



AI Engineering Services Limited

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

Internal Tender Ref. No.: KOL-PUR/AIESL/NS/166-26

Date: 20/03/2026

Tender for Rental and Maintenance Service Contract for photocopier machines to be installed at various departments of AIESL, Kolkata

The Tender document consists of the following:

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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
01.	Name of the Work	Tender for Rental and Maintenance Service Contract for photocopier machines to be installed at various departments of AIESL, Kolkata
02.	Estimated Cost	Rs. 13,35,139.00
03.	Earnest Money Deposit	Rs. 26,703.00
04.	Security Deposit	5% of Contract Value
05.	Availability of bidding documents	Can be downloaded from GeM portal
06.	Tender document Fee	NIL
07.	Last date, Time and place for receipt of bids	As per GeM notifications. Bids will be accepted through GeM only.
08.	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 all 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).

2. The Tender

- a) AI Engineering Services Limited invites sealed Tenders, under **Two Bid System** i.e. **Technical Bid** and **Financial Bid**, from Recognised and Registered Firm / Company engaged in the field of rental service of various makes photocopier machines alongwith Maintenance service of their rented photocopier machines, to provide the subject service at AIESL Kolkata.
- b) 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.
- c) 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.
- d) 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 for any query related to tender.

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. Bidders 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. PRICE-BID FORM
- VIII. BID SECURITY DECLARATION FORM

7. Purchase Preference Policies of the Government

AIESL reserves its right to grant 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. Price Bid (Annexure VII)

- 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 on 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 corrigendum or addendum thus issued shall be considered a part of the Tender Document. To give reasonable time to the prospective bidders to take such corrigendum/ addendum into account in preparing their bids, the AIESL may suitably extend the deadline for the bid submission, as necessary. After 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 clarifications are raised at least 72 hours prior to submission of bid. The response to the clarifications (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 Techno commercial 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 or both have been received by email.
- b) Either the Technical-Bid or the Price-Bid or both have been received unsigned / incomplete.
- c) Either the Technical-Bid or the Price-Bid have not been received.
- d) Price Bid received alongwith Technical Bid.
- e) If the price bid is attached with the technical bid or if any type of price quote has been given in the technical bid.

- f) 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.
- g) Conditional Bids (Technical / Price-Bid) would not be accepted and shall be rejected.
- h) Bids not filled in the manner and as per formats, shall be rejected.
- i) Bids not fulfilling the Eligibility criteria as specified in the Tender shall be rejected during technical evaluation.
- j) In case both the Tender Forms, i.e. Technical Bid & Price Bid (of only technically qualified Bidders) not received in required format.
- k) If the Bids are submitted in different names.
- l) 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.
- m) EMD not submitted without valid documents.
- n) If bidder does not have establishment/service center and office in Kolkata.

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, who qualify the 'Eligibility Criteria' of the Tender, 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 either on the execution of the Contract or the cost or both 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.26,703.00 (Rupees Twenty Six Thousand Seven Hundred Three 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 without interest, whose offers have not been accepted. Earnest Money Deposit of the successful Bidder, whose offer is accepted, will be refunded to the Bidder without interest after receipt of the requisite Bank Guarantee/ Security Deposit.

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

2. Visit AIESL website www.aiesl.in
 3. Choose "**Payment**" option at the below of the site screen
 4. Choose "**Vendor**" option
 5. Fill up relevant compulsory fields to proceed further for requisite EMD amount payment.
 6. 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 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 bidders 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.

13. **Price Preference:**

Since tender item/service 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 to MSE. The MSE for the Tendered item/service and quoting price within a price band of L1 + 15 percent may be awarded the contract and shall be allowed to supply the Rental and Maintenance Service of photocopier machines for AIESL by bringing down their price to L1 price in a situation where L1 price is from a Party other than a MSE.

14. **Validity to avail Exemption / preferences shall be available only if:**

The MSEs/ Start-up bidders registered for the particular trade / item, for which the Tender is relevant, would be eligible for exemption/preference against submission of valid certificate.

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.

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

- a. **Contract / Agreement** means the Contract as signed between AIESL and the Successful Bidder as per 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, Scope of work, Annexure-II 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.

- 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.

16. UNDERTAKINGS by the Successful Bidder:

The bidders has to give following undertakings and shall abide by it if the bidders 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.
- i) I/We will provide services as per requirement of AIESL and as per scope of work of the tender.
- ii) 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.
- iii) **Contract Labour (Regulation & Abolition) Act License:** That all the provisions of the contract Labour (Regulation and Abolition) Act 1970 and rules made there under 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 LOI / Contract (wherever applicable).
- iv) **ESI & PF registrations:** ESI & PF Registration are optional at the time of application of the tender. However, the bidders shall provide an undertaking that ESI & PF registration (if not already available with them) shall be obtained within 90 days of the same becoming applicable on such service during the contractual period. In case, the same are not obtained and provided within the above mentioned time limit of 90 days from the date of the same becoming applicable, the LOI/contract shall be withdrawn by AIESL without any liability on it.
- v) **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, etc. shall be produced for verification / checking of AIESL or to the third party authorized by AIESL / Law abiding agencies of Govt. of

India.

- vi) 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
- vii) 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.

17. Safety and Security Regulations:

- a) The employees 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”, “Airport Authority of India”, or any other agency associated with Airport activity.
- b) The personnel deployed for AIESL duty will be subject to security check by the concerned authorities.
- c) The personnel so deployed must be in possession of photo identity cards provided by the successful bidder under his signatures, company’s name and seal for Airport Entry to be shown if and when demanded by AIESL Officials.
- d) Any violation of security regulations and indulging in illegal activities by the successful bidder’s personnel will be at the cost and risk of the successful bidder.
- e) The successful bidder shall take responsibility for good conduct of their employee on AIESL duty.
- f) In case any of the terms/ clauses of the tender are not implemented and in case any lapse on part of the successful bidder or his employee is noticed and if any of the employee of the successful 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.
- g) 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.
- h) AIESL shall not be responsible for any injury sustained by the successful bidder’s 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 of the successful bidder.

18. Indemnification:

- i. The bidder shall indemnify AIESL against payment of penalty/third Party claims/damages /loss of property of AIESL or any other party/penalty due to mishandling/misbehavior/careless on the part of personnel provided by the successful bidder. The bidder shall also indemnify for any liability arising out of any accident / incident involving his staff and shall reimburse any loss or damage to AIESL / concerned party. In case, any such amount is not deposited /paid to the concerned party and if AIESL is directed by any court of Law or Govt. of India to bear any such expenses on behalf of the successful bidder, the same shall be deducted from his Bills/ Future payments due to the successful bidder if not made good to AIESL.
- ii. 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/future payments due to the bidder.

- iii. The successful bidder shall have to give an undertaking in their 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 successful bidder.

19. 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.

20. **Rental and maintenance service Coverage:** The services from the successful bidder should be available from 09.30 hours to 16.00 hours on Monday to Saturday of the week as per location wise requirement. The successful bidder should provide onsite service of their engineer at AIESL site without any additional charges and should also attend all emergency calls even beyond office hours (if necessary).

21. Acceptance and commencement of services by delivering Rented Photocopier machines and completion of installation:

- a. The Successful Bidder has to convey acceptance of LOA/Contract within **7 days** from the date of issue of the LOA/Contract.
- b. The Successful Bidder shall execute the supply and services within 15 days from the date of issue of the LOA/Contract, or as specified in the LOA/Contract.
- c. In case the successful bidder is unable to commence the supply and service within 15 days from the date of issue of LOA/ Contract, AIESL, shall be intimated the reasons for the same.
- d. In case the reasons for delay of commencement of the services are not convincing, AIESL shall have a right to cancel the LOA / Contract and shall be free to make alternate arrangements and the successful bidder will be debarred from participation in the next tenders of AIESL for a minimum period of 03 (Three) years. -

22. The location wise list of required quantity of Photocopier machines at AIESL site as given in the Scope of Work (Annexure-II) is attached with the tender papers. **The no. of Photocopier machines as mentioned in the Annexure-II are indicative, which may increase or decrease during the period of contract. The successful bidder must accept and provide the onsite maintenance service for the Photocopier machines at AIESL Site, Kolkata.**

23. Supervision and monitoring of Photocopier machines and maintenance schedules, 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.

24. Period of Contract:

The initial Contract period will be of Three **(03)** Years, 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 of AIESL on performance shall be unchallengeable and final.

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

25. Applicable Rates & Validity

- a. Rates to be quoted must be in INR as per the Price Bid format-VII only. Any deviation in format OR if rates quoted are conditional, the same shall be outrightly rejected.
 - i) Rate to be quoted for monthly rental charges for each photocopier machine and per metered copy print charges.
 - ii) Per Copy rate is inclusive of preventive maintenance / breakdown maintenance charges, cost of spares replaced and consumables supplied as per 'Scope of Work' and 'Type of Maintenance' mentioned under **Annexure-II**. The per copy rate is also inclusive of any re-installation, transportation and other incidental charges, if any, as applicable during the subsistence of the contractual period.
- b. The rates offered/finalized/agreed by the bidders shall be inclusive of all cost related to monthly rental charges of photocopier machines, print copy charges, labour cost, cost of all types of spares required for maintenance service, related transportation charges, all other incidental charges and Govt. Taxes /Levies (except applicable GST).
- c. Applicable GST has to be mentioned separately and the same will be paid by AIESL as per prevalent rules.
- d. The rates quoted / finalized shall be valid and firm for the entire contractual period of (03) three years. No enhancement of rate will be entertained for any reason whatsoever, during the contractual period.
- e. In case of imposition of any new statutory Tax / Levy during the tenure of the Contract applicable for such service the same shall be considered for payment by AIESL subject to proof being provided by the service provider for such applicability / payment.
- f. In case, if it is found at any stage, that, the information provided are not true, the Tender/LOI/Agreement shall be cancelled and appropriate damages shall be claimed from the service provider/party, besides forfeiture of Security deposit.
- g. In case L1 service provider backs out either before issue of Contract / Letter of Intent or subsequent to its issue the L1 service provider will be blacklisted for a minimum period of 03 (Three) years.
- h. As it is not the general norm for AIESL to carry out price negotiation following evaluation of the Price Bids, the intending bidders 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.

26. Payment of Bills:

- a. No advance payment shall be admissible in any case. The Service Provider shall submit department wise separate monthly GST Invoices to the Office of Executive-Finance, AIESL, NTA, NSCBI Airport, Kolkata-700052 alongwith all supporting documents (like service reports, copies of meter reading of each photocopier machine, duly certified and stamped by the authorized Officials of the user departments).
AIESL shall pay monthly bills by an ECS / NEFT / RTGS clearance within **30** days from such acceptance & approval of the said bill by the AIESL Management for the undisputed amount.

- b. Payment would be made for rental charges per month for total nos. of serviceable photocopier machines and for actual nos. of metered copy print charges per month.
- c. The payments shall be made after deduction of all applicable taxes including tax deduction at source (TDS).
- d. Delay in payments on account of wrong billing / incomplete billing / late submission of the bills, etc. shall be the responsibility of the Service Provider.
- e. 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.

27. Security Deposit (SD):

The successful bidder will deposit 5 % of the total contract value, 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 60 days of scheduled completion of all obligations under the contract.

In case, SD is not deposited by the service provider 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.

28. 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 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.
- 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.

29. **General Conditions:**

- a. The bidder shall be personally responsible for any theft, dishonesty and/or disobedience / acts and deeds on the part of the employee(s) 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 employees deployed 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 service provider.

30. **PENALTY :**

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

- i) Quantum of penalty will be decided in individual cases and decision of the Dy. General Manager (PPMM), AIESL, Kolkata will be final and binding.
- ii) The Company shall impose a penalty on any of the following occasions:
 - a. In case the successful bidder does not attend the call of breakdown / fault arising in photocopier machines, within 24 hours from the receipt of information or another working photocopier machine of same make and equivalent or higher model/rating is not provided at the location by the successful bidder, in the event of non-repairing of the faulty photocopier machines within 48 hours from the time of registering of the call, a penalty of Rs.200/- per photocopier machine per day will be imposed, counted from the date of registering the call of breakdown from the user department, which will be adjusted from the submitted invoices.
 - b. Quality of Service to be performed should be to our entire satisfaction. In case the services are not found up to the mark or the successful bidder discontinues to provide photocopier machines as per our specification/requirement, without giving any notice to AIESL, the contract will be terminated and the loss incurred will be recovered from the pending bills of the successful bidder. In such cases, AIESL reserve the right to get the work done from other source at the risk and cost of the successful bidder.
 - c. Non-Performance of contractual terms & conditions will lead to either imposition of penalty as deemed fit by the AIESL authority or termination of contract (if awarded).

The above list is only an illustrative list and not an exhaustive one. For lapses not covered under the above list Clause no.-30 (i) shall apply as deemed fit by AIESL and will be binding.

- iii) 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 Dy. General Manager (PPMM), AIESL, Kolkata in this regard will be final and binding.

- iv) In the event of any damage caused to the property of AIESL due to the service provided/arranged by the contractor, either due to negligence or otherwise of/by the employees of the contractor, necessary recovery as determined by AIESL shall be made from the monthly bill/security deposit.

31. **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

32. **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 to provide photocopier machines as per our specification/requirement, without giving any notice to AIESL, the contract will be terminated and the loss incurred will be recovered from the pending bills of the successful bidder. In such cases, AIESL reserve the right to get the work done from other source at the risk and cost of the successful bidder.

33. **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.
34. **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.
35. **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.
36. **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 bidders should be experienced and resourceful facility for renting photocopier machines fulfilling the following eligibility criteria:

- a) The Bidders 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 31.12.2025.
- b) Bidders must be registered with Corporation / Municipality / Panchayat and should furnish copy of the same along with the Technical Bid.
- c) Whether the bidders a firm / company are having an experience for renting photocopier machines and maintenance facility and holding similar contract of Government / Corporate Organizations for a minimum period of 3 (Three) years immediately preceding the last date of submission of Tender and should provide documentary evidence in this regard through work order / job completion certificate.
- d) Bidders must provide self-attested copy of GST registration certificate and PAN Card.
- e) The Bidders shall submit self-attested copy of Income Tax return for FY-2022-23, FY-2023-24, and FY-2024-25.
- f) The bidders must have annual turnover of at least Rs.4 Lakhs for last 3 Fin. Years- 2022-2023, 2023-2024, 2024-2025. 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.
- g) The Bidders must 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.
- h) The bidders must be authorized seller/dealer/service provider of the OEM of which make and model of Photocopier machines are intended to supply on rent basis for use of AIESL, Kolkata. Copy of authorization certificate must be enclosed alongwith technical bid.
- i) The bidders must mention make and model of the Photocopier machines intended to deploy for AIESL's use as per scope of work, mentioned under **Annexure-II** on rental basis. Brochure of the same make and model of Photocopier machine must be uploaded alongwith Technical Bid.

SCOPE OF WORK:**Tender for Rental and Maintenance Service Contract for photocopier machines installed at various departments of AIESL, Kolkata**

1. The successful bidder will supply 12 (twelve) nos. good quality photocopier machines on monthly rent basis of any reputed make like **Ricoh, Xerox, Samsung, HP, Canon** with **High speed scanning (Auto document feed scanning), copy and printing facility with LAN connection** required for various departments of AIESL, Kolkata for three years. The photocopier machines should have meter reading facility to count nos. of print would be done by AIESL.

2. Key Specifications and Features of Rental Photocopier machines :

Sl. No.	Specifications	Bidder must fill specifications for their rental Photocopier machines	Bidder must fill Make & Model no. of rental photocopier machines
1	Functions: Print, Copy, Scan		
2	Speed: Up to 20-28 pages per minute (ppm)		
3	Paper Size: Up to A3 (also A4, A5) and (plain, recycled, color, pre-punched, etc.		
4	Automatic Document Feed scanning (Single & Both side)		
5	Monochrome Duplex printing		
6	Document Management: Automatic Document Feed scanning. Color scanning, scan-to-email/folder/USB, and optional HDD for document storage.		
7	Resolution: Min. 600 dpi.		
8	Capability of printing : Maximum 16000 pages per month		
9	Warm-up Time: 20 seconds or less.		
10	Memory: 1 GB Standard, expandable to 1.5 GB.		
11	User Interface/Control Panel: Monochrome/ Color touchscreen.		
12	Connectivity: USB 2.0, Ethernet (10Base-T/100 Base -TX).		
13	First Output: Less than 6 seconds.		
14	Security: Features include user authentication and data encryption.		
15	Power: 220V-240V, 50-60Hz.		

3. The successful bidder has to submit telephone/mobile no. of its representative to every department/section/location wherever Photocopier machines are installed **and affix a sticker containing the contact details where complain has to be lodged, on each Photocopier machine maintained.** Any complaint regarding the Photocopier machines will

be intimidated by the **concerned holding Department / Section / Station** directly to the service provider at the given phone number.

4. Service Coverage :

The services should be available from 09.30 hours to 16.00 hours on Monday to Saturday of the week as per location wise requirement. The successful bidder should provide onsite service of their engineer at AIESL site without any additional charges and should also attend all emergency calls even beyond office hours (if necessary).

a. **Maintenance and supply of consumables:**

Monthly Rental and Per metered copy print charges includes supply of all Spare Parts, Service & Consumables like Toner & Drum Cartridges and all Cosmetic items like all plastic items, all trays, platen glass etc. which will be supplied by the successful bidder alongwith supply of photocopier machines. **AIESL will be responsible for copying providing papers and supply of electricity.**

- b. It is the responsibility of the successful bidder to carry out Preventive and Breakdown maintenance including supply of complete spares support to keep the machines in a serviceable condition for entire period of contract. **If any photocopier machine faced frequent breakdown, then the same would be replaced immediately by same day/next working day with of same or higher model of same make photocopier machine at the same location.**

c. **Type of Maintenance:**

1) **Preventive Maintenance (PM):** Preventive Maintenance of the Photocopier machines to be carried out once in a month. During preventive maintenance efforts should be taken to check the following: -

- (i) Ensure clear and legible quality of the photocopy.
- (ii) Clear all optical items /sections and rollers.
- (iii) Lubricate all the mechanical parts.
- (iv) Ensure noiseless operation of the machines.
- (v) All the maintenance activities as per OEM's laid down PM schedule.

2) **Break Down Maintenance** – Break Down maintenance to be carried out on the same day, in case of breakdown/failure/poor quality of photocopy of a photocopier and breakdown call is received from the user department upto 12.00 Hrs. otherwise on the next working day if the call is received after 15.00 Hrs. During Breakdown Maintenance, replacement of spare(s), if required, to be done for smooth functioning of the photocopier machines.

In case a Photocopier machine is to be taken to the workshop outside the premises of AIESL for replacement of major spare(s), Gate Pass has to be taken from the user Department/Section. If the Photocopier machine remains unserviceable for more than 24 Hrs. or taken to service provider's workshop, another Photocopier machine of same or higher model has to be provided as stand by machine to the user Department/Section for uninterrupted function during such period.

5. The quantity of photocopier machines as mentioned in the tender is indicative in nature. The quantity may increase or decrease during the subsistence of the contractual period.
6. Quantity of copies would be printed per month approx. 49,600 nos. Hence total print copy approx. 17,85,600 nos. for three years. The quantity of print copy may increase or decrease during the subsistence of the contractual period. Payment will be made for actual nos. of metered copy print charges per month.

7. The location of photocopier machines may get changed within Kolkata, AIESL premises in Dum Dum due to AIESL decision from time to time and the service provider shall continue to provide maintenance service as per the terms of the contract at the changed location(s) with immediate effect and without any extra cost & condition.

8. List of location wise requirement of rented photocopier machines for AIESL, Kolkata

S/n	User departments under AIESL, Kolkata	Location, NTA, NSCBI Airport
1	Office of GM (Engg),	NTA
2	Training Centre,	NTA
3	Office of Shift In-Charge, (E-L/M),	NHC
4	Office of Dy GM (E-L/M),	NTA
5	Security Department,	NTA
6	HR Department,	NTA
7	Finance Department,	NTA
8	Office of Dy. GM (PPMM),	NTA
9	Planning Cell, PPMM,	H-1, Narayanpur
10	Office of Dy. SMM, APU centre,	NTA
11	Base Maintenance Office,	H-1, Narayanpur
12	Office of the Dy. QM,	NTA,

9. Location wise individual photocopier machine should be supplied by the successful bidder mentioning serial no. of machine and its initial metered reading at the time of installation at AIESL premises.

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'25. Provide relevant document	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.....
4	EMD (Wire Transfer) Rs.26,703.00	Yes / No	
5	Whether EMD being submitted	Yes/No	
6	Whether MSME/ Udyam Registered, If yes, copy of valid certificate must be submitted	Yes/No	
7	<u>Experience details</u> Whether the bidders a firm / company are having an experience for renting photocopier machines and maintenance facility and holding similar contract of Government / Corporate Organizations for a minimum period of 3 (Three) years immediately preceding the last date of submission of Tender and should provide documentary evidence in this regard through work order / job completion certificate	Yes / No.	
8	The bidders must be authorized seller/dealer/service provider of the OEM of which make and model of Photocopier machines are intended to supply on rent basis for use of AIESL, Kolkata. Copy of authorization certificate must be enclosed alongwith technical bid.	Yes / No	
9	The bidders must mention make and model of the Photocopier machines intended to deploy for AIESL's use as per scope of work, mentioned under Annexure-II on rental basis. Brochure of the same make and model of Photocopier machine must be uploaded alongwith Technical Bid.	Yes / No	Make: Model no.:
10	Whether experience details filled in the Annexure-IV.	Yes / No	
11	Whether bidder's check list filled in the Annexure-V.	Yes / No	
12	Whether undertakings filled in the Annexure-VI.	Yes / No	
13	Whether Bid Security declaration filled as per Annexure-VIII	Yes / No	

14	Whether Bidder is having an average annual turnover of Rs.4 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.	Yes / No	
15	The Bidders must have establishment/service center and office in Kolkata	Yes / No	
16	Whether Certificate for unconditional acceptance of Tender terms and undertakings, enclosed as per format (Annexure-VI)?	Yes / No	
17	Whether having GST registration? Self-attested copy to be enclosed?	Yes / No	
18	Whether having PAN. Self-attested copy to be enclosed.	Yes / No	PAN:
19	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?	Yes / No	
20	Whether monthly payment terms with 30 days credit accepted?	Yes / No	
21	Whether execution of service within 15 days from the date of issue of the LOA/Contract is accepted?	Yes / No	
22	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	
23	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.
24	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
25	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
26	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.		
27	It is confirmed that there is no hidden cost to AIESL except for the cost as per rates quoted in the Financial Bid Form.		
28	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.		
29	It is also confirmed that the quoted rates are valid for 180 days from the date of opening of the Technical - Bid.		
30	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.		
31	It is also confirmed that I am authorized to sign the Tender documents.		
32	Any other information which bidders may like to furnish (Separate Sheet may be Enclosed if required.)		
<p>Signature of Authorized Signatory: Name & Designation: Company/Firm/Proprietorship firm (Name & Seal):Date: Place:</p>			

FORMAT FOR PROVIDING EXPERIENCE DETAILS

(TO BE ATTACHED WITH TECHNICAL-BID FORM)

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

SN	ContractType	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)	Rental and Maintenance Service Contract for photocopier machines	M/s				Rs.		
(II)								
(III)								

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) Experience must be minimum Three years. During which must have executed at least 03 contracts, **each of minimum 01 year duration.**
- (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 & IV 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 service within **15 days** from the date of issue of the LOA/Contract.
- 6 That monthly payment terms with **30 days** credit is agreed.
- 7 Possession of working office in Kolkata.
- 8 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,) etc. shall be produced on demand for verification / checking of AIESL or to the third party authorized by AIESL / Law abiding agencies of Govt. of India.
- 9 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.
- 10 It is also confirmed that I am authorized to sign the Tender documents.

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

PRICE-BID Format

Sl. No.	DESCRIPTION	Qty (a)	Rate in Rs. (b)	Total Rate (Rs) (C) = (a) x (b) x 36
1	Monthly Rental Charges for 12 nos. Photocopier machines required for AIESL, NSCBI Airport, Kolkata	12 Nos.	_____ per machine per month	
2	Applicable GST %			
3	Per metered print Copy charges, which includes supply of free spares & consumables and maintenance of the supplied rented Photocopier machines	49,600 copies print per month	_____ per metered print copy charges	
4	Applicable GST %			
5	TOTAL for 36 months (sl.no.1 + sl.no.2 + sl.no.3 + sl.no.4)			

Note:

- LQ1 will be decided on the basis of consolidated Total amount quoted at serial no. 5 on the above Price Bid.**
- The rates offered/finalized/agreed by the bidders shall be inclusive of all cost related to monthly rental charges of photocopier machines, print copy charges, labour cost, cost of all types of spares required for maintenance service, related transportation charges, all other incidental charges and Govt. Taxes /Levies (except applicable GST).
- Applicable GST has to be mentioned separately and the same will be paid by AIESL as per prevalent rules.
- In case of imposition of any new statutory Tax / Levy during the tenure of the Contract applicable for such service the same shall be considered for payment by AIESL subject to proof being provided by the service provider for such applicability / payment.
- The quotation should be valid for 180 days from the date of opening of the Tender. Quoted rates should be firm for the entire contractual period of (03) three years and no enhancement of rate will be entertained during the period of the contract.
- As it is not the general norm for AIESL to carry out price negotiation following evaluation of the Price Bids, the intending bidders 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.

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)