



AI Engineering Services Limited

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

Internal Tender Ref. No.: KOL-PUR/AIESL/NS/162-26

Date: 29/01/2026

TENDER FOR PROVIDING OCCUPATIONAL HEALTH SERVICES AT AIESL, KOLKATA

The Tender document consists of the following:

DESCRIPTION	ANNEXURE	Page Number
ELIGIBILITY CRITERIA	Annexure-I	14
SCOPE OF WORK	Annexure-II	15-17
TECHNICAL-BID FORM	Annexure-III	18-19
FORMAT FOR PROVIDING EXPERIENCE DETAILS	Annexure-IV	20
BIDDER'S CHECKLIST	Annexure-V	21
FORMAT FOR SUBMISSION OF UNDERTAKINGS	Annexure-VI	22
NON-DISCLOSURE AGREEMENT FROM THE BIDDER	Annexure-VII	23
PROFORMA FOR PRICE BID	Annexure-VIII	24-25
BID SECURITY DECLARATION FORM	Annexure-IX	26

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 PROVIDING OCCUPATIONAL HEALTH SERVICES AT AIESL, KOLKATA
02.	Estimated Cost	Rs. 42,48,000.00
03.	Earnest Money Deposit	Rs. 85,000.00
04.	Security Deposit	5% of Contract Value
05.	Availability of bidding documents	Can be downloaded from www.aiesl.in and available in 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 portal 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).

AIESL invites Tenders under **Two-Bid system** i.e. Technical-Bid and Price-Bid for PROVIDING OCCUPATIONAL HEALTH SERVICES AT AIESL, KOLKATA from reputed **Hospitals / Nursing Home based within Kolkata Municipal limits only.**

2. The Tender

- Bidders must read the complete '**Tender Document**'. This NIT (Notice Inviting Tender) 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.
- Availability of the Tender Document: The Tender Document shall be published in 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.
- Clarifications: The Prospective Bidders 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. Bidders 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:

- Bids must be uploaded by the 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. 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.
- 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 of Investment and Internal Trade, 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 Price 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 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 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 clarifications are raised at least 72 hours prior to submission of bid. The response to the clarifications (If any) shall be shared in 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) If the Technical-Bid and / or the Price-Bid (only of technically qualified Bidders) has been received after due date and time.
- b) If the Technical-Bid and / or the Price-Bid have been received by email.
- c) If the Technical-Bid and / or the Price-Bid have been received unsigned / incomplete.
- d) If the Technical-Bid and / or the Price-Bid have not been received.
- e) Price Bid received alongwith 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. Part-A (Technical Bid) & Part-B (Price Bid of only 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.

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 (BoQ) 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 Tenderer 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. Other terms & Conditions:

Bidder has to quote the rates for :

1. Providing one Medical Officer (MBBS and above registered Officer) and a (Nurse) Para Medic to assist him/her for five hours daily (except Saturday & Sundays), from 11.00 AM to 04.00 PM.
2. Providing Paramedical personnel for breath analyzing tests across all shifts.
3. Providing 24*7 on-call ambulance service for emergency needs.
4. Providing pre-employment health check-up.
5. Providing annual health check-ups for approximately 600 employees.
6. Organizing awareness camps and consultation camps within the contract period. All promotional materials for camps to be provided by the service provider.
7. Basic minimum medical amenities like Weight Machine, Blood Pressure, Sugar Check-up, Oxymeter, etc such basic supporting services in order to provide sustainable Office environment for the staff.
8. The provision for entry at the Air-Side must be obtained by the prospective service provider in consultation with the Bureau of Civil Aviation Security(BCAS) and any other statutory body, if needed. At any point an independent medical setup will be required at the Air-Side. The service provider must ensure eligibility for the same.
9. Service Provider will supply and maintain Medical equipment required for First Aid.
10. 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 tenderer/party, besides forfeiture of EMD/Security deposit.
11. 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. In addition its Earnest Money Deposit / Security Deposit will also be forfeited.
12. As it is not the general norm for AIESL to carry out price negotiation following evaluation of the Price Bids, the intending tenderers 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 tenderer who has been evaluated by AIESL as

having offered the lowest bid in response to the Tender.

13. Earnest Money Deposit (EMD)

- (i) The Tenderer shall deposit along with the technical bid, an Earnest money of Rs.85,000.00 (Rupees Eighty 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. EMD amount, in respect of successful Tenderer(s), will be retained till the period, Security Deposit/ Performance Bank Guarantee will be 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.

(ii) Tenders without the EMD shall be rejected.

(iii) EMD will not carry any interest.

(iv) In case a tenderer 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.

(v) EMD of the Tenderers, who do not qualify in the 'Technical Bid', will be refunded to them within two months of the award of contract.

(vi) EMD in respect of the successful Tenderer can be adjusted against Security Deposit/ Performance Bank Guarantee.

a. 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** are exempted from payment of Earnest Money Deposit (EMD). The **Udyam/ MSME 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.

b. 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.

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

The MSEs registered for the particular trade / item for which the Tender is relevant, would be eligible for exemption/preference.

The registration certificate issued under 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 who have applied for registration or renewal of registration under Udyam

Registration but have not obtained the valid certificate as on close date of the Tender, are not eligible for exemption / preference.

14. 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) Lowest Bidder;
 - ii) Whose Bid is under consideration for award of Letter of Award (LOA);
 - iii) Received Letter of Award (LOA);
 - iv) 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 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.

15. UNDERTAKINGS by the Successful Bidder:

The Tenderer has to give following undertakings and shall abide by it if the Tenderer 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 respects 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 shall be complied with by the successful Tenderer, if the same are/become applicable to these services and in case contract is awarded to them. The successful Tenderer shall obtain applicable licenses / Registrations at their own cost and initiative from concerned authorities within 15 days of receipt of LOI / Contract (wherever applicable).
- v) ESI & PF registrations: ESI & PF Registration are optional at the time of application of the tender. However, the tenderer 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.
- 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, 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) Tenderers have to obtain clearance from Bureau of Civil Aviation Security (BCAS) / respective Airport Authority (AAI) for rendering the services inside the Airports at their own cost and confirm within 15 days from issuance of LOI that such clearance has been obtained.
- 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 Contract**
The Bidder must give an undertaking that on award, the Contract shall be executed 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.

16. 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.

17. Supervision and monitoring of duties of daily work schedules

Supervision and monitoring of medical services 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.

18. Award of Contract, Acceptance, commencement & Signing of agreement:

The award of Contract to the Successful Bidder shall be subject to fulfillment (in addition to eligibility criteria and the undertakings) of the following conditions:

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

The Successful Bidder shall deploy the Medical Services within 15 days from the date of acceptance of the LOA, or as specified in the LOA.

19. 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.

20. 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 out rightly rejected.

i) **Inclusions:** The rates offered/finalized/agreed by the Tenderer shall be inclusive of all Govt. Taxes /Levies, Equipment cost, manpower cost (including statutory payments), provision for Name Badges, Uniform, substitution, etc.

ii) **Exclusions:**
The GST would be paid/reimbursed, as and if applicable, together with the monthly bills. AAI Royalty (if applicable) maximum upto 13% pertaining to rendering of such service will be reimbursed by AIESL on actual basis on production of proof of such payment.

iii) The number of requirement of Doctor, Nurse and Para-medical staff are indicative at present, which may increase or decrease during the contractual period as per discretion of AIESL authority. Agreed rates will be applicable for addition or deletion if any accordingly.

iv) **Rate Negotiation:**

It is not the general practice of "AIESL" to carry out Post Tender Negotiations. Therefore, Tenderers are advised in their interest to submit their best quotes in response to this Tender. "AIESL", however, reserves the right to carry out negotiations after evaluation of Price bids in exceptional cases with the L-1 bidder.

21. Payment of Bills:

a. No advance payment shall be admissible in any case. The Service Provider shall submit monthly bills to the Executive-HR, AIESL, NTA, APU Center, NSCBI Airport, Kolkata-700052 alongwith all supporting documents.

AIESL shall pay monthly bills by an ECS / NEFT / RTGS clearance within **30** days of submission of the Bills to user department for the undisputed amount.

b. The payments shall be made after deduction of all applicable taxes including tax deduction at source (TDS).

c. Delay in payments on account of wrong billing / incomplete billing / late submission of the

- bills, etc. shall be the responsibility of the Service Provider.
- d. The Service provider shall provide a register to note daily attendance of their personnel.
 - 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.

22. Security Deposit (SD):

The successful Tenderer 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.-13, 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 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 tenderer.

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

23. 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 by the User section in consultation with PPMM & Finance department.
- ii) The Company shall impose a penalty on any of the following occasions:
 1. Since the services provided by the medical unit will be extremely essential replacement clause should be emphasized on. In case no replacements are provided in absence of any Doctor/Nurse/Para-Medic staff in any shift, a fine amount of Rs. 500/- will be imposed per head per day/shift
 2. In case any equipment, provided by AIESL is damaged, fine amount equivalent to the current market rate of that equipment has to be paid by the service provider.
 3. Hygiene of the medical premises will be under the purview of AIESL. However, in case cleanliness is not maintained by the employees deployed by the Service Provider properly, fine amount of Rs. 100/- will be imposed per occasion of observation.
 4. Regular audit of the medical unit will be done by the AIESL authority. Employee's feedback will be gathered on fortnightly basis. If overall performance is found to be poor, a fine amount of Rs. 1000/- will be imposed per occasion of observation.
 5. In case services are found to be unsatisfactory or there is breach of any of the clause of terms and conditions, the contract is liable to be terminated at one month's notice.
 6. In the event of violation of any contractual or statutory obligations by the Service Provider, it shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against AIESL by any individual, agency or government authority due to acts of the Service Provider, the Service Provider shall be liable to make good/compensate such claims or damages to AIESL. As a result of the acts of the Service Provider, if AIESL is required to pay any damages to any individual, agency or government

authority, the Service Provider would be required to reimburse such amount to AIESL or AIESL reserves the right to recover such amount from the payment(s) due to the Service Provider while settling its bills.

The above list is only an illustrative list and not an exhaustive one. For lapses not covered under the above list Clause no.23 (i) shall apply as deemed fit by AIESL and will be binding.

- iii) In case of failure to commence the service on the stipulated time/date as per the LOI/ LOA issued, the EMD/SD will be liable to be forfeited at the discretion of AIESL.
- iv) 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 AIESL in this regard will be final and binding.
- v) In the event of any damage caused to the property of AIESL/Any other Airlines and or to the passenger/staff (the property of staff), 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.

24. Interpretation:

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

25. 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 tenderer failing to comply with any of the terms and conditions of the agreement, AIESL shall issue a notice of 30 days to the successful tenderer 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 tenderer. The successful tenderer shall not have any right to dispute or question the judgment of AIESL with respect to unsatisfactory performance of the successful tenderer.
- iii. AIESL may, at any time, terminate the Contract with immediate effect by giving written notice to the successful tenderer, if the successful tenderer 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 tenderer discontinues operation without giving any notice, AIESL reserves the right to arrange medical facility 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.

26. 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.

27. 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.

28. 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.

29. 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.

30. FORCE MAJEURE:

Neither Party hereto shall be liable for failure to perform or for delay in performing any of its obligations under the Contract other than those of billing and payment hereunder, if such failure or delay is caused or results from a condition or FORCE MAJEURE.

The term FORCE MAJEURE as used in this contract means Act of God, War, Revolt, Riot, Fire Tempest, flood, earthquake, lightning, direct or indirect Consequences of war (declared/undeclared), sabotage, hostilities, National Emergency, Civil Disturbances, Natural calamities, Pandemic / Epidemic, Commotion, Embargo (Blockage) or any law or Promulgation, ordinance or Executive order whether Central or State or Local or Municipal Authorities, Regulation or Breakage/ Leakage, Bursting or Freezing of Pipeline.

Eligibility Criteria

Hospitals/ Nursing Homes must have following facilities at their premises:

The layout should be designed to accommodate:

- Sufficient bed facility for hospitalisation of patients.
- Patient rooms, including general wards, deluxe rooms, and ICU units.
- Diagnostic labs and imaging facilities such as X-ray, MRI, and CT scans.
- Operating theatres with modular setups for infection control.
- Emergency departments with ambulance bays and triage areas.
- Administrative and support service areas like kitchens, laundries, and pharmacies.
- Fully equipped emergency and trauma centres.
- Advanced operating theatres with sterilization facilities.
- Separate outpatient and inpatient departments to avoid overcrowding.
- Dedicated departments for specialized treatments like dialysis or chemotherapy.
- Comfortable waiting areas and lounges for patients and visitors.
- Natural light and proper ventilation to create a healing environment.
- Hygienic materials for flooring, walls, and furniture in critical zones.
- Acoustic management to minimize noise levels in wards and ICUs.

A **Hospital/ Nursing Home** must comply with the following and must submit copy of each certificate alongwith the technical bid :

- Registration under the Clinical Establishments (Registration and Regulation) Act. **Submit copy of Clinical Establishment Registration under Clinical Establishment Act, 2010.**
- Fire safety clearance and disaster management plans. **Must have valid Fire Safety Clearance from West Bengal Fire & Emergency Services.**
- Environmental clearance for waste disposal, including biomedical waste. **Authorization from West Bengal Pollution Control Board for Biomedical Waste Management.**
- Certification from NABH (National Accreditation Board for Hospitals) for quality standards.
- Accreditation from National Accreditation Board for Testing and Calibration Laboratories (NABL) for quality testing and calibration laboratories in India.
- Compliance with all labour and safety laws is mandatory.
- Copies of all valid registrations and licenses, staff qualification proofs, proofs of Kolkata base and MOU/ownership documents to be submitted.
- Only registered healthcare institutions such as licensed **Hospitals or Nursing Homes** are eligible. Manpower agency or individual practitioners are not eligible.
- **Institutions must be located within Kolkata Municipal limits.**

Ensuring compliance not only protects your hospital from legal issues but also builds patient trust.

- A hospital's reputation is largely built on the expertise and behavior of its staff. Recruitment should focus on hiring qualified doctors, experienced nurses, trained paramedics, and competent support staff. Additionally, regular training programs should be conducted to keep employees updated on the latest medical practices and technologies.

SCOPE OF WORK:

Nature of Work – Occupational Health Services at AIESL, Eastern Region

Place of work – NTA, NSCBI Airport, Kolkata-700052.

1. Providing one Medical Officer (MBBS and above registered Officer) and a (Nurse) Para Medic to assist him/her for five hours daily (except Saturday & Sundays), from 11.00 AM to 04.00 PM.
2. Providing Paramedical personnel for breath analyzing tests across all shifts.
3. Providing 24*7 on-call ambulance service for emergency needs.
4. Providing pre-employment health check-up.
5. Providing annual health check-ups for approximately 600 employees.
6. Organizing awareness camps and consultation camps within the contract period. All promotional materials for camps to be provided by the service provider.
7. Basic minimum medical amenities like Weight Machine, Blood Pressure, Sugar Check-up, Oxymeter, etc such basic supporting services in order to provide sustainable Office environment for the staff.
8. The provision for entry at the Air-Side must be obtained by the prospective service provider in consultation with the Bureau of Civil Aviation Security(BCAS) and any other statutory body, if needed. At any point an independent medical setup will be required at the Air-Side. The service provider must ensure eligibility for the same.
9. Service Provider will supply and maintain Medical equipment required for First Aid.

A) Task to be undertaken for Medical Officer :

- a) **Daily presence:** A certified (MBBS) **Medical Officer** and a **Nurse** to be available on-site daily from **11.00 AM to 04.00 PM(excluding Saturday and Sunday)**.
- b) **Backup Arrangement:** In case the primary Medical Officer is unable to attend, a qualified backup must be immediately available.
- c) **Contact Information:** The name, email address and phone number of the primary Medical Officer should be shared with the HR Department, AIESL alongwith his/her certificates.
- d) **Attendance Monitoring:** The HR unit as well as the hospital (service provider) should monitor the Medical Officer's attendance during all shifts.
- e) **Health check-up camp:** Should provide health check-up consultation to all concerned.

B) For Para-Medics :

- a) **Qualification:** GNM (General Nursing and Midwifery) nursing staff to be included for BA tests.
- b) **Shift Attendance:** If a staff member fails to attend his/her shift, a backup must be immediately available.
- c) **Attendance Monitoring:** The HR unit as well as Hospital (Service Provider) should monitor staff attendance during all shifts.
- d) **Availability:** All BA test personnel working with AIESL should be readily available on phone on needed. The Para-medics identified for breath analysis will be engaged on 24*7 basis every day, even during declared holidays.
- e) **Training:** Para-medics must be first-aid trained.

C) For Ambulance in emergency :

- a) **24*7 availability:** A fully equipped on-call ambulance must be available for emergency purpose. **Ownership or MOU documentation for ambulance services must be submitted.**

D) Salient Features :

- a) Quarterly awareness camps and consultation camps will be organized by the service provider. All promotional materials for camps to be provided by the service provider.
- b) First-Aid training to be provided by the Medical Officer to concerned employees, periodically.
- c) For joining of new employees fitness certificate to be provided by Medical Officer.
- d) Fitness certificate for Licensed employees to be provided regularly.

AMENITIES TO BE PROVIDED BY AIESL

1. AIESL shall provide adequate space at the work location to the Service Provider:
 - NTA, NSCBI Airport, Kolkata-700052.
2. Service Provider shall maintain furniture (tables and chairs) provided by AIESL,
3. Electricity & water charges will be borne by AIESL.

1. Safety and Security Regulations:

- a) The doctors and other staff of successful tenderer 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 successful tenderer shall have a system to issue / retrieve 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.
- c) The service provider should ensure verification of character and antecedents of their personnel by police before deployment, since AIESL is “Protective Industry” and Airport is “Protected 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.
- d) The successful tenderer shall also obtain entry permit(s) for his personnel to enter AIESL premises i.e. non restricted area 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.
- e) The service provider should obtain the requisite approval from AAI and BCAS, Govt. of India before commencement of the work, as it has been made mandatory for any agency carrying out function in the restricted areas of Indian Airport.
- f) The doctor/staff deployed for AIESL duty will be subject to security check by the concerned authorities.
- g) The personnel so deployed must be in possession of photo identity cards provided by the successful tenderer under his signatures, company’s name and seal apart from PIC / AEP issued by BCAS / AAI for Airport Entry to be shown if and when demanded by AIESL Officials.
- h) Any violation of security regulations and indulging in illegal activities by service provider’s personnel will be at the cost and risk of service provider.
- i) The contractor shall take responsibility for good conduct of their employee on AIESL duty.
- j) 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 tenderer 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.
- k) AIESL being a protected industry the personnel deployed by the bidder for this service will not indulge in any illegal/Anti-Social/Anti national activities.
- l) AIESL shall not be responsible for any injury sustained by 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.
- m) The personnel, deployed for AIESL service, should be in neat, clean & properly pressed uniform at the cost of the successful tenderer.

2. 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 tenderer.

3. Indemnification:

- i. The Tenderer shall indemnify AIESL against payment of penalty/third Party claims/ damages /loss of property of AIESL, AAI, passengers or any other party/penalty due to mishandling/ misbehavior/careless on the part of personnel provided by the successful tenderer. The tenderer 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 service provider, the same shall be deducted from his monthly Bills/Security Deposit/Future payments due to the service provider if not made good to AIESL.
- ii. The Tenderer 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 tenderer. 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 tenderer.
- iii. 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.

TECHNICAL-BID FORM

Name of the Bidder			
Complete Address of the Bidder			
Telephone No. / Mobile No. / email ID			
Name, Mobile number of Contact Person			
1	Technical Details of the Bidder		Details
(I)	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	
(II)	<u>Details of Registration of Bidder</u> Self-attested copy of Registration Certificate to be enclosed. (If Applicable)	-----	
(III)	Must have valid / current Trade license from Corporation/Municipality (attach copy of Trade License)	Yes / No	Trade License No.....
2	EMD (Wire Transfer)	Rs. 85,000.00	
3	Whether EMD being submitted	Yes/No	
4	<u>Experience details</u> Whether having last 03 years of experience (Must) .	Yes / No.	
5	Whether 03 years' experience details filled in the Format (Annexure-IV). (Must)	Yes / No	
6	Whether Bidder is having an average annual turnover of Rs. 20 lakhs or above for last 03 FYs, i.e. FY 2021-22, FY 2022-23 and FY 2023-24. 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	
7	Whether Certificate for unconditional acceptance of Tender terms and undertakings, enclosed as performat (Annexure-VI)? (Must)	Yes / No	
8	Whether duly signed non-disclosure agreement enclosed (Annexure-VII)? (Must)	Yes / No	
9	Whether having GST registration? Self-attested copy to be enclosed? (Must)	Yes / No	
10	Whether having PAN. Self-attested copy to be enclosed. (Must)	Yes / No	PAN:
11	Whether self-attested copy(s) of Income Tax Returns for last 03 Financial years viz. FY 2021-22, FY 2022- 23 and FY 2023-24 Enclosed? (Must)	Yes / No	
12	Whether payment terms of 30 days credit accepted? (Must)	Yes / No	
13	Whether execution of Contract within 15 days from the date of accepting LOA, is accepted?	Yes / No	

14	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	
15	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.	Yes / No	If yes, provide details.
16	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
17	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
18	It is confirmed that we have the capability & capacity to provide the services as per terms of the Tender.		
19	It is confirmed that there is no hidden cost to AIESL except for the cost as per rates quoted in the Financial Bid Form.		
20	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.		
21	It is also confirmed that the quoted rates are valid for 180 days from the date of opening of the Technical - Bid.		
22	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 is concealed.		
23	It is also confirmed that I am authorized to sign the Tender documents.		
24	Any other information which Tenderer 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)

1 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)	Medical Services	M/s				Rs.		
(II)								
(III)								

2 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 of minimum Three years, during which the bidder must have executed at least 02 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's 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 as well as mentioned under Clauses 15, paeges-9 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 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.
- 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 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:

NON-DISCLOSURE AGREEMENT FROM THE BIDDER

(This document is strictly private and confidential)

To
DGM (E-PPMM)
AI Engineering Services Ltd
NTA, 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, failure OR delay by AIESL in exercising any right, power OR privilege under this agreement shall not operate as a waiver thereof and no single OR partial exercise thereof OR the exercise of any other right, power OR privilege under this agreement shall prevent any further exercise of the right or the remedy or the exercise of any other right or remedy.
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

**SUBJECT: -Tender for Providing Occupational Health Services at AIESL, Eastern Region, Kolkata
(To be quoted on service provider's letter head)**

SN	Description	
1	Name of the Bidder/ Co.	
2	Address	
3	Telephone No. / Mobile Tel No.	
4	Name of Contact Person	
5(A)	Monthly rate to provide Occupational Health Services deploying :	Rs. /Month
	i) One Doctor (MBBS and above registered Officer)	Rs. (In words)
	ii) One Nurse	Rs. (In words)
	iii) Paramedical personnel for breath analyzing tests across all shifts	Rs. (In words)
5(B)	Total monthly Charge in Rs. = (i + ii + iii)	
6	24*7 on-call ambulance service for emergency needs per call basis	_____ Rs. / Call
7	Pre-employment health check-up per head	_____Rs./ Head
8	Annual health check-ups per head for approximately 600 employees.	_____ Rs. / Head
9	Awareness camps and consultation camps within the contract period per occasion	_____Rs./Occasion
10	Applicable GST% and amount	
11	Total consolidated cost for 3 years including GST = {(Sl No. 5B) x 36} + {(Sl.No.8) x 600 x 3} + Sl.No.10	

NOTE : Criteria for selection of L1 rates:

L1 rates will be decided based on the consolidated lowest rates quoted by the bidder at Sl.No.11.

Rates under Sl.No. 6, 7 & 9 will be applicable as and when required basis.

Applicable Rates & Validity

Rates to be quoted must be in INR as per the format given above only. Any deviation in format OR if rates quoted are conditional, the same shall be out rightly rejected.

- i) **Inclusions:** The rates offered/finalized/agreed by the Tenderer shall be inclusive of all Govt. Taxes /Levies, Equipment cost, manpower cost (including statutory payments), provision for Name Badges, Uniform, substitution, etc.
- ii) **Exclusions:** The GST would be paid/reimbursed, as and if applicable, together with the monthly bills. AAI Royalty (if applicable) maximum upto 13% pertaining to rendering of such service will be reimbursed by AIESL on actual basis on production of proof of such payment.
- iii) The number of requirement of Doctor, Nurse and Para-med staff are indicative at present, which may increase or decrease during the contractual period as per discretion of AIESL authority. Agreed rates will be applicable for addition or deletion accordingly if any.

iv) **Rate Negotiation:**

It is not the general practice of “AIESL” to carry out Post Tender Negotiations. Therefore, Tenderers are advised in their interest to submit their best quotes in response to this Tender. “AIESL”, however, reserves the right to carry out negotiations after evaluation of Price bids in exceptional cases with the L-1 bidder.

- v) **Special Powers to “AIESL”:** In case there are a tie between two selected bidders, AIESL shall have a right to ask both the bidders to offer a revised bid in GeM. The L-1 out of these two shall be entitled to an award of the contract.
- vi) **Validity of Rates:** Rates finalized & agreed will remain firm during the Contract period of three years plus one year extendable, except for revision in the minimum wages Revision of Rates during contract period.
- vii) No request shall be entertained for an increase of Rates (either of manpower or material) during the validity of the Contract and extensions, if any, under any circumstances except for Govt. Levy/Taxes.
- viii) In case, rate of GSTN is revised after the opening of Tender/issue of contract OR if any new Tax is introduced after starting of the contract, the same shall be payable to the selected bidder at new rates.
- ix) The Price bid will be valid for 180 days from the date of opening of Technical Bids.
- x) That the above rates, quotes had been filled after considering all the factors and all the costs and consequences related to the work scope, terms, and conditions of 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 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)