

Work scope

- 1- Seven-seater vehicle with driver is required for the use of AIESL engineering personnel for their movement from IGIA, T-2/3 to IAF AFS (Indian Air Force, Air force station), Hindon, Ghaziabad, UP.

SN	Type of vehicle (7-seater)	Qty	Driver	Service time		Per month utilization in kms (For extra KM payment will be paid)
				Working Hrs	working days	
5	Maruti Ertiga or Toyota Innova AC or equivalent	1	yes	07:00 to 1900	365 days	4500 KMs per month

- 2- Vehicle shall be used internally inside the AFS Hindon station. Therefore, the police verification certificate will be required and that will be borne by service provider.
- 3- Running Km shall be approx. 150 Kms daily or 4500 Kms on monthly.
- 4- Vehicle will be equivalent to Toyota Innova or Maruti Suzuki Ertiga or equivalent.
- 5- Operation shall be 12Hrs per day and 7 days a week. Time of stay/operation may be increased which will be depend on the requirement of AIESL/DRDO.
- 6- Payment for extra running and extra hours will be paid by the company (AIESL) on the basis of quoted rates.
- 7- As the vehicle will move within two states, therefore, Toll charges, parking charges, or any other state charges, if any, will be paid by the company on actual basis after submission of payment receipt.
- 8- Online payment slip like toll, parking and state charges can also be accepted as now a days mostly payments are online.

Annexure-II

Eligibility Criteria for the Bidders:

1. The prospective bidder(s) should be experienced and resourceful "Service Providers" fulfilling the following eligibility criteria.
2. The Bidder should not be any competitor MRO OR its subsidiary Company. (Undertaking Must)
3. The Bidder must be a Firm / Company registered under the Indian Co.'s ACT 1956 or Indian Companies Act 2013 or Proprietorship or partnership firm etc.
4. The Bidder must have at least Three years' experience of providing same or similar airport transport services on 24x7 basis to Govt. Dept. / PSU's/ reputed institutions etc after January 2021. (Must). Experience: Details of experience should be filled up in Annexure-V and PO copies/ agreements with satisfactory performance certificate (issued by the user) for each order, be attached with the annexure-V & be submitted with Techno-commercial Bid as proof of the experience failing which tender shall be liable for rejection. And no clarifications will be asked by aiesl in this regard.
 - a) The bidder must have at least three years' experience (ending month of March prior to the bid opening) of providing similar type of services to central/state Government/PSUs /Nationalized Bank/ Reputed Organizations. Service rendered with list of such Central/State/PSUs/Nationalized banks with duration of service shall be furnished.
 - b) The Bidder must have successfully executed/completed similar services (definition of similar services" should be clearly defined) over the last three years i.e the current financial year and the last three financial years: –

Three similar completed services costing not less than the amount equal to 40%) forty percent) of the estimate cost.

Or

Two similar completed services costing not less than the amount equal to 50% (fifty percent)

Or

One similar completed service costing not less than the amount equal to 80%) eighty percent) of the estimated cost.
5. The Bidder must own minimum 2 (two) commercially registered Passenger Vehicles like Maruti Ertiga or equivalent of seven-seater, after January 2022, in the name of the Proprietor, Partner, Firm/ Co. (Must)

Note: Details of vehicles should be filled up in a separate sheet and self-attested copy(s) of R.C', Insurance, Permit must be provided with Technical Bid-Part A.
6. The Bidder should have a working office in Delhi / NCR for execution, monitoring/ supervision and management of the contract. (Optional but must in one month)
7. Note: In case, the Bidder is not having a working office in Delhi/ NCR at the time of application of the Tender and in case, he/she turns out a selected bidder, then he/she has to open a working office in Delhi / NCR, within 30 days of accepting of the LOA/ Contract. Undertaking is to be submitted.
8. The Bidder must be an income tax payee and should furnish PAN Registration No. (Must)
9. The Bidder must have Average Annual Financial Turnover of Rs. 10 Lakhs during last three financial years, ending 31st March i.e. 2021-22, 2022-23 & 2023-24. (Must)
10. **Note:** Self-attested & CA certified copy(s) of Income Tax Returns, Profit & Loss a/c, Balance sheet for the Financial Years 2021-22, 2022-23 & 2023-24 must be provided with Technical Bid-Part A.



1. The Bidder must have GST registration at the time of application of the Tender. (Must)
 2. Possession of ESIC and PF registrations is must at the time of application of the Tender. (Must)
 3. Undertaking with matrix is to be submitted with technical bid. (Must)
4. Important Points for attention of the prospective Bidders:
- a. For example, if PAN/PF/ESI & GST Registration are not applicable at the location where the Bidder is located and/or if the Bidder is not having the required amount of manpower for PF Registration that does not mean that exemption of PAN/PF/ESI / TIN/ GST registrations will be allowed to the Bidder for the subject Tender.
 - b. Copy(s) of documentary proof as required above must be furnished along with Technical Bid-Part A. Replies such as 'Applied for' OR 'Under Process' shall not be acceptable under any circumstances.
 - c. Relevant or supporting document/undertakings are to be submitted with technical bid. AIESL may not ask again these must document during evaluation. Failing this their bids may be rejected and no communications will be done by AIESL.
 - d. All related documents are to be attached in sequence manner. Any document should not be repeatedly uploaded with technical bids. Like in experience bullet only experience related documents like PO and satisfactory certificate should be attached. If not followed, then it may be a cause of rejection.

Annexure-III

TECHNO-COMMERCIAL BID FORM – PART A			Bidder's remarks
Name of the Bidder / Co.			
1	Technical Details of the Bidder		
	(i) Whether bidder Co. is a competitor MRO OR its subsidiary Co. If yes, such bidder is ineligible to quote. (MUST BE NO)	NO.	
	(ii) Whether Bidder Firm/ Co. registered in India under the Indian Co.'s ACT 1956 OR Indian Companies Act 2013 or Proprietorship or partnership. (Must)	Yes / No	
	(iii) Details of Regn of Firm / Co. Self-attested copy of Regn. Certificate to be enclosed. (Must)	encl.	
	(iv) Have you quoted for the vehicle as per work scope	Yes/No	
2	EMD (Only MSE are exempted)		
	(i) Whether EMD being submitted	Yes/No	
	(ii) If no, please mention Udhya/MSE no		
3	Experience details, refer clause 4 of annexure-II (startups are exempted).		
3.i	Whether having 03 yrs experience of providing same or similar Transport services, to Govt. Deptts / PSU's / Institutions etc. Copy of PO with certificate of satisfactory performance to be enclosed (Must) .		
3.ii	Whether order copies and satisfactory performance certificate(s) enclosed? (Must).	Yes/No	
3.iii	Whether 03 years' experience details filled in the format (Annexure-V). (Must)	Yes/No	
3.iv	(i) Bidders will submit ESI & PF challans and other statutory payment proof along with invoice for each month for last three years. (Must)	Yes/No	
3.v	FORMAT FOR SUBMISSION OF UNDERTAKINGS (Must)	Yes/No	
4	(i) Whether owning minimum 10 commercially registered LMV, in the name of the Proprietor, Partner, commercially Firm/ Co. A list of regd vehicles to be provided with copy(s) of RC's, Insurance & permit (Must)	Yes / No	
	(ii) Whether self-attested copies of RC's, Insurance & permits of 10 commercially regd LMV, provided with the list of vehicles. (Must)	Yes / No	
5	Working Office (Must To all)		
	(i) Whether having a working office in Delhi/NCR at the time of application of the Tender. In case, the Bidder turns out a selected bidder, then he/she has to open a working office in Delhi / NCR, within 30 days of accepting of the LOA/ Contract.	Yes / No	
	(ii) In case, 'No' to 5(i), undertaking is to be submitted that "we will open a working office in Delhi / NCR, within 30 days of accepting of the LOA/ Contract". (Must)	Yes/ No	
	(iii) Supervision and monitoring of Staff on duty and vehicle maintenance schedules etc shall be the responsibility of the selected	Yes/ No	



	bidder. Therefore, the bidder must have a provision for supervision and effective management of the contract without any extra cost to AIESL		
6	Whether Certificate for unconditional acceptance of tender terms and undertakings, enclosed as per format (Annexure-VII). (Must)	Yes/No	
7	Whether having GST registration. self-attested copy to be enclosed. (Must)	Yes/No	
8	Whether having ESIC Regn No. self-attested copy to be enclosed (Must)	Yes/No	
9	Whether wage slip of driver's min qty-10 for last 3 months attached. (Must)	Yes/No	
10	Whether having PF Regn. No. self-attested copy to be enclosed (Must)	Yes/No	
11	Whether having PAN self-attested copy to be enclosed. (Must).	Yes/No	
12	Whether self-attested copy(s) of Income Tax Returns for last 03 Financial years – 2021-22, 2022-23 and 2023-24. enclosed. (Must). startups are exempted.	Yes/No	
13	Whether Bidder is having an average turnover of Rs. 10 Lakhs or above, for last 03 Fin yrs i.e. 2021-22, 2022-23 & 2023-24. (Must). startups are exempted.	Yes/No	
14	Whether audited copy(s) of Profit & Loss a/c for last 03 Fin. years- 2021-22, 2022-23 and 2023-24 enclosed in support of proof for Turnover. (Must) startups are exempted.	Yes/No	
15	Whether audited copies of Balance Sheet for last 03 Fin years- 2021-22, 2022-23 & 2023-24 duly verified by Regd. Chartered Accountant enclosed in support. (Must). startups are exempted.	Yes/No	
16	Whether payment terms of 45 days credit accepted. (If No, then loading of 1.5 % per month shall be done on quoted rates for calculation only and for deciding L-1 bidder.)	Yes/No	
17	Whether execution of contract within 30 days from the date of accepting LOA, is accepted. (if no, then loading of 0.5 % per week on quoted rates shall be done for calculation only and for deciding L-1 bidder.)	Yes/No	
18	Are you already doing business with “AIESL” or with any subsidiary Co. of “AIESL”, in same name OR under some other name? If so, please provide details.	Yes/No	
19	Has your Co. been Blacklisted by AIESL / AIAHL any agency of the Airport or elsewhere. If yes, please give details.	Yes/No	
20	Company matrix for escalation of complaint. (Must)	Yes/No	
21	Whether Pre-bid is attended	Yes/No	

Signature of authorized signatory:

Date:

Name & designation:

Place:

Co. Name and seal:



Annexure-IV

Format for providing details of commercial registered vehicles

(To be attached with techno-commercial Bid form-Part-A on company letter head)

To,

Dy. General Manager(E-PPMM)

Northern Region,

AI Engineering services Ltd.

NAC, IGI airport, Terminal-2,

New Delhi-110037

Subject: Details of commercially registered vehicles in name of our company.

SN	Registration No	Type of vehicle	Owner name	Insurance valid up to	Permit valid up to	Copy of RC and insurance enclosed.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Add lines, if required.

Signature of authorized signatory:

Name & designation:

Co. Name and seal:

Date:

Place:



Annexure-V

(FORMAT FOR PROVIDING EXPERIENCE DETAILS)
Must to Filled.

(TO BE ATTACHED WITH TECHNO-COMMERCIAL BID FORM-PART A)

1	Experience details (To be Filled up by the Bidder):							
SN	Contract Type. (Transport Services)	Name of Client Firm / Co	Name of the Contact Person of Firm/ Co.	Period of Contract (From– To) Date	Annual value (Rs.)	No of vehicles provided	Order copy enclosed yes or No	Satisfactory performance certificate enclosed yes or No
i								
ii								
iii								
iv								
v								
vi								
2	Important Notes for bidders (to comply)							Tick
i.	Experience details must be filled up in the above table and relevant documents must be enclosed.							Yes/no
ii.	Order / contract copy together with satisfactory performance certificate issued by the clients/ party(s), to be provided in support of Experience.							Yes/no
iii.	Experience must be three years till the date of opening of the tender.							Yes/no
iv.	Satisfactory performance certificate should be enclosed with the relevant order / contract for easy identification.							Yes/no
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 without giving any reason by aiesl. Agreed.							Yes/no
Signature of Authorized signatory: Name & Designation: Co. Name & Seal: Date: Place: New Delhi.								



	Annexure-VI
	(FORMAT FOR SUBMISSION OF UNDERTAKINGS)
	(TO BE ATTACHED WITH TECHNO-COMMERCIAL BID FROM)
	Dy. General Manager (E-PPMM)
	Northern Region,
	AI Engineering Services Ltd,
	NAC, IGI Airport T2,
	New Delhi-110037.
	Tender No. : _____ Date: _____
	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 MRO or subsidiary company of any 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 we have quoted the rates as per format of the Fin. Bid
4	That the rates quoted, are valid for 120 days from the date of opening of the Tech. Bids.
5	That we have the capability & capacity to provide the services as per terms of the Tender.
6	That we shall execute the order within 30 days from the date of acceptance of the LOA.
7	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.
8	That payment term of 45 days is agreed.
9	Possession of working office in Delhi/ NCR is optional at the time of application of the Tender. However, if selected, we shall have / arrange a working office in Delhi/ NCR within 30 days of accepting of the LOA. (If having working office in Delhi/ NCR, please confirm with address, phone & email)
10	Possession of ESIC and PF registrations, is must at the time of application of the Tender.
11	That the information given in the Tender and documents attached are true and correct to the best of my knowledge and belief and nothing material is concealed.
12	It is also confirmed that I am authorized to sign the tender documents.

Signature of Authorized signatory:

Co. Name & Seal:

Date:

Place:

Sub: Price Bid format (price Break-up)

Provide below financial break up:

A-

Quoted Price Inclusive of Taxes / GST for 24 months	
Price without GST for 1 Month	
Price with GST for 1 month	

B-

Monthly Price Break Up		
1- Cost of Driver as per Minimum Wages act		
Minimum Wages for driver		
Provident Fund Employer Share		
Bonus (8.33 % of Basic Wages)		
2- Driver Uniform Charges Per Month		
3- Vehicle Charges, Fuel Charges and Management Fees		
Other charges, if any		
4- GST (.....%)		
5- Total Cost Per Month with GST		
6- Total Cost for 24 Month with GST (This value is to be filled in GeM)		

C-

Driver's overtime per Hr rate	
Extra running cost per Km	

- Toll, parking or any other state charges, if any, will be paid by the company on actual basis after submission of payment receipt.
- "C" is for future requirement, if any.

Authorized Signatory Name and company seal.