- l. Bids should be unconditional. In case of any condition, the Bid shall be treated as disqualified and shall be rejected.
- m. The Tender and resultant Contract is CONFIDENTIAL and anything contained in this document, shall not be disclosed in any manner, whatsoever. The undue publicity by the Bidder regarding confidential process of the Tender may result in the rejection of their Bid / Contract.
- n. All notices and instructions given by either party under this contract to the other shall be in writing. For all correspondence local address of the bidder shall be mentioned.
- o. No part of the contract nor any share or interest therein shall in any manner or degree be transferred/ assigned or sublet by the bidder directly or indirectly to any person, firm or corporation whatsoever.
- p. The contract with the successful bidder for the job may be extended to a **further period of 1 year** at the same rate, terms and conditions, if needed, upon mutual consent.

14. UNDERTAKINGS by the Successful Bidder:

The bidder has to give following undertakings and shall abide by it if the bidder become successful and contract is awarded to him:

- i) I/we have gone through and understood the General Terms & Conditions, Eligibility Criteria & Scope of Work and Specifications governing the tender and shall abide by all of them.
- ii) I/We will provide services as per requirement of AIESL and as per scope of work of the tender.
- iii) That employees deployed for AIESL duty shall be the employees of the service provider and none of them shall claim employment in AIESL. The responsibility of discipline/conduct of the employees in all respect shall be solely on the service provider. AIESL will, in no way, be responsible for violation of any rules/regulations/ instructions of the concerned agencies and/or for any loss or damage caused by the workmen deployed by the service provider and any such loss or damage will be compensated/borne by the service provider.
- iv) Contract Labour (Regulation & Abolition) Act License: That all the provisions of the contract Labour (Regulation and Abolition) Act 1970 and rules made there under (as applicable to the state of West Bengal) shall be complied with by the successful bidder, if the same are/become applicable to these services and in case contract is awarded to them. The successful bidder shall obtain applicable licenses / Registrations at their own cost and initiative from concerned authorities within 15 days of receipt of LOA / Contract (wherever applicable).
- v) **ESI & PF registrations:** The bidder must have ESI & PF Registration at the time of submission of the tender.
- vi) **Verifications of Licenses/Registrations:** 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. Goods and Service Tax / Provident Fund Act / Establishment Act /Income Tax Act / Motor Vehicle Act of West Bengal state etc. shall be produced for verification / checking of AIESL or to the third party authorized by AIESL / Law abiding agencies of Govt. of India.
- vii) That the information given in the Technical Bid Form (Annexure – III) is true to the best of your knowledge and nothing is concealed, and will be signed by the authorized signatory of

your Co./Firm.

- viii) If the bidder does not have any establishment/office in Kolkata, then he has to arrange to set up the same within 30 days with telephone no. & fax facilities on receipt of Letter of Award. The new office address shall be informed to AIESL by the bidder and the same will be inspected by local AIESL Authority.
- ix) The Bidder would also provide an undertaking that the spot checks can be conducted by AIESL / third party authorized by AIESL, anytime for verification of quality of work / antecedents / credentials, etc. The shortcomings found, if any, would be overcome by the Service Provider within the given time, failing which AIESL shall be at liberty to impose penalty / cancel the Contract.
- x) **For Execution of Service**
The Bidder must give an undertaking that on award of the LOA/Contract, commencement of the repair and maintenance service should be started within **15 days** from the date of acceptance of the LOA.
- xi) **Amendments and clarifications:** will be informed separately. Any notice by one Party to the other Party, pursuant to the Contract, shall be sent in writing to the address specified for that purpose in the Contract.

15. **Sub-Contracting:**

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

16. **Supervision and monitoring of duties of daily work schedules**

Supervision and monitoring of the repair, operation and maintenance work, upkeeping the plant inside and outside etc. shall be the responsibility of the Service Provider. Therefore, the Service Provider must have a provision for supervision and effective management of the Contract, without any extra cost to AIESL.

17. **Award of LOA/ Contract, Acceptance and commencement of services:**

The Successful Bidder has to convey acceptance of LOA/Contract within **7 days** from the date of issue of the LOA/Contract.

The Successful Bidder shall deploy their manpower for AC operation at AIESL site immediately after completion of the one-time repair job, or as specified in the LOA/contract, failing to do so may invite penalties as per the penalty clauses.

18. **Period of Contract:**

The initial Contract period will be of one (01) year after the one-time repair, subject to satisfactory performance of the Service Provider on the discretion of AIESL. The continuity of the Contract shall depend on satisfactory performance of the Service Provider which shall be reviewed from time to time. The observations and decision of AIESL on performance and on any other criteria shall be unchallengeable and final.

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

19. **Applicable Rates & Validity**

Rates to be quoted must be in INR as per the Price Bid format-VIII only. Any deviation in format OR if rates quoted are conditional, the same shall be outrightly rejected.

The Rate quoted should be -

- a. The quoted rate should be **inclusive** of all applicable Govt. taxes, cess, levies, charges that

may be in force at the time of entering into the contract (except GST), all materials required, related tools, related tackles, cost of labour required for subject work, related transportation charges and all other incidental expenses / charges.

- b. Applicable GST will have to be mentioned separately in the price bid format and will be paid by AIESL as per rules governing the same.
- c. In case of imposition of any new statutory tax / levy during the subsistence of the contract applicable to such service, the same will be considered by AIESL on production of proof of applicability / payment.
- d. For any major reduction in service, the rate admissible will be arrived at after consultation with the successful bidder.
- e. In case, if it is found at any stage, that, the information provided are not true, the Tender/LOA/Agreement shall be cancelled and appropriate damages shall be claimed from the bidder/party, besides forfeiture of EMD/Security deposit.
- f. In case L1 service provider backs out either before issue of Contract / Letter of Award or subsequent to its issue the L1 service provider will be blacklisted for a minimum period of 03 (Three) years. In addition its Earnest Money Deposit / Security Deposit will also be forfeited.
- g. As it is not the general norm for AIESL to carry out price negotiation following evaluation of the Price Bids, the intending bidder are advised to submit their best quote(s) in response to the Tender. AIESL, however reserves the right to carry out negotiations in exceptional cases with the bidder who has been evaluated by AIESL as having offered the lowest bid in response to the Tender.

20. **Payment of Bills:**

- a. The cost of the job for invoicing/billing purpose will be divided into 3 parts – (i) invoice for one-time job (Section B of Annexure II i.e., sum total of Sl. No. 1 of Price Bid) is to be submitted after completion of the one-time repair job, (ii) invoice for the overhauling, preventive and routine maintenance and operation (Section C, Annexure II i.e., sum total of Sl. No. 2 & 3 of Price Bid) job is to be raised on monthly arrived at by dividing the summation of the corresponding costs by 12 months, & (iii) invoice for overtime job is to be raised on as and when required basis (**Section C, Annexure II i.e., sum total of Sl. No. 4 of Price Bid**).
- b. The successful bidder shall, by the seventh day of the following month, furnish his monthly GST compliant invoice for the monthly amount for the overhauling, preventive and routine maintenance and operation (Section C, Annexure II i.e., sum total of Sl. No. 2 & 3 of the Price Bid divided by 12 months) to the office of EF&PM, AIESL, NTA. The successful bidder shall also submit, along with the bills, periodic preventive maintenance service report duly signed by representatives from AIESL, requisite proof of deduction and deposit of PF, ESIC, and disbursement of wages pertaining to the month for which the bills are raised. The documentary evidence of compliance of Labour Law(s) shall be forwarded to the Office of Executive-II, HR, AIESL, NTA for verification and confirmation. After such confirmation the bills shall be forwarded to the Office of Executive-Finance, AIESL, NSCBI Airport, Kolkata for payment action. **PAN, GST Registration Number of AIESL & Service Provider and HSN / SAC Code should be mentioned in each bill raised and the bill should clearly indicate the basic rate and the applicable taxes e.g. GST etc. separately.**
- c. **No advance payment** shall be admissible in any case. AIESL shall pay **monthly bills** by an ECS/NEFT/RTGS clearance within **30** days of submission of the undisputed Bills to AIESL.
- d. The payments shall be made after deduction of all applicable taxes including tax deduction at source (TDS).
- e. Delay in payments on account of wrong billing / incomplete billing / late submission of the bills, etc. shall be the responsibility of the Service Provider.
- f. In case AIESL is not able to claim input GST credit on account of any fault, omission or noncompliance by the Service Provider, the Service Provider shall take prompt corrective action to ensure that the AIESL is able to claim input GST credit. Till such corrective

action is taken, the AIESL reserves the right to withhold the payments to the extent of GST credit. However, if the AIESL is not able to claim input GST (In spite of the corrective actions taken by the vendor), then the AIESL shall reserve the right to permanently withhold payment to the extent of GST.

21. Security Deposit (SD):

The successful bidder will **deposit 5 % of the total contract value after adjusting the amount of EMD**, as Security Deposit with AIESL through payment gateway method to the AIESL's bank account. Detailed steps for SD/PG amount submission are mentioned under **clause no.-12, a), page-7** and submit the proof of deposit, within 2 (Two) weeks of issue of LOA for the satisfactory performance of the Contract. Alternatively, Bank Guarantee (BG) from a Scheduled Bank, in lieu of the said amount, will be accepted as Security Deposit. The validity of the SD / BG will be till 30 days of scheduled completion of all obligations under the contract.

In case, SD is not deposited by the Contractor in time, the same amount would be adjusted from the initial bills.

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

The SD shall not bear any interest. The cost of submission of SD or execution of BG would be borne by the successful bidder.

Security Deposit will be refunded only after successful completion of all the contractual obligations by the successful bidder, subject, however, to deduction of penalties, if any, that may be leviable under the terms of the contract.

22. Recovery of Sum Due:

- i) Whenever under the Contract, any sum is recoverable from the Service Provider; AIESL shall be entitled to recover such a sum by appropriating in part OR in full from the SD already deposited by the Service Provider.
- ii) In the event of the said SD being insufficient, the balance OR the total amount recoverable, as the case may be, shall be deducted from any sum due to the Service Provider. Should this amount also be insufficient to cover the amount recoverable, the Service Provider shall pay to AIESL, the balance amount, if any, within **15 days** of the demand by AIESL after which only the said vehicle shall be handed over to the service provider upon such satisfactory completion of the contract period.
- iii) If any amount due to AIESL is so set off from the SD, the Service Provider shall have to make good the said amount of the SD equal to the original value immediately and in any case, not later than 15 days of intimation sent by AIESL.

23. Safety and Security Regulations:

- a) The staff of successful bidder so deployed for AIESL duty shall abide by all the rules and regulations relating to Aviation Safety and Security that may be framed from time to time by such Authorities such as "Bureau of Civil Aviation Security", "Airports Authority of India", or any other agency associated with Airport activity.
- b) The successful Bidder will have to submit to Security In-charge, AI ESL, ER, NTA, Dum Dum a letter of authority mentioning the Name, Staff No., Designation, Contact No., together with two passport size photographs of their service personnel who will carry out operation and maintenance service for records. Any change shall be informed to Security In-charge, AI ESL, ER, NTA, Dum Dum in writing within a week.

- c. The successful bidder shall also obtain entry permit(s) for his personnel to enter non restricted area of AIESL and ensure that his personnel display their entry permits / Photo Identity Cards at all times while deployed in the AIESL premises and/or the Operational areas.
- d. Any violation of security regulations and indulging in illegal activities by their personnel will be at the cost/ risk of successful bidder.
- e) The successful bidder shall have a practice to hand over / retrieve of PIC / AEP to their employees while they report / leave the AIESL / Airport premises, so as to ensure that their employee do not misuse the AEP.
- f) The service provider should ensure verification of character and antecedents of their personnel by police before deployment, since AIESL is “**Restricted Industry**” and Airport is “**Restricted Area.**” Every employee’s photograph, copy of police verification of character and antecedents and service provider undertaking to be furnished to Regional Security Officer, AIESL,ER, NTA, NSCBI Airport, Kolkata.
- g) The contractor shall take responsibility for good conduct of their employee on AIESL duty.
- h) In case any of the terms/ clauses of the tender are not implemented and in case any lapse on part of the service provider or his employee is noticed and if any of the employee of the bidder is found involved in theft/pilferage/malpractices, the same shall be inquired by AIESL officials and suitable action including legal proceedings may be initiated for breach of contractual liabilities. Such act may also attract penal / legal action under the provisions of law.
- i) AIESL being a restricted industry, the personnel deployed by the bidder for this service will not indulge in any illegal/Anti-Social/Anti national activities.
- j) AIESL shall not be responsible for any injury sustained by the service provider personnel during the performance of AIESL duties and also for any damage or compensation due to any dispute between them. Any expenditure incurred by the AIESL to tackle any such situation arising out of the conduct of deployed personnel or otherwise shall be deducted from the bills / security deposit of service provider.
- k) The personnel, deployed for AIESL service, should be in neat, clean & properly pressed uniform at the cost of the successful bidder.
- l) The successful bidder shall ensure that his personnel do not cause hindrance to the activities of AI ESL and that they are properly turn out and conduct themselves with decorum while interacting with AI ESL Employees or other personnel inside the AI ESL premises.
- m)The successful bidder shall not deploy such personnel whose previous work has not found satisfactory in the opinion of the responsible Officer of EF&PM.

24. **General Conditions:**

- a. The bidder shall be personally responsible for any theft, dishonesty and/or disobedience / acts and deeds on the part of the personnel so provided by him to provide this service.
- b. The bidder shall be solely responsible in respect of any claim, damages or other liabilities arising out of any incident/accident involving the service provided by him.
- c. Damage caused if any and claims arising out of any damages caused by the bidder/his staff in the course of rendering this service will be solely at the cost and risk of the bidder. AIESL will not accept any responsibility what-so-ever in this regard.
- d. The staff deployed by the bidder to execute this service shall under no circumstance be deemed to be in AIESL’s employment.
- e. The Bidder shall not engage any person below 18 years of age.
- f. The Bidder shall be the employer for his workers and AIESL will not be held responsible fully or partially for any dispute that may arise between the bidder and his workers.
- g. All notices and instructions given by either party under this contract to the other shall be in writing. For all correspondence local address of the bidder shall be mentioned.
- h. No part of the contract nor any share or interest therein shall in any manner or degree be transferred/ assigned or sublet by the bidder directly or indirectly to any person, firm or corporation whatsoever.

- i. AIESL shall not be responsible to provide any canteen/ medical facility / rest room to the personnel deployed for AIESL duty by the bidder.

25. Compliance of Statutory Provisions:-

- a. The Successful Bidder shall be solely responsible to adhere to and comply with the provisions of all mandatory and statutory compliances / regulations wherever applicable for offering the subject service to AIESL and / or applicable to successful bidder's employees, whether directly engaged or otherwise and shall keep AIESL and any other agency carrying out works on behalf of AIESL indemnified and harmless against any and all costs, consequences, litigations, damages, penalties, risks and proceedings that may arise on account of any violation of or non-compliance with any provision of any of the mandatory and / or statutory compliances / regulations by the bidder, his agents, servants or any other persons acting or claiming to act on his behalf. AIESL shall not be responsible for any such mandatory and statutory compliances / regulations which the bidder has to comply. **In case the successful bidder fails to comply with any statutory / taxation liability under appropriate law as applicable to them, their personnel deployed for AIESL job and / or the services rendered and / or as a result thereof AIESL is put to any loss / obligation, monetary or otherwise, AIESL shall be entitled to get itself reimbursed out of the outstanding bills or the Security Deposit of the successful bidder to the extent of the loss or obligation in monetary terms. In case the amount available through outstanding bills and / or the Security Deposit is not sufficient for such reimbursement, the successful bidder has to pay the deficient amount to AIESL on demand.** AIESL reserves the right to scrutiny records of payment of PF / ESI by the contractor.
- b. AIESL shall not be responsible for payment of wages and / or any other emoluments including Provident Fund or E.S.I. to the personnel / workers of the successful bidder so deployed and it shall be the sole responsibility of the successful bidder to make payment to the said personnel/workers in and the successful bidder shall at all-time keep AI Engineering Services Ltd indemnified against any claim from its personnel/workers in this regard.
- c. The successful bidder shall also keep AI ESL harmless and indemnified against any cost, consequences, litigations, penalties or proceedings arising out of any violation of any law whether State or Central that may for the time being be in force, or of any law, rule or regulation of any local or municipal authority, as well as against acts of negligence, theft, fraud, dishonestly or any other act of omission or commission whether intentional or otherwise, committed by the successful bidder, his agents, servants or any other persons acting or claiming to act on his behalf.
- d. The successful bidder shall, at their own risk and cost, ensure that the personnel deployed by them for the job under this contract are insured against all attendant risks that may be associated with the job. The successful Bidder must ensure all safety and precautionary measures while carrying out the maintenance job by their personnel. AI ESL shall not be responsible in any manner for any injury to their personnel engaged in the AIESL premises or for the loss or damage of any material belonging to them placed within the AIESL premises. Necessary insurance cover against any untoward incident / accident for all the personnel deployed by the contractor at AI ESL premises is to be arranged by the contractor.
- e. The contract would be between AIESL and the successful bidder and not with any individual. No part of the contract nor any share or interest therein shall in any manner or degree be transferred / assigned or sublet by the service provider directly or indirectly to any person, firm or company whatsoever.
- f. The successful bidder shall be solely responsible for the acts and deeds of their personnel deployed by them for the job. AI ESL will, in no way, be responsible for violation of any rules/ regulations / instructions of the concerned agencies and/or for any loss or damage caused by his personnel to AI ESL and / or third party and any such loss or damage shall have to be compensated / borne by them.

- g. Successful Bidder must deploy their own Supervisor to monitor the work allotted to them on day-to-day basis. Supervision of personnel provided by the successful bidder shall be their responsibility. The successful bidder shall ensure the quality of the job performed by their personnel and in case of any complaint; the bidder shall have to replace the concerned personnel. AI ESL shall have right to refuse entry of any such personnel.
- h. As far as possible, the successful bidder will engage same manpower for the job defined in the work-scope so that there is continuity of work and the job quality does not suffer.
- i. The personnel deployed by the successful bidder shall under no circumstances be deemed to be in the employment of AIESL. There would be no obligation whatsoever on the part of AIESL to absorb any of the personnel deployed on contract. The service provider/successful Bidder shall be solely responsible for the personnel employed by him under the Agreement (if awarded). The service provider/successful Bidder shall also be responsible for any theft, dishonesty or disobedience and for any offence whether criminal or social that may be committed by his employees, agents, and those acting or claiming to act on his behalf.
- j. The successful Bidder shall indemnify AIESL for any loss or damage to their property, equipment or personnel directly or indirectly arising out of or resulting from the negligence of the personnel deployed by the service provider. Any loss or damages caused to the AIESL property, equipment and personnel due to their operation / maintenance job will be recovered from the pending bills / security deposit of the successful Bidder.

26. **Indemnification:**

- i. The bidder shall also indemnify to AIESL for making good any claim/ penalty/loss or damages including costs thereof in respect of any breach or violation on any of the provisions of any law including labour laws governing the employee of the bidder. In case of failure to make good above losses/expenses to AIESL, the same shall be deducted from the monthly bills/security deposit/future payments due to the bidder.
- ii. The Service Provider shall have to give an undertaking in their technical bid and also to indemnify that all employees deployed for AIESL duty shall be their permanent employees and none of them shall claim employment in AIESL. The responsibility of discipline of the employee in case of any complaint from AIESL shall be solely that of the service provider.

27. **PENALTY :**

Prompt – Punctual – Efficient, Safe, Courteous and Quality are the essence of this service. Lapses due to contractor will be viewed seriously and penalties will be imposed on the contractor.

- a) In case the successful bidder having been notified, fails to take remedial action within 3 business days, AIESL may take remedial action without any further notice, at the successful bidders' risk & cost and proceed for termination of the contract in accordance with the clauses as detailed under “**Exit / Termination Clause**” without prejudice to any other rights which AI ESL may have on the successful bidder under the service contract.
- b) In case of non-operation of the air conditioning units or in case of unsatisfactory cooling or for any unsatisfactory job or in case of unserviceability of any AC units, the successful bidder shall ensure that the corrective action is carried out / rectified forthwith. In case the work or any portion thereof is not carried out, or the defective work is not rectified, even after the same is pointed out to the successful bidder, a damage (for non-operation) not amounting to **penalty will be imposed. The rate quoted for the complete overhauling and maintenance against serial number 2 of Price Bid will be divided by 365 days and the total number of TR/HP corresponding to each floor to arrive at the cost per TR/HP per day. The damage (for non-operation) will be arrived at by multiplying the per TR/HP per day cost with a multiplication factor of 4 (four) and the number of days. The damage so calculated** shall be recovered from the pending invoices/SD of the successful Bidder and the successful Bidder shall be liable to pay the same forthwith to AIESL. In addition, AIESL may have such work

carried out/rectified by making alternate arrangements including from its own resources, and the successful Bidder shall be liable to pay to AIESL the actual cost of carrying out / rectifying such works or the same will be recovered from any pending invoice/SD.

- c) In case of absence of Operator to be deployed by the successful bidder for daily operation of the air conditioning units, a penalty per day will be imposed at the rate of 2 (times) of the per day cost arrived at by dividing the quoted rate against serial number 3 of the Price Bid by 365 days.
- d) If any penalty is imposed by the Factory Inspector or any other government agency/authority due to non- working or non- adherence of requisite conditions of / relevant to Operation & Maintenance of AC units for reasons solely attributable to the fault of successful Bidder. In case the penalty is not paid / not borne by the successful tenderer, the amount will be recovered from the SD / pending bills. AIESL reserves the right to take further action, as deemed reasonable, for failure of the successful tenderer in regard to the above conditions.
- e) AIESL reserves the right to add / supplement any further conditions deemed necessary / mandatory during the contractual period.
- f) Penalties imposed for more than three occasions per month will be considered as irregularity on the part of contractor to execute this agreement and the decision taken by the AIESL, Kolkata in this regard will be final and binding.

28. **Interpretation:**

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

- a) Any supplier or contractor that claims to have suffered or is likely to suffer loss or injury as a result of a decision/action/omission of the Procurement Entity may make an application for its review within a period of Five (05) days from its date (as applicable), to Dy.GM (E-PPMM), specifying the ground(s) and the relevant clauses of the tender documents. Unsuccessful Bidders may seek de-briefing regarding the rejection of their bid, in writing or electronically, within Five (05) days of the declaration of techno-commercial or financial evaluation results.
- b) Only directly affected and participating bidders can raise a grievance.
- c) Grievance can be raised only for the stage in which the bidder is eligible :
 - **After pre-qualification:** Only pre-qualified bidders may raise issues about technical/financial bids.
 - **After technical evaluation:** Only technical qualified bidders may raise issues about financial bids.
- d) Mail id for submission of any grievance: ppc.er@aiesl.in

29. **Exit / Termination Clause:**

- i. The validity of the agreement comes to an end IPSO FACTO by efflux of time unless otherwise renewed / terminated / extended.
- ii. In the event of the successful bidder failing to comply with any of the terms and conditions of the agreement, AIESL shall issue a notice of 30 days to the successful bidder to rectify the breach and improve the performance failing which AIESL shall be at liberty to terminate the agreement by providing 30 days written notice to the successful bidder. The successful bidder shall not have any right to dispute or question the judgment of AIESL with respect to unsatisfactory performance of the successful bidder.
- iii. AIESL may, at any time, terminate the Contract with immediate effect by giving written notice to the successful bidder, if the successful bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue, thereafter, to AIESL.
- iv. Either side can terminate the contract by giving three months' notice in writing. In such an event the terminated party shall have no right to claim any compensation/damage etc. from the terminating party on account of early termination. However, the parties should

duly comply with their respective obligations during the notice period and thereafter discharge the obligations arising out of the agreement till the termination.

- v. In case the successful bidder discontinues operation without giving any notice, AIESL reserves the right to arrange alternate arrangement from other agency and the difference in cost that may be incurred over and above the Contractual rate of the Service provider shall be realized and /or recovered from the Service provider apart from levying any other penalty/ forfeiting Security Deposit amount.
- vi. In case of change in circumstance or any change in ownership of AIESL, AIESL reserves the right to terminate the agreement with immediate effect. AIESL shall have no further obligations or liabilities to the service provider for fees or damage of any kind except for payment of completed services up to date of termination or expiry of contract.

30. Relationship:

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

31. Arbitration:

Any dispute or differences, whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope, operation or effect of the Contract / Agreement or validity or the breach thereof, which despite best efforts cannot be amicably settled between the parties, shall be referred to "SCOPE FORUM OF CONCILIATION AND ARBITRATION – GOVT. OF INDIA" and the award made in pursuance, thereof shall be final and binding on the parties to the arbitration. The venue of arbitration shall be Kolkata and the arbitration proceedings shall be carried in English. The cost of the arbitration shall be borne by the parties as per the award of the sole arbitrator.

32. Jurisdiction

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

33. FORCE MAJEURE:

If at any time during the continuation of the contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God provided notice of happening of such event duly evidenced with documents is given by one party to the other within 10 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate the Contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Buyer as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that, if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 10 days, either party may at its option terminate the contract provided also that the Buyer shall be at liberty to take over from the Seller at a price to be fixed by Buyer, which shall be final, all unused, undamaged and accepted material, bought out components and goods in course of manufacture in the

possession of the Seller at the time of such termination or such portion thereof as the Buyer may deem fit expecting such materials, bought out components and goods as the Seller may with the concurrence of the Buyer elect to retain.

Eligibility Criteria for the Bidders

The Bidder must be experienced & resourceful service providers **fulfilling following eligibility criteria:**

- a) The Bidder can be a Proprietorship, Partnership Firm, LLP etc. or a Company/agency registered in India under the Indian Companies Act 1956/2013 as amended with their registered office in India for the **last three years as on 31.03.2026.**
- b) The Bidder should not be debarred/blacklisted by any Govt. Agency/PSU at the time of submitting bid.
- c) The Bidder must also fulfill other additional eligibility condition(s), if any, as prescribed in Tender Document (including addendums; if issued).
- d) Bidder must be registered with Corporation / Municipality / Panchayat
- e) The Bidder must submit EMD along with Technical Bid(if applicable).
- f) The Bidder **must have an experience of at least 03 years having POs before 1st April 2022**, in the field of operation and maintenance of HVAC system including water & air-cooled Chiller plants, Package Air Conditioners, VRF & Ductable Air Conditioning units (experience on maintenance of window air conditioners and split air conditioners will not be considered as experience under this clause) and holding similar contract of Government / Corporate organizations during **last 03 (three) years immediately preceding the date of the Tender** and should provide documentary proof / POs / WOs / reference along with the Technical Bid of this Tender to establish the required eligibility criteria.
- g) **If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be eligible for relaxation in prior turn-over and experience criteria subject to meeting of quality and technical specifications. The bidder seeking relaxation shall upload the supporting documents to prove his eligibility for relaxation. However, the decision of AIESL shall be final and unchallenged.**
- h) **If the bidder is a DPIIT registered Startup, the bidder shall be eligible for relaxation in prior turn-over and experience criteria subject to meeting of quality and technical specifications. The bidder seeking relaxation shall upload the supporting documents to prove his eligibility for relaxation. However, the decision of AIESL shall be final and unchallenged**
- i) The Bidder must be an **Income Tax payee** and should furnish copy of **PAN card in their legal name.**
- j) The Bidder must have **GST registration**, at the time of application of the Tender
- k) **The bidders must have PF & ESI registration (if applicable). For non-having suitable supporting documents must be submitted along with Technical Bid.**
- l) The Bidder shall submit copy of **Income Tax return for FY-2022-23, FY-2023-24, and FY-2024-25.**
- m) The bidders must have **Annual Turnover** of at least **Rs. 10 Lakh/yr.** for last 3 Fin. Years i.e. FY-2022-23, FY-2023-24, and FY-2024-25. Copy of Audited Balance Sheet & Profit and Loss Account **certified by a Chartered Accountant** or certificate from Chartered Accountant certifying annual turnover for last 3 financial years to be enclosed.
- n) Details of experience should be filled up in **Annexure-IV & PO** copies/agreements with satisfactory performance certificate (issued by the user) be attached with the **Annexure-IV** & be submitted with Technical-Bid as proof of the experience. The bidder must have successfully executed/completed such services over the last three years i.e. the current financial year and the last three financial years as below:
 - A) **Three similar completed service each costing not less than amount equal to Rs.6,40,000/- (Rs. Six Lakhs Forty Thousand Only). OR**
 - B) **Two similar completed services each costing not less than the amount equal to Rs. 8,00,000/- (Rs. Eight Lakhs Only). OR**
 - C) **One similar completed service costing not less than the amount equal to Rs. 12,80,000/- (Rs. Twelve Lakhs Eighty Thousand Only).**
- o) The bidder **must set up a working office** in Kolkata within 30days of issue of PO if declared L1(Submit undertaking) in case the bidder already does not have an office in Kolkata. The Bidder should have a working office in Kolkata for execution, monitoring / supervision and management of the Contract and shall provide the phone no., email id. of a local responsible contact person who shall be available to visit the office and resolve the issues as and where required by us.
- p) All the pages of the tender documents, required annexures, undertakings and Technical Bid & Price Bid Format **must be signed** by the authorized signatory and sealed with the stamp of the bidding firm.
- q) All the documents as mentioned must be submitted otherwise tender will be treated as incomplete.

SCOPE OF WORK:

Location: New Technical Area, AIESL, NSCBI Airport, Dum Dum, Kolkata, West Bengal.

Section “A”: LIST OF AC PLANTS UNDER MAINTENANCE IN NEW GM BUILDING, NTA :

- **Ground floor : 11TR X 7 nos Ductable unit** with ceiling suspended Evaporators & all accessories.
- **1st Floor : 12HP X 6 nos VRF units along with 2 AHUs,** Ducts and its associated low side units.
- **2nd Floor : 12HP X 6 nos VRF units along with 2 AHUs,** Ducts and its associated low side units.
- All the Electrical **Panel boards** (excluding main incoming panel) and different **control panels** associated to all the above AC units.

Section “B”: ONE TIME COMPLETE REPAIR WORK OF ALL THE ABOVE AC UNITS :

1. The one-time repair job will have to be carried out by the successful bidder at the beginning of the contract before commencement of the comprehensive annual maintenance contract. As the scope of work under this one-time job has to be assessed and determined by the prospective bidders, all the participating bidders are suggested to visit the site in-person during Pre-Bid Meeting and inspect in detail all the AC units and accordingly decide the required repair work and quote the cost for the job accordingly.
2. The successful bidder will be responsible to do all the necessary one-time repair work within their quoted cost / price for the one-time job.
3. The purpose of this work is to ensure the serviceability of all AC units **before the execution** of scheduled Maintenance and Operation work without delay as per **Routine scope of work** mentioned under **para (C) of Annexure II.**
4. The successful bidder must complete the one time repair jobs **within 1 month / 30 days** of issue of PO before commencement of scheduled Comprehensive AMC, otherwise **penalty will be applicable at actual on per HP / TR basis** form quoted amount for the AC units which remain unserviceable **after 30 days of PO issuance.**
5. The one time repair work will be **considered successful & complete** only after review of the complete **performance of all AC units on all the floors of the entire building** to achieve **room temperature within 20-22°C** in all the serving areas.
6. The commencement of scheduled Comprehensive AMC will be considered to start only **w.e.f** the date of complete serviceability of all the AC units after one time repair job & **no AMC charges will be paid till the time one-time repair job is accepted by AIESL to be complete as per point no. 5 above.**
7. If in any case after **all possible trials & efforts**, the L1 bidder fails to repair & restore the serviceability of any AC units, the quoted price for the one-time repair job against **sr. no 1** of Price Bid, **Annexure–VIII will not be paid** to them and accordingly the commencement of scheduled Comprehensive AMC will be decided by AIESL only.
8. If the L1/Successful bidder **fails or refuses to complete** the one time repair work of all the said AC units, then only partial AMC works will not be awarded to them and the PO will be cancelled on GeM portal and also incident will be raised for Blacklisting the bidder on GeM portal by AIESL for future works.
9. Hence all the participating bidders are suggested to **personally visit the site during Pre-Bid Meeting** and inspect in detail all the AC units and quote accordingly **to avoid any possible dispute after PO.**

Section “C”: OVERHAULING, PREVENTIVE & ROUTINE MAINT. & OPERATION WORK :

1. The operation of all the above VRF & Ductable AC units will be in normal shift from Monday to Saturday from 08:30 to 17:30 Hrs. (6 days a week or equivalent days/hours as & when required).
2. As per actual operational requirement of AIESL, the successful bidder may be required to operate the Air Conditioning Units on Sundays or beyond the normal working hours i.e. before 0830 Hrs. and beyond 1730 hrs. of Weekdays i.e. Monday to Saturday. Payment due to duty beyond normal hours or on Sundays will be made as per rate on per hour & per day basis to be quoted as per Sl. No.- 3 in the Rate sheet / Price Bid of Annexure - VIII.
3. For daily operation of AC units as per above schedule, the successful bidder must deploy plant operator at AIESL premises, who must be technically skilled to operate & maintain the plants. The operator will be responsible for day to day operation including ON/OFF of all units, ensuring interruption free air conditioning & cooling to all the associated office/cabins, conference hall etc.
4. Any breakdown / technical issues must be identified & informed by operator / technician and arrange for immediate rectification free of cost within the comprehensive scope of work / tender.
5. Operation and maintenance of the AC units will include operation and maintenance of all the indoor & outdoor units of VRF & Ductable ACs, AHUs, Ducting, Grill etc & all its accessories and taking & recording set of readings / parameters for assessing the health of AC systems / PCB circuits.
6. Monthly Checking & Preventive Maintenance Service (12 visit/yr) for all the AC units must be done periodically and dully signed service report must be submitted along with Billing / Invoice.
7. Maintenance and operation done by successful bidder will be inclusive of manpower / operator as mentioned in point - 3 of para (C) & all required material(s). Maintenance of the plant will include Six monthly overhauling once in a year of contract and painting of the AHUs trays, if needed. Maintenance of the plant will also include sheet metal work, welding, brazing etc. as required for repair of any part of the VRF & Ductable AC units / structure / equipment, which may be necessary at the beginning of the contract or during subsistence of the contract. In case of any breakdown in any component (examples of components include, but not limited to, compressors, pumps, motors, fans, blowers, electrical switch-gears, starters, AHUs and AHUs accessories, Indoor & Outdoor units and all associated copper coils, pipelines etc.) of the AC units, the complete removal, installation, repairing & rewinding etc. of the components will be covered under the scope of work of the successful bidder. This job includes repairing/replacement of compressors, AHUs /ODUs motors, fan motor, blowers, drums, copper /cooling coils, ducting etc. all complete.
8. Checking & Cleaning the drain line of the units, supply & return air ducts & base tray of AHUs and also cleaning of the Evaporator & Condenser coils on monthly basis.
9. Maintaining cleanliness of the equipment and the area under these AC units along with associated air ducting, AHU & Plant rooms, ODU is the responsibility of the successful tenderer.
10. Replenishing / Top - up of refrigerant required as a result of coil leakage in the system arising out of fair wear and tear or any other reasons to be charged & supplied by the successful bidder and the associated cost is included in the CAMC charges. Checking & maintaining optimum level of refrigerant gas is mandatory for effective performance. The **room temperature** must be maintained **within 20-22⁰C** in all the offices for human comfort.

11. Repair/replacement of Microprocessor controls /PCB/PLC, Sensors, Pressure switches, Magnetic Switch, Thermostats, Fan Motor, blade/blower, MCB, Fuses & Bases, IPM board, AHU kit etc.
12. Regular Lubricating of the bearings of all motors, fans & blowers to reduce noise, wear and tear.
13. Checking all the motors & starters, checking the operation of controls and all related accessories.
14. Rewinding/Replacement of Outdoor motor & AHU blower motors if found defective at any time.
15. In case of any breakdown, successful bidder to replace the components such as compressors and other major equipment from vendor's loan / buffer stock without affecting daily operations of the AC units till the time new or repaired components are fitted back, otherwise applicable penalty will be imposed.
16. Reporting the health of the units & suggesting improvement if any, beyond the scope of work.
17. The cost to be quoted by the bidders against **serial number 1 to 4 of Price Bid, Annexure–VIII** must include cost of all the aforesaid activities, materials / spares, operation cost, overtime etc.
18. The successful bidder should maintain a **log book to record** the operation of all AC units in a specified manner so that these may be inspected by the competent authority as & when required.
19. Any material supplied by successful bidder or if workmanship of successful bidder is found defective during the contract period, such defects will have to be removed and rectified by the successful bidder free of cost, **otherwise applicable penalty** be imposed & action will be taken.
20. The successful bidder has to bring his **own tools tackles and other facilities**, during the course of work. No other facility except electricity and water will be provided to them by AIESL. AIESL will ensure **electricity and fresh water** at entry / supply terminal of the plant only. Maintenance associated welding/brazing machine will be the responsibility of successful bidder.
21. Due to **mishandling / negligence / incorrect maintenance** on the part of successful bidder, if any equipment or parts requires replacement, (property, equipment, machines etc.) which is not covered under contract, the same is to be **replaced/borne by the successful bidder free of cost**.
22. The bidder must quote **Per Hour rate** in sr. no. 4 of **Price Bid, Annexure–VIII** for calculation of **overtime work** or for deduction of absentee of Plant / AC Operator.
23. AIESL **holidays** will not be applicable & **only Sunday** will be considered as OFF for operator.
24. Any part taken outside of AIESL premises for **repairing or replacement or for any purpose** must be authorized by AIESL representative by **valid gate pass**. A logbook is to be maintained for keeping record of parts taken **out/returned back**. If not returned cost will be deducted in bill.
25. Any material supplied by the successful bidder **should be of best quality** and that to be certified by AIESL before use of the same in the plant/AC units. On installation of any cheap / substandard / non certified items/spares, if any hazard / accident / defect occurred to the existing AC units, the equivalent cost will be **reimbursed /deducted from their bills / security deposit**.
26. The **Scrappage generated** out of repair / replacement or during work are to be handed over to AIESL against written documentation. No old unserviceable item to be taken out of AIESL.

27. Any debris / garbage generated during the course of work will be cleared by the successful bidder at their own cost and those has to be disposed off in **designated scrap yard of AIESL**.
28. During the process of overhauling or routine maintenance if any modification / improvement / repair of plant is required to be undertaken that is to be **approved by AIESL in writing** before such modification / improvement / repair of plant is undertaken **within the scope of work** only.

Section “D” : EXCLUSION BEYOND THE SCOPE OF WORK :

1. The replacement of complete AC unit as a whole such as complete Indoor & Outdoor units, Complete AHUs, supply and return air ducting, complete incoming electrical panels / boards etc.
2. Any masonry /civil related work arising out of shifting /relocation / extension of ducts /units etc.
3. Any damage to AC units or associated accessories due to natural calamities/ fire/ earthquake etc.
4. Any shifting / relocation / extension / modification / improvement work beyond scope of work.

Section “E” : PRE-BID MEETING AND INSPECTIONS BEFORE BIDDING:

1. All the participating bidders are suggested to attend pre-bid meeting & inspect all the AC units.
2. The bidder willing to inspect the Air Conditioning units under this contract installed at New GM Building, AIESL, NTA, NSCBI Airport, Kolkata-700052, prior to quoting the rate may inspect the same from **Monday to Friday between 10.00 Hrs to 15.00 Hrs at the above-mentioned address. For further clarification on technical matters**, they may contact at the office of **Dy. Engineer (EF&PM)**, AIESL, NSCBI Airport (E-mail: ajay.ramani@aiesl.in).
3. Pre-bid meeting is NOT Mandatory to all bidders, but advised for better understanding of work.
4. Online **Video Conferencing / Google / Zoom meeting** etc. is not allowed for pre-bid meeting.
5. The scope of work mentioned under **para (C)** is self explanatory and may not be interpreted differently beyond the thought of AIESL and it is sole discretion of AIESL to take final call / decision in case of any dispute / mis-understanding arises during the entire contract period.

NOTE:-

1. Warranty :-

The successful bidder must ensure warranty for their supplied materials and workmanship for 12 months OR till the subsistence of the CAMC after the Repair / Overhauling / Replaced spares. (No addl. payment under warranty).

2. Handing & Taking over the AC Units at the end of contract period: -

At the end of the contract period, the successful bidder **has to handover** all the AC units in working condition. Acceptable working condition will be that when **all the operating parameters of the AC units remain within satisfactory range** and temperature at the serviced areas remain between **20-22 degree Celsius**. The handover & takeover by new contractor must be completed on time without any dispute in supervision of AIESL & written note must be signed by all. If any dispute remain unresolved and no proper handing over is done by the successful bidder at the end of the contract period, then equivalent / proportional **penalty** will be charged / deducted from the security deposit / bidder running bills / tax invoice.

TECHNICAL-BID FORM

Name of the Bidder			
Complete Address of the Bidder			
Telephone No. / Mobile No. / email ID			
Name, Mobile number of Contact Person			
	Technical Details of the Bidder		Details
1	Whether Bidder is a Proprietorship/Partnership Firm, LLP, etc./Company/Agency registered in India under the Indian Companies ACT 1956 OR Indian Companies Act 2013 for last 3 years as on 31 st Dec'24. Provide relevant document (Must)	Yes / No	
2	<u>Details of Registration of Bidder</u> Self-attested copy of Registration Certificate to be enclosed. (If Applicable)	-----	
3	Must have valid / current Trade license from Corporation/Municipality(attach copy of Trade License)	Yes / No	Trade License No.....
5	Whether EMD of Rs.35,000.00 submitted	Yes/No	
6	Whether registered under MSME/Udyog? Copy to be submitted.	Yes/No	
7	<u>Experience details</u> Must have experience of at least 03 years in the field of Operation and Maintenance of VRF & Ductable AC units/ Chiller Plants / HVAC system (excluding window and split room air conditioners) and holding similar contract of Government / Corporate organizations during last 03 (three) years immediately preceding the date of the Tender i.e. before 1 st April 2022 and should provide copies of valid agreements / orders in this regard along with the Technical Bid (Must) .	Yes / No.	
8	Whether 03 years' experience details filled in the Format (Annexure-IV) . (Must)	Yes / No	
9	Whether Bidder is having an average annual turnover of Rs. 7 lakhs or above for last 03 FYs, i.e. FY 2022-23, FY 2023-24 and FY 2024-25 . Copy of Audited Balance Sheet & Profit and Loss Account certified by a Chartered Accountant or certificate from Chartered Accountant certifying Turnover for last 3 financial years to be enclosed. (Must) .	Yes / No	

10	The bidders must have PF & ESI registration (if applicable). Suitable documents must be submitted if PF & ESI registrations are not available & undertaking must be submitted to ensure PF & ESI compliance.	Yes / No	
11	The bidder must set up a working office in Kolkata within 30 days of issue of PO if declared L1.(Submit undertaking) in case the bidder already does not have an office in Kolkata.	Yes / No	
12	Whether bidder's Checklist as per format (Annexure-V) submitted?	Yes / No	
13	Whether Certificate for unconditional acceptance of Tender terms and undertakings, enclosed as per format (Annexure-VI)? (Must)	Yes / No	
14	Whether duly signed non-disclosure agreement enclosed (Annexure-VII)? (Must)	Yes / No	
15	Whether duly signed bid security declaration form as per (Annexure-IX) enclosed? (Must)	Yes / No	
16	Whether having GST registration? Self-attested copy to be enclosed? (Must)	Yes / No	
17	Whether having PAN in name of Proprietor/firm/company?. Self-attested copy to be enclosed. (Must)	Yes / No	PAN:
18	Whether self-attested copy(s) of Income Tax Returns for last 03 Financial years viz. FY 2022-23, FY 2023-24 and FY 2024-25 Enclosed? (Must)	Yes / No	
19	Whether payment terms of 30 days credit accepted? (Must)	Yes / No	
20	Whether execution of Contract within 15 days from the date of accepting LOA, is accepted?	Yes / No	
21	Are you already doing business with AIESL or with any subsidiary Company/Firm/Proprietorship firm of AIAHL, in same name OR under some other name? If so, please provide details.	Yes / No	
22	Has your Company/Firm/Proprietorship firm, LLP, etc. ever been Black-Listed by AIESL / AIAHL / any agency of the Airport or elsewhere? If yes, please give details. If no, please submit self-declaration.	Yes / No	If yes, provide details.
23	Has any Director/ Partner / Proprietor been convicted. If yes, give details.	Yes / No	If Yes, tender will not be accepted. Any wrong declaration if detected later will render the Tender/ Contract void

24	Whether any employee of AIESL or his/her spouse is related to your company in any capacity(if yes give details)	Yes / No	If Yes, tender will not be accepted. Any wrong declaration if detected later will render the Tender/ Contract void
25	It is confirmed that we are meeting the eligibility criteria as per Annexure-I and have the capability & capacity to provide the services as per Annexure-II and terms of the Tender.		
26	It is confirmed that there is no hidden cost to AIESL except for the cost as per rates quoted in the Financial Bid Form.		
27	It is confirmed that we have carefully gone through, understood and hereby agree to abide by all the Terms & Conditions, Scope of work and Specifications governing the Tender.		
28	It is also confirmed that the quoted rates are valid for 180 days from the date of opening of the Technical - Bid.		
29	It is also confirmed that the information given in the Tender and documents attached are true and correct to the best of my knowledge and belief and nothing material isconcealed.		
30	It is also confirmed that I am authorized to sign the Tender documents.		
31	Any other information which bidders may like to furnish (Separate sheet may be enclosed if required.)		
<p>Signature of Authorized Signatory:</p> <p>Name & Designation:</p> <p>Company/Firm/Proprietorship firm(Name & Seal):</p> <p>Date:</p> <p>Place:</p>			

FORMAT FOR PROVIDING EXPERIENCE DETAILS
(TO BE ATTACHED WITH TECHNICAL-BID FORM)

Experience details (To be filled up by the Bidder):

SN	Contract Type	Name of Bidder Co.	Name of the contact person of Co.	Name of client for whom providing services	Period of Contract (From – To) (Date)	Annual Value Of Contract (INR)	Order / Contract Copy Provided or not	Satisfactory performance certificate provided or not
(I)	Operation & Maintenance of AC units / HVAC Plant (excluding window and split room air conditioners)	M/s				Rs.		
(II)								
(III)								

1 Important Notes for Bidders (to comply):

- I. Experience details must be filled up in the above table and relevant documents must be uploaded.
- II. Having different order copies in the same year cannot be counted as Three years' experience.
- III. Order / Contract copy together with satisfactory performance certificate issued by the clients / party(s), to be provided in support of Experience.
- IV. Details of experience should be filled up in **Annexure-IV** & PO copies/agreements with satisfactory performance certificate (issued by the user) be attached with the **Annexure-IV** & be submitted with Technical-Bid as proof of the experience. The bidder must have successfully executed/completed such services over the last three years i.e. the current financial year and the last three financial years as below:
 - A) **Three similar completed service each costing not less than amount equal to Rs.6,40,000/- (Rs. Six Lakhs Forty Thousand Only). OR**
 - B) **Two similar completed services each costing not less than the amount equal to Rs. 8,00,000/- (Rs. Eight Lakhs Only). OR**
 - C) **One similar completed service costing not less than the amount equal to Rs. 12,80,000/- (Rs. Twelve Lakhs Eighty Thousand Only).**
- V. If experience details are not filled in the above table and documents not provided as explained above, the Tender shall be liable for rejection.

Signature of Authorized signatory:
Name & Designation:
Co. Name & Seal:
Date:
Place:

BIDDER'S CHECKLIST

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

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date _____

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

SN	Documents submitted, duly filled, signed	Status of submission (Indicated Yes / No/ NA)
01.	Whether Annexure III (Technical Bid Form) submitted in the prescribed format	
02.	Whether the letter of authority (original "Power of Attorney" in the name of person signing the Bid documents) submitted along with Technical Bid form (Annexure III) attached?	
03.	Self-attested copy of Registration certificates etc. of the Company/Firm/Proprietorship firm (If Applicable)	
04.	Self-attested copy of PAN	
05.	Self-attested copy of GSTIN registration(s)	
06.	Whether Annexures III & V Duly filled, signed & stamped	
07.	Self-attested copy of MSME /Udyam registration	
08.	Self-attested copy of Start-up registration/ status	
09.	Whether all the documentary evidences as per Technical Bid form are self-attested?	
10.	Documents relating to Bid Security	
11.	Documents/ contracts supporting the experience statement	
12.	Documents if any at the option of Bidder	

Signature of Authorized signatory :

Name & Designation:

Co. Name & Seal:

Date:

Place:

FORMAT FOR SUBMISSION OF UNDERTAKINGS

(TO BE ATTACHED WITH TECHNICAL-BID FORM)

To
 DGM (E-PPMM)
 AI Engineering Services Ltd,
 NTA, NSCBI Airport
 Kolkata

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

The following undertakings are accepted and confirmed as under:

- 1 That we are not a competitor Airline / MRO OR subsidiary company of any Airline / MRO.
- 2 That we hereby give our un-conditional acceptance of all the terms and conditions including scope of work as given in the Tender.
- 3 That the rates quoted, are valid for **180 days** from the date of opening of the Technical - Bids.
- 4 That we have the capability & capacity to provide the services as per terms of the Tender.
- 5 That we shall execute the order within **15 days** from the date of acceptance of the LOA.
- 6 That on acceptance of LOA, we shall sign the agreement of terms & conditions within 30 days' time or latest by submission of the first bill.
- 7 That payment term of **30 days** is agreed.
- 8 Possession of working office in Kolkata is optional at the time of application of the Tender. However, if selected, we shall have / arrange a working office in Kolkata within **30 days** of accepting of the LOA.(If already having working office in Kolkata, Please confirm with address, phone & email)
- 9 That all the requisite, registrations and licenses under all the applicable local State and Central Taxes Law & Acts such as GST / Income Tax Act / Shop & Establishment Act / Insurance Act / Motor Vehicle Act, etc. as applicable from time to time, shall be adhered to and maintained up to date, as & if applicable, on such services. The same shall be produced for verification / checking of AIESL or to a third party authorized by AIESL / any Agency of Govt. of India.
- 10 That we would also provide an undertaking that the spot checks can be conducted by AIESL / third party authorized by AIESL, anytime for verification of quality of work / antecedents / credentials, etc. The shortcomings found, if any, would be overcome by the Service Provider within the given time, failing which AIESL shall be at liberty to impose penalty / cancel the Contract. Information given in the Tender and documents attached are true and correct to the best of my knowledge and belief and nothing material is concealed.
- 11 It is also confirmed that I am authorized to sign the Tender documents.

Signature of Authorized signatory:
Name & Designation:
Co. Name & Seal:
Date:
Place:

NON-DISCLOSURE AGREEMENT FROM THE BIDDER

(This document is strictly private and confidential)

To
DGM (E-PPMM)
AI Engineering Services Ltd
NSCBI Airport
Kolkata-700052

Dear Sir,

Sub: Non-disclosure Agreement

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

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

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

Yours sincerely,

Signature of Authorized Signatory:

Name & Designation:

Company/Firm/Proprietorship firm

(Name&Seal) :

Date:

Place:

PRICE-BID Format**(Bidder should upload price bid separately, not alongwith Technical Bid)**

Sub: Comprehensive Annual Maintenance & Operation Contract for Voltas make VRF & Ductable split Air Conditioning Units at AIESL, NTA, N.S.C.B.I. Airport, DumDum, Kolkata-52.

Sl. No.	Particulars (a)	Detail of AC Unit	Amount
1	Cost for complete one time repair works of all AC units located in Ground, 1 st & 2 nd floor of new GM building including repair/replacement of all the required materials, spares, sensors, kits etc. & refrigerant gas charging /top-up to achieve room temperature of 20-22^oC (even in summer time) before commencement of routine AMC within 1 month / 30 days of issue of PO as per Section “B”, Annexure II.	Ground Floor AC unit: 11 TR X 7 nos. Air cooled ductable AC & its associated unit	
		1 st Floor AC units : 12 HP X 6 nos. VRF & its associated unit	
		2 nd Floor AC units: 12 HP X 6 nos. VRF & its associated unit	
2	Cost of complete / Comprehensive Annual Maintenance and Operation of all the AC units for one year as per the scope of routine O&M work as mentioned in as per Section “C”, Annexure II of ‘Scope of Work’ and attending / rectifying unlimited breakdown visits, Six Monthly Overhauling of all AC units (Once / year) . *The cost to be quoted by the Bidder against this job should include cost of all the aforesaid activities / material / spares etc.	Ground Floor AC unit: 11 TR X 7 nos. Air cooled ductable AC & its associated unit	
		1 st Floor AC units : 12 HP X 6 nos. VRF & its associated unit	
		2 nd Floor AC units: 12 HP X 6 nos. VRF & its associated unit	
3	Annual Cost of Scheduled Preventative Maintenance Service (PMS) of all 19 nos. AC units and associated components & submission of periodic PMS reports on monthly basis as per Section “C”Annex- II . The price quoted under this shall also include the cost of daily operation of all the AC units and associated components with deployment of AC Operator/Technician at NTA, AIESL as per Section “C”, Annexure II.	Monday to Saturday (8:30am to 5:30pm) or any equivalent pattern per month six days a week including for operation on AIESL declared holidays also .	
4	Payment for duty beyond Normal hours or on Sundays on as and when required basis (which will be intimated by AIESL official).	Per Hour Rate for Total 200 hrs / year Rate per hour:.....	Amount = Rate per hour x 200 hours =
5	Basic Total Cost = Sub-total of (1 + 2) + 3 + 4		
6	Add applicale GST / Taxes		
7	Total Amount: (In Words) _____		(In Figure) Rs.

Note:(i) LQ1 will be decided based on the consolidated Total value as per serial no.-7 of the above rate sheet.

(ii) The Rate quoted should be –

- a. The rate is to be quoted taking into consideration the agreement period, work scope, job details, distance and duration of service as detailed in the tender.
- b. Applicable GST will have to be mentioned separately in the price bid format and will be paid by AIESL as per rules governing the same.
- c. In case of imposition of any new statutory tax / levy during the subsistence of the contract applicable to such service, the same will be considered by AIESL on production of proof of applicability / payment.

IMPORTANT NOTE:

IF A BIDDER QUOTES NIL CHARGES / CONSIDERATION OVER AND ABOVE THE KNOWN MINIMUM CHARGES THAT ARE PAYABLE / APPLICABLE AS PER GOVERNMENT OR REGULATORY BODY, ETC. IN THE ABOVE FINANCIAL BID THEN THE BID WILL BE TREATED AS UNRESPONSIVE AND WILL NOT BE CONSIDERED.

Undertaking: I have carefully gone through and have understood and hereby agree to all the General Terms & Conditions, Work scope & specifications governing the tender and agree unconditionally to abide by / accept all the terms and conditions, entire work scope, all specifications and all undertakings included in this Tender Document. I hereby confirm that I am authorized to Sign the tender Documents.

Signature of Authorized signatory:
Name & Designation:
Company/Firm/Proprietorship firm (Name & Seal):
Date:
Place:

Bid Security Declaration form

(To be submitted on service provider's letter head)

To
DGM (E-PPMM)
AI Engineering Services Ltd
NTA, NSCBI Airport
Kolkata-700052

I / we the undersigned, declare that:

I / we understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I / We accept that I / We may be disqualified from bidding for any contract with you for a period of One year from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I / We

- a) Have misrepresented/withdrawn / modified / amended, impairs or derogates from the tender, my / our Bid during the period of bid validity specified in the form Bid: or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail to execute the contract, if required, or (ii) fail to furnish the Performance Security, in accordance with the instructions to Bidders.

I / we understand this Bid Security Declaration shall cease to be valid if I am / We are not the successful bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my / our Bid.

Signed : (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Date on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)