



AI ENGINEERING SERVICES LIMITED
MRO COMPLEX, NEAR GATE NO. 3, RGI AIRPORT, SHAMSHABAD,
HYDERABAD-500108, TEL.NO: 23477516/506

Tender No: HYE/AIESL/CLER-STAFF/2023/086

Date: 20.01.2023

Subject: Tender for Award of Contract for Engaging Skilled Clerical Staff at AI Engineering Services Limited, MRO Complex, RGI Airport, Shamshabad, Hyderabad.

AI Engineering Services Limited (AIESL), Hyderabad invites sealed tenders from eligible licensed and registered service providers as on **31.12.2022** with requisite experience in handling Manpower contracts in any reputed organizations preferably in Government or Public Sector to enter into contract at AI Engineering Services Limited, a fully Government of India owned entity.

The Contract will be for a period of **Two years and can be extended by One more year**, if required, on the same terms and conditions. The tender is invited under Two Bid Systems (i.e. Technical Bid and Financial Bid/Price Bid). **Tender Form can be downloaded, on free of cost, from our website www.aiesl.in**

Please keep referring the Tender on website till due date 08.02.2023 for any changes, amendments and modification to the tender.

Bids should be submitted in the Tender box kept at the following address:

HR Dept., 1st Floor, AI Engineering Services Limited,
MRO Complex, Near Gate No: 3, RGI Airport,
Shamshabad, Hyderabad-500108
Phone No. 040-23477516/506

INDEX LIST OF ANNEXURE

Tender No: HYE/AIESL/CLER-STAFF/2023/086

Date: 20.01.2023

Sl.No.	DESCRIPTION	ANNEXURE	PAGE NO.
1	Invitation of Bids		2-4
2	Terms and Conditions	I	5-18
3	Scope of Work	II	19
4	Technical Bid	III	20-21
5	Price Bid	IV	22-23
6	Covering Letter for bid submission	V	24
7	Undertaking From Bidder	VI	25
8	Letter of Authorization for Bid Opening	VII	26
9	Bid Security Declaration Form	VIII	27

For clarifications, if any, you may contact Shri. BSSN Rao, Asst. Manager – Pers.

Tel. No. 040-23477516/506, Email id - aieslhr.sr@aiesl.in

Last date and time for submission of Tender: 08.02.2023 by 1400hrs.



GENERAL MANAGER (Engg.) – AIESL

महा प्रबंधक (इंजी.)/General Manager (Engg.)

एआई इंजीनियरी सर्विसेस लिमिटेड

AI Engineering Services Limited

एम.आर.ओ. कॉम्प्लेक्स आर जी आई एयरपोर्ट

MRO Complex, RGI AIRPORT

गेट सं. 3, के पास/Near Gate No.3, शमशबाद/ Shamshabad

हैदराबाद/Hyderabad-500 108 तेलंगणा/ T.S.



AI ENGINEERING SERVICES LIMITED
MRO COMPLEX, NEAR GATE NO. 3, RGI AIRPORT, SHAMSHABAD,
HYDERABAD-500108, TEL.NO: 23477516/506

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Date: 20.01.2023

Subject: Tender for Award of Contract for Engaging Skilled Clerical Staff at AI Engineering Services Limited, MRO Complex, RGI Airport, Shamshabad, Hyderabad.

I. INVITATION OF BIDS:

AI Engineering Services Limited (AIESL), Hyderabad is proposing to enter into a **Engaging Skilled Clerical Staff** contract for a period of **Two years** extendable by one more year, **if required, on same terms and conditions** for Manpower Services at AI Engineering Services Limited, MRO Complex, Near Gate No: 3, RGI Airport, Shamshabad, Hyderabad-500108 from the eligible Manpower service providers, as per our terms and conditions.

The Service provider should be open to extend the services by engaging personnel to AIESL at locations other than Hyderabad, if and when required by AIESL at Bengaluru and Chennai on a later date if any.

Tender Form can be downloaded from our web site link <https://www.aiesl.in/Tender.aspx> during specified time.

II. SUBMISSION OF BIDS:

1. The Tender is under Two-Bid System i.e. Technical Bid and Price Bid.
2. **Technical Bid:** Contains Scope of Works, Bidder/Company Details and Technical Pre-Qualification Criteria etc. - **Should NOT contain Price/Financial bid Details.**
3. **Price Bid/Financial Bid:** Should be **submitted mandatorily in a separate Sealed Envelope** Only. Those Vendors (or) Bidders (or) Tenderers who are Technically Qualified under (or) against the Pre-Qualification Criteria of the Technical Bid would be eligible for participation in the Price Bid/Financial Bid opening and Evaluation.

The Bid Documents shall be submitted in different Envelopes as under (mandatorily sealed):

A. Envelope-1: Technical Bid - Should contain the following.

- i. The duly filled in Technical Bid strictly as per the format provided.
- ii. The Technical Bid pages should be duly signed and stamped by the authorized representative.
- iii. All the mandatory supporting documents asked for in the Technical Bid.
- iv. Refundable EMD of Rs.5000/-.
- v. The Technical Bid Envelope should be sealed and Super-scripted as “Technical Bid: Tender No: **HYE/AIESL/CLER-STAFF/2023/086** Date: **20.01.2023** for Engaging Skilled Clerical Staff at AI Engineering Services Limited, MRO, Hyderabad”.
- vi. Technical Bid Should NOT contain **Price Bid/Financial Bid** details (or) Indication.
- vii. If the Price Details are indicated, mentioned or found in an open condition inside the Technical Bid, then Bid will be disqualified and neither the Technical Bid nor the **Price Bid/Financial Bid** will be considered.



B. Envelope-2: Price Bid/Financial Bid- Should contain the following.

- i. Only Financial/Price Details/Bid should be kept in this envelope.
- ii. The Financial Bid pages should be signed and stamped by the authorized representative.
- iii. The Financial Bid offer **should be strictly in the format provided. Non-Compliance of this condition would lead to disqualification and rejection of offer/bid.**
- iv. The envelope containing duly filled in Financial Bid should be sealed and super-scripted as “Financial Bid/Price Bid for “Tender No: **HYE/AIESL/CLER-STAFF/2023/086 Date: 20.01.2023** for Engaging Skilled Clerical Staff at AI Engineering Services Limited, MRO, Hyderabad”.
- v. **If the Price Bid/Financial Bids received /put in an open condition inside the Technical Bid or the Master Envelope, then your Bid will be disqualified** and neither your Technical Bid nor the Price Bid will be considered.
- vi. Quotes should be **in numerals and in words**. In case of any discrepancy between the two (Figures/Words), **those written in words shall take precedence** unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

Note: Technical & Price Bid/Financial Bids: Bidders should initial all corrections; sign all pages of the tender/bid document and all the enclosures accompanying their bid document before submission.

C. Envelope-3: (Master Envelope) should contain the following:

- i. Envelope-1 (Technical Bid)
- ii. Envelope-2 (Price Bid/Financial Bid)
- iii. Envelope-3 must be sealed & super-scripted as “Tender No: **HYE/AIESL/CLER-STAFF/2023/086 Date: 20.01.2023** for Engaging Skilled Clerical Staff at AI Engineering Services Limited, MRO, Hyderabad”
- iv. Bids should be submitted on or before due date & time i.e., **08.02.2023** at 1400 hours at the following address:

HR Dept.,1st Floor, AI Engineering Services Limited,
MRO Complex, Near Gate No: 3, RGI Airport,
Shamshabad, Hyderabad-500108
Phone No. 040-23477516/506

- v. Opening of Technical and Financial Bids will be held in the above referred office.

III. IMPORTANT DATES:

Closing Date/Time for submission of tenders	On (or) before 1400 hrs of 08.02.2023
Date/Time for opening of Technical Bids	At 1430 hrs on 08.02.2023
Date/Time for opening Financial Bids	Will be intimated only to the Technically Qualified parties/bidders.

IV. EXTENSION OF TENDER DUE DATE:

Due date of the tender may be extended, at the sole discretion of AI Engineering Services Limited, at any time during the tendering process, including after the declared date of closing of the tender and before opening of bids.



Extension of tender due date, amendments and clarifications, if any, to this tender will be hosted on the website of AI Engineering Services Limited at www.aiesl.in and AI Engineering Services Limited will not intimate the Tenderers individually of the same. The Tenderers are, therefore, advised to visit AI Engineering Services Limited website regularly till the date of closing of the tender. The last amendment, if any, will be hosted a minimum of seven days before the closing date of the tender.

V. **REJECTION OF BID:**

1. Non submission of Bid Security Declaration Form along with Technical Bid is liable to be rejected.
2. AI Engineering Services Limited reserves the right to close the tender at any stage of the tendering process at its sole discretion.
3. Bids/Quotations received after the due date/time, received by Fax, Email, received unsigned, Price Bid in unsealed or open condition, would be rejected.
4. Incomplete and Conditional Bids and offers liable to be rejected.
5. Prospective bidder has to quote for all the services i.e. all the line items, as per price bid format failing which their bids are liable to be rejected.
6. Tender in which both Technical Bid and Price Bid in open condition are found in the same envelope would be rejected.
7. AI Engineering Services Limited reserves the right Not to consider the bid of a bidder and blacklist such bidder for 3 years, if it is found (or) determined (or) noticed at any stage during the tendering process or after release of Contract that the bidder has directly or indirectly engaged in any misrepresentation, corrupt, fraudulent, collusive, coercive practice in order to bid (or) obtain the contract. AI Engineering Services Limited reserves the right to take appropriate action as deemed fit.
8. AI Engineering Services Limited reserves the right to reject/not consider at its sole discretion the bids of such bidders who have been involved in any litigation with AI Engineering Services Limited/ Air India or AI subsidiaries in the last 5 years/ ongoing litigation or arbitration with AI Engineering Services Limited/Air India or AI subsidiaries.
9. AI Engineering Services Limited reserves the right to reject / not consider at its sole discretion the bids of such bidders who have been blacklisted/debarred by any PSU (or) Government Institutes/agencies.
10. The Annexures and documents submitted should be neatly presented. Corrections, if any, should be duly authenticated with full signature of the person who has signed the Bids, failing which such Bids are liable to be rejected.

VI. **SUBMISSION OF DOCUMENTS:**

All documents submitted in support of the requirement of the tender should be in English or Hindi or Telugu only. Documents in other Indian languages can be submitted along with a translated copy in English or Hindi or Telugu duly notarized failing which the bids may not be considered.



AI ENGINEERING SERVICES LIMITED: HYDERABAD

ANNEXURE – I

Tender No: HYE/AIESL/CLER-STAFF/2023/086

Date: 20.01.2023

TERMS AND CONDITIONS:

The terms and conditions mentioned herein form part of the terms and conditions and other details specified in Tender Documents. The tenderers are advised to read the entire tender document before participating in the tender process.

1. ELIGIBILITY:

a. Nature of company:

The tenderer must be a firm (proprietorship or partnership/ company/ corporation/ legal entity).

b. Experience:

Tenderer shall have registration, license and have a Head Office or Branch Office at HYDERABAD and with **an experience of 3 Years (36 months) as on 31.12.2022 in said Service related contracts**, each of value not less than Rs.30 lakhs per annum in any reputed organizations preferably in Government or Public Sector.

c. Turnover: Certificates from respective companies on the company's letter head having signatures of a company official for having satisfactorily completed the said Service related contract for a value of 30 lakhs or above during each of the last three financial years 2019-2020, 2020-2021 and 2021-2022. The Service Provider **must submit copies of satisfactory performance.**

For the financial year referred by you for the above eligibility, Certificate from a Chartered Accountant (CA) certifying the turnover specific to Manpower Services and Copy of audited Balance Sheets and P&L A/c duly signed by the Proprietor/ Director/ Authorized representative should be enclosed as proof.

d. Income Tax Return for the financial year referred to above

e. Valid EPF Registration Certificate

f. Valid ESI Registration Certificate

g. PAN of the company

h. GST Registration Certificate

i. The Tenderer should not be blacklisted/ debarred from participating intenders in AI Engineering Services Limited or Aviation related organizations.

j. None of the bidding company's Director/Partner/Proprietor should be convicted any time by the court of Law.

Note: Proof should be enclosed in the Technical Bid for serial no.s 'a to h' above in the Technical Bid.



2. GENERAL TERMS AND CONDITIONS

a) Abbreviations used :

- AIESL as used in the Tender document means “AI Engineering Services Limited”.
 - EMD means “Earnest Money Deposit”
 - SD means “Security Deposit” for performance of services rendered under contract.
 - DD means “Demand Draft”
 - BG means “Bank Guarantee”
 - LOI means Letter of Intent.
 - The ‘Tenderer’ / ‘Bidder’ and /or ‘Party’/ ‘Service Provider’/ ‘Contractor’ used in the Tender document, shall mean the one who has signed the Tender Document and submitted the bid/ quotation in response to AIESL Tender notice.
- b) The “Successful Tenderer”, shall mean the company/firm/business entity, which is awarded the contract in full or part by AIESL.
- c) It is further clarified that any individual signing the tender or other documents in connection with the tender must certify whether he signs as:
- i. A “Sole Proprietor” of the firm or constituted attorney of such sole proprietor.
 - ii. A partner of the firm, if it is a partnership firm, must have authority to refer to arbitration, disputes concerning the business of the partnership, either by virtue of the partnership agreement or a power of attorney. As an alternative, all the Partners should sign the tender.
 - iii. Constituted Attorney/Authorized Signatory of the company, if it is a company or any other business entity.

A certified true copy of the power of attorney should accompany the Technical Bid (if applicable).

- d) In the event of any merger or acquisition of AIESL or AIESL transfer its assets or activity to another undertaking, the contract, on approval from the appropriate authority of the new entity, shall continue in the new entity /successor entity with the same rates, terms and conditions.
- e) The Tenderers are advised to study the whole tender document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implications.
- f) The Tenderers are advised to inspect the work area and other details pertaining to the work by making prior appointment with concerned Officer/ Manager, AIESL. Tenderers shall be deemed to have full knowledge of all relevant documents, site etc., whether he / they has / have inspected them or not.
- g) Any clarification required on the Tender must be made before submission of tender. Any withdrawal / request for modification made after opening of the tender shall constitute breach of the terms of the tender and the tender shall be liable for rejection besides forfeiture of the EMD.
- h) AIESL reserves the right to reject any tenders in part / full or annul the tender process without assigning any reason.
- i) The Service Provider must provide Service Delivery through their own employees and not through their franchisees or dealers or through sub-contractors.



- j) The service provider shall not transfer or assign or sub-let any part of the service, once the contract is awarded or shall not transfer any share of interest in any manner or degree, directly or indirectly, to any third party whatsoever.
- k) The tenderer must have an establishment and maintain an office at Hyderabad City or its suburbs.
- l) The tender is non-split-able or non-dividable.

3. PERIOD OF CONTRACT:

- a. The Tender is for **Engaging Skilled Clerical Staff** at AI Engineering Services Limited, MRO Complex, RGIA, Shamshabad, Hyderabad for the period of TWO YEARS and extendable by ONE MORE YEAR, at the same terms and conditions.
- b. In case the contractor desires, Termination within 1 year of awarding contract without mutual Consent, AIESL reserves the right to penalize the contractor as per Contract Extension/ Termination clause. AIESL reserves the right to terminate the contract at any time, without any notice period, in case of Security Lapse found.

4. INSTRUCTION FOR TECHNICAL BID:

- a. The tenderer shall submit the tender in its own name and any Tender given in a different name shall be liable for disqualification and shall be rejected by AIESL.
- b. Bids prepared by the tenderer shall contain all requisite information along with self-attested supporting documents as per details given in Technical Bid.
- c. The technical qualification of tenderer and award of work would be subject to compliance of the eligibility criteria & undertakings as specified in this tender document. The Letter of Intent ('LOI') entered between the Parties, i.e. AIESL and the selected tenderer, shall stand withdrawn without any notice, if any of these requirements are not fulfilled.
- d. Tenders not accompanying required information, fees and documents shall be rejected outright. Any request for subsequent submission / alteration / addition / modification/ amendment of any information/ documents will not be entertained.
- e. At any point of time during the tender process or after award of contract, if the details given by the tenderer in the Technical Bid are found to be incorrect, the Tenderer will be barred from participating further in the tender process/the work order shall be cancelled besides forfeiture of EMD as the case may be.
- f. No indication of the prices should figure in the Technical Bid.
- g. Only tenderers who meet the eligibility criteria mentioned in the technical bid are qualified for further tender process.

5. INSTRUCTION FOR FINANCIAL BID:

- a. In the tender process, the Financial Offer of the tenderers will be opened only of those who are found eligible in the Technical Bid.
- b. Quote should be as per the enclosed financial offer format (**Annexure IV**) only. **Incomplete quote will be rejected.**
- c. It will be imperative for each Tenderer to fully acquaint himself with the local climatic conditions, remuneration and other factors, which may have an effect on the performance of the Contract and/or the cost.
- d. **Every quote should be in numerals and in words. Any quote without written words shall**



- be liable for rejection.** In case of any discrepancy between the two (Figures/Words), those written in words shall take precedence.
- e. The tenderer shall keep his offer containing price, terms and conditions open for acceptance by AIESL for a period of **90 days** from the opening date of the Technical Bid.
 - f. Quote should be for 2 years contract and extendable for another 1 Year in part or in full at the same terms and conditions.
 - g. All quotes should be made after studying Service Requirements in Annexure-II.
 - h. The rate quoted for Service Requirements shall cover for providing the necessary services and its supervision on all days of the calendar month.
 - i. Conditional bids from the tender would not be accepted and are liable to be rejected.
 - j. No extra charges shall be made for providing the services at night, or Sundays or on holidays.
 - k. Tenderer shall inspect the work area and fully acquaint him / themselves with the scope and nature of work, access, location and working condition. No claim will be considered later on the ground of ignorance or otherwise of the conditions under which the services have to be executed.

6. RATES QUOTED IN FINANCIAL BID:

- a. The offer should be in INR only.
- b. The rates offered by the tenderer shall be inclusive of manpower and material cost, provision of uniform including identity cards, Training and all statutory payments, etc.
- c. The Annual Emolument increment for the staff deployed can be billed additionally to AIESL provided the respective staff completes one year of job in AIESL and shall be considered for each staff separately. Service Charges or any other price escalation on any ground will not be entertained during the Contract period including extension period of One year (if any).
- d. GST is payable extra by AIESL at the rate notified by Government. These reimbursements will be at the prescribed rate as authorized by AIESL for actual bill amount paid by AIESL.

7. VALIDITY OF BIDS, PRICES, GOVT. TAXES / GST:

- a. The Bids (Technical Bid and Price Bid) submitted by the bidder/Tenderer should be valid for a period of 90 days from the date of opening of the Technical Bid.
- b. The price offered should remain firm till completion of contract period and no request for increase in price shall be entertained during this period except on account of increase in GST or other taxes, etc. if imposed by the Govt. of India / State Govt. / Local Bodies. GST or any levies on Services given to AIESL shall be reflected in the space provided in the Price Bid. There will not be any form of separate payment to the contractor towards rendering services.
- c. Increase in GST or any new levies, if any, imposed by the Govt. of India / State Govt. / Local Bodies, after the submission of bids by the bidders, will be borne by AI Engineering Services Limited, if requested for by the successful bidder. However, such request will be considered only if it is substantiated with copies of valid documentary proof and only if the bidder has quoted their rate giving the break-up of Government duties and levies in their price bid.
- d. Any reduction in GST and/or any other Statutory levies etc., of the Govt. of India / State Govt./ Local Bodies etc., should be passed on to AI Engineering Services Limited by the successful Bidder.

8. PAYMENT:

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

- a. No claim in respect of under payment to the service provider shall be considered valid or entertained unless a claim is made in writing thereof within three months from the date of



service provided. Any claim for such under payment, not received within the stipulated three months period, is liable to be summarily rejected by AIESL.

- b. The successful tenderer shall, along with its bills for the preceding month, submit the requisite proof of deduction and deposit of PF, ESIC, disbursement of wages pertaining to the previous month to the persons engaged by him for the said services as well as proof of payment of any other applicable statutory dues to such employees, failing which bills shall not be processed for payment.
- c. The payments will be processed subject to successful tenderer attaching proof of compliance with all applicable labor laws & provisions.
- d. AIESL will make payment on monthly basis by an account payee cheque or NEFT or RTGS within 60 days of the submission of bills for the undisputed amount. The payment to MSME vendor shall be made within 45 days from the receipt of original invoice.
- e. TDS shall be deducted by AIESL from the payment made against these bills, as per the applicable laws.
- f. Also, if at any point of time during the currency of the work, the scope of work for which the contract has been awarded is reduced/ abandoned/ varied, the payment value of this job order shall be amended on pro-rate basis by the Designated Authority and would be acceptable to the service provider

9. BID SECURITY DECLARATION:

Bid Security Declaration Form must be submitted along with the Tender Document prescribed in Annexure – VIII, any Tenderer who fails to submit Bid Security Declaration Form will be disqualified.

10. EMD (Earnest Money Deposit):

An EMD of **Rs.5000/-** (Rupees Five thousand only) must be paid to AIESL in the form of DD in favour of “**AI Engineering Services Limited**” payable at Hyderabad, may be returned back for unsuccessful bidder, subjected to other conditions. It will be either returned or adjusted in the bills payment to the successful tenderer.

11. PENALTIES:

- a. AIESL reserves the right to conduct the spot/surprise checks, which could be conducted by AIESL’s representative/any third party authorized by AIESL, anytime to point out short comings and deficiency in the services rendered by the successful tenderer.
- b. Data of AIESL is secured as per rules of Government of India, Statutory and Regulatory Authorities. Any breach of the data and violation of the Secured data by Service Provider would be dealt with utmost seriousness.
- c. If the successful tenderer having been informed by AIESL of the failure/ non performance of the Services fails to remove/rectify the short comings/ defects within 3 days, AIESL may proceed to take penal action as may be necessary at successful tenderer’s risk and expenses and without prejudice to any other rights which AIESL may have against the successful tenderer under the Contract including but not limited to AIESL’s right to terminate the Contract.
- d. AIESL, at its sole discretion reserves the right to impose penalties (refer below) on the tenderer for non-compliance of the services. In the event of repeated instances of deficiency in the services rendered by the successful tenderer, AIESL shall have the right to terminate the contract.



- e. AIESL shall be entitled to impose a penalty to the extent of Rs.1,000/- on the 1st occasion upon the Agency in the event of breach, violation or contravention of any of the terms and conditions contained herein.
- f. If the lapse is repeated again, the extent of penalty can be doubled on each such occasion. The decision of the General Manager (Engg.) Hyderabad in this regard shall be final and binding upon the Agency.
- g. Some of the instances in which penalty would be imposed, are enumerated below. But these are not exhaustive and penalty may be imposed on any violation, breach or contravention of any of the terms and conditions as well as assigned duties and in following conditions:-
 - i. Data entry not made, mistake made against requirement.
 - ii. Causing loss to the organization with oversight or work delay
 - iii. Intentional delay in resolving the daily jobs.
 - iv. If the staff found indulging in smoking/drinking alcohol /sleeping during duty hours.
 - v. If the behavior of staff found discourteous.
 - vi. Use of Mobile phone resulting in Lapse of duty
 - vii. If the Agency is not able to provide the required number of Staff.
 - viii. Persons other than mentioned in the approved list supplied by the agency if engaged for duty.
- h. If the manpower as indicated in the Annexure -II is not provided for the service, prorata deduction will be levied apart from the penalty as given in Clause 11.d & e above).
- i. In case the service provider fails to provide the required number of Staff as stipulated in the tender or in case if the Service provider fails to carry out the job or in case the job carried out by the Service provider is not satisfactory, the Company is empowered to get the job done including through other parties. In such cases the charges for those services will be levied to the service provider.
- j. Any deficiency in service resulted in damage / injury / loss to the AIESL and its personnel, the contractor will make arrangements to pay suitable compensation to affected employee or their legal heirs depending upon the merits of each individual case. Any such or related claim shall be the responsibility of the Service Provider.
- k. The Service Provider if found unable to provide service as per the agreement and his contract terminated due to dis-satisfactory service, the service provider automatically becomes ineligible for applying for future contracts of AIESL concerns for 3 Years (Excluding the present contract period starting with Date of issue of LOI).

12. COMPLIANCE OF STATUTORY PROVISIONS :

The successful tenderer shall be responsible for ensuring compliance with provisions of related Labour Laws (Central/State) and specially Factories Act, Minimum Wages Act, Payment of Wages Act, PF Act, ESI Act, Payment of Bonus Act, WCT, Contract Labour (R&A) Act, Workmen Compensation Act, 1953 etc. as applicable from time to time. The successful tenderer shall be solely responsible for any cost and consequences on account of any breach and/or non-compliance of any of the provisions of the Labour Laws. The successful tenderer shall indemnify AIESL against any claims/costs/damages and penalties in respect of breach of any of the provisions of the laws in force. The employees of the successful tenderer shall not be deemed to be employees of AIESL, hence the compliance of the Laws will be the sole responsibility of the Tenderer.

It shall be the responsibility of successful tenderer to comply with all liabilities arising out of any provisions of Labour Acts/Enactments (including PF/ESI/INSURANCE) hitherto in force or enacted from time to time during the term of the contract. In case of any breach, the successful tenderer shall immediately notify AIESL in this regard.



The successful tenderer has to ensure that the disbursement of wages to its employees will be made on or before 7th of each calendar month, so as to ensure that the prescribed minimum wages are paid for the applicable category of its employees. Proof of payment of wages to be submitted to AIESL along with the bills for the services rendered, for processing of bill payments by AIESL and shall be kept by AIESL for verification or any other third party including Government agencies.

The successful tenderer will notify any changes in the number of its employees or the condition of work to the designated officer of AIESL.

The successful tenderer will maintain Attendance Register & Wage Register of its employees.

The successful tenderer shall maintain a Workmen Compensation Policy covering all his employees for the contract period & submit a copy of the same to AIESL.

Fulfillment of contributions/ statutory deposits is obligatory and shall be the sole responsibility of the successful tenderer.

All records, documents under various statutory provisions including ESI/PF/Disbursement of monthly wages shall be maintained by the successful tenderer and shall be kept open for inspection by designated officer of AIESL and Government Agencies.

13. MANPOWER DEPLOYED BY SERVICE PROVIDER:

- a) The service provider shall give services by deploying “**SIX Skilled Clerical Staff**”, at MRO Premises 6 days a week. The staff should be willing to work in Shifts – Morning, Afternoon and Night shift as per requirement of AIESL.
- b) The Service provider is required to give sufficient rest and Leave/Off as per Government Rules. Other than Regular Weekly Off/Holidays of AIESL, any other days of absence of the service providers staff will be treated as non-payable days and pro-rata deduction will be made in Monthly Invoice of Service provider.
- c) Any training man-days/training cost incurred for the staff, shall be borne by Service Provider.
- d) The staff deployed by Service provider should not be any blood relation of AIESL employees and should be purely based on merit.
- e) The Service provider staff may be required to visit Airport Premises and for such staff the Service provider has to arrange Airport Entry Permit (Pass) at his own cost.

f) **MINIMUM QUALIFICATION OF ‘SKILLED CLERICAL STAFF’ :**

Minimum Qualification is Graduate (Degree holder) or Equivalent from AICTE approved with aggregate marks of above 80% and good knowledge of MS-Word, MS-Excel and very good in written and Oral communication.

Only on proving competence of each staff, they will be accepted to work in AIESL.

The deputed staff should have Indian Passport that has a validity of more than 5 years.

g) **EXPERIENCE:**

3 or more Years of experience in working in Back Office in Finance, HR, Stores, General Administration or IT related areas and should be proficient in English language. AIESL requirement can be in Finance, HR, Stores, General Administration, IT, etc.



h) **MONTHLY REMUNERATION:**

The fixed monthly remuneration excluding Service charges, Taxes and any other charges of the agency (except Statutory deductions, if any, applicable to the deployed manpower) shall be :-

Rs.25,000/- plus 3% annual increment

The above remuneration should be paid to the deployed manpower without any deductions (except the applicable statutory deductions) into their bank account directly every month and proof of the same should be submitted along with the monthly bills.

The annual increment can be billed additionally to AIESL, provided the respective staff completes one year of job in AIESL and shall be considered for each staff separately.

- i) The agency shall ensure payment of salary/wages on or before 7th of every month to the deployed manpower through bank account only and proof to be submitted in the following month's bill.
- j) The Service Provider shall be the Employer for the workers deployed by him for the activities performed in AIESL. AIESL will not be held partially or fully responsible for any dispute that may arise between the Service Provider and his workers.
- k) The Service Provider will comply with all the statutory regulations such as PF, Minimum Wages Act, Bonus Act, Factories Act etc. and obtain requisite approvals from the Local Health Authorities as may be required and as are in force or that may become applicable in future and from time to time in all matters touching this service and all matters there from. He should also maintain the registers and records to that effect, which should be produced before the designated officer at periodical interval.
- l) The contractor shall be responsible for recruitment, retention and retrenchment of the Staff deployed for the contract by them and settlement of disputes arising out of the terms and conditions of the services all the workmen deployed by them.

14. CONDITIONS RELATED TO THE WELFARE OF LABOURS:

- a) The Service provider has to remit PF/ESI as per the existing Government guidelines.
- b) The Service provider has to produce the PF Registration Code for his workers as per the Government rules while submitting the first bill. The first bill will be processed only on production of the above code. For subsequent bills, the PF/ESI remittance challan for the engaged Labour has to be submitted for bill processing.
- c) AIESL will not be liable for any medical attention, injury / loss of life of the persons engaged by the Service provider during the work inside the AIESL premises as per the contract. A suitable insurance coverage (ESI / Group Insurance) for the employees shall be arranged by the service provider at his own cost from the first day of operation, towards medical treatment and compensation of any loss/ in-capacitance of their employees arising out of accident etc., as per legal provisions.
- d) The Service provider shall have full control over his employees including the right to appoint, determine service conditions, discharge, dismiss or otherwise terminate their services at any time. The Service provider shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments.
- e) The Service provider shall employ such IT Engineers who are medically fit and **above the Age of 20 & Below 55 Yrs only**. The company has the right to direct the Service provider to remove from the premises such of his staff who may be technically, physically, or medically found to be unfit.



- f) The Wage and Attendance Registers should be produced to AIESL every month. The Service provider has to disburse the salary/wages for their workmen only through Bank. The relevant Bank statement/proof for Bank payment should be produced along with PF and ESI and challans to Welfare Section every month.
- g) The Service provider should be fully aware of safety measures and observe all safety precautions during work. The Service provider should also make his own arrangements to provide requisite safety devices to the workers, based on the nature of work. Any accident/incident occurring to his workers in Company's premises should be reported in writing by the Service provider to authorities concerned immediately. The Service Provider shall be fully responsible for any accident/incident for his workers.
- h) Minimum Bonus, as applicable shall be paid by the Service provider to his employees as per the Payment of Bonus Act 1965.

15. AMENDMENTS/ EXTENSIONS:

AIESL reserves the right to amend any part / terms and conditions of the tender / extend the due date at its sole discretion. Amendments, corrigendum, if any, and any extensions of the due date of opening of the Bids, as per the requirements of AIESL, will be intimated by hosting the same on AIESL website only i.e., www.aiesl.in. It is the Bidder's responsibility to visit the said website regularly for the aforesaid updates/extensions as applicable.

In case there is change in any Details/ Requirement / Terms & Conditions after release of the Tender but before its Due Date/Time, the Bidders who have submitted their Bids shall have an option to re-submit their Bids, if they choose to do so, within the extension period as may be specified by AIESL. For avoidance of doubt, it is hereby clarified that the last Bid submitted by the Bidder will be considered as the final Bid.

16. SECURITY DEPOSIT / PERFORMANCE BANK GUARANTEE:

- a. The Bidder/s who qualifies for award of Contract will have to deposit with AI Engineering Services Limited, **3% (Three percent)** of the total net value of the Contract, as Security Deposit (SD) within 2 weeks of receipt of the Contract. This SD will be free of interest. In case, the SD is not deposited in time, the bills shall not be processed for payment till the SD is paid.
- b. The SD is applicable to all bidders including MSME's. The Security Deposit is to be paid by way of NEFT transaction, Account Payee Demand Draft, Banker's Cheque, NEFT Transaction, ECS, Bank Guarantee issued from any Commercial Bank, Fixed Deposit Receipt from any Commercial Bank for an equivalent amount in favour of the 'AI Engineering Services Limited', payable at Hyderabad.
- c. It may please be noted that the original BG has to be forwarded by the Bank directly to AIESL through registered AD as per the detailed procedure which will be advised to the successful bidder. The expenses incurred towards submission of Security Deposit / Bank Guarantee will have to be borne by the successful bidder/s.
- d. In case of breach of Contract or violation of any terms of the Contract the Security Deposit shall be forfeited / bank guarantee be invoked.
- e. Security Deposit / Bank Guarantee is to be furnished on non-judicial stamp paper of value not less than Rs. 100/- (Rupees One hundred only) and in the prescribed format, which will be provided to the successful bidder/s.



- f. The Security Deposit / Bank Guarantee will be refunded / returned after completion/ Termination of the contract, without interest after adjusting for penalties and applicable deductions, if any, that may be imposed under the terms of the Contract.
- g. Validity of the BG would be for an additional period of 60 days after the scheduled completion of all obligations under the Contract.
- h. The SD is applicable to all bidders including MSME's. The SD/BG will be taken on yearly basis, renewable every year. The second year SD/BG should be valid till 60 days beyond the contract period.

17. BIDS EVALUATION CRITERIA:

- a) **Technical Bids:** The Technical Bids would be first evaluated for compliance. AIESL reserves the right at its sole discretion to seek whatever information, documents etc. from the bidder as it may consider necessary for the purpose of evaluation of the bids.

Note: Please ensure that Prices should not be mentioned in the technical bid. If it is found that the prices are submitted in the technical bid, the quotation / bid would be "Disqualified" and will not be considered.

- b) The bids of only those bidders whom AIESL considers qualified at this stage would be considered for opening of Price Bids.
- c) **Price Bids:** The Price Bids of only those bidders, who qualify as per the requirements of Technical Bid, would be opened. The date and time of opening of the Price Bids would be intimated in advance to the bidders who have qualified in the Technical Bid evaluation and their authorized representatives only would be permitted to participate in the opening of the Price Bids.

18. INSPECTION CLAUSE:

Inspection of bidders' facilities at the time of evaluation of the Technical Bids: AIESL reserves the right to inspect facility/facilities of the bidders in order to assess their capability to render subject services as indicated in this tender. The decision of AIESL in such case shall be final and binding.

19. Method of arriving at overall L1 bidder and Contract Award Criteria:

- a) The tenderer whose net price on a common platform such as the landed cost for all the line items works out to be the lowest will be determined as the overall **L-1** bidder.
- b) MSMEs quoting price within price band overall L1+15% (fifteen percent) may be determined as **L-1** bidder and contract will be awarded as per public procurement policy 2012 for MSMEs.
- c) **Un-conditional Discounts, if any offered, will also be duly taken into consideration while arriving at the lowest landed cost. However, conditional discounts, if any, will not be taken into consideration while arriving at the lowest landed cost of the item.**
- d) **The contract will be awarded to overall L-1 Bidder.**

20. PRICE NEGOTIATION:

As it is not the general norm for AIESL to carry out price negotiations following evaluation of the Price bids, the bidder are advised to submit their best quotes in response to this 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 overall lowest bid in response to the tender.



21. COMMENCEMENT OF CONTRACT:

The successful Tenderer, after completing the formalities as listed above, should commence the service on finalization of tender, within 15 days from the date of issue of the Letter of Intent (LOI) /Contract. And the LOI/Contract shall be confirmed within three days (3Days) of its receipt.

22. SUB-CONTRACTING:

The successful bidder shall not sub-contract the work or any part thereof, to any other person, concern, firm or company. Sub-contracting will result in 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 Bidder under the Contract. The Service Provider shall not transfer or assign or sub-let any part of the service or any share of interest in any manner or degree, directly or indirectly, to any third party whatsoever.

23. OPTION CLAUSE:

AIESL reserves the right to increase or decrease the required services from the given requirements of Skilled Clerical Staff without any change in terms and conditions and as per the Rates per Manpower are payable to Service provider as agreed in Price Bid - Annexure IV and Note.2

24. RECOVERY FROM SERVICE PROVIDER:

As per the contract entered between AIESL and the successful tenderer, if any sum of money is recoverable from the service provider; AIESL shall be entitled to recover such sum by appropriating in part or full from the unpaid bills and then if need be from the Security Deposit deposited by the Service Provider.

If any amount due to the successful tenderer is so set off against the said Security Deposit, the successful tenderer shall have to make good the said amount so set off to bring the Security Deposit to the original value immediately, and in any event, not later than 10 days of the depletion of the original value.

AIESL reserves the right to recover from the successful tenderer's periodical payments, for any loss or damage caused to data breach, plant/equipment/ machinery/ building or any other property of AIESL by negligence or due to any other reason of successful tenderer's employees, whatsoever.

25. INDEMNIFICATION:

- a) The Service Provider shall indemnify AIESL against any claims, damages, loss or penalty including costs thereof in case of liability arising out of any Data theft/breach involving manpower deployed by him.
- b) The successful tenderer shall also indemnify AIESL against any claims, damages, losses or penalties including cost thereof arising out of any breach or violation of any Govt. levies, terms & conditions of contract & of the provisions of all the applicable laws, including labour laws, statutory payments/deductions, as applicable from time to time, governing the employee deployed for the purpose.
- c) The successful tenderer shall indemnify AIESL against third party claims arising out of negligence on the part of IT Engineers provided by the successful tenderer. The successful tenderer shall also indemnify to reimburse any loss or damage to AIESL personnel or property including data, machinery, equipment or buildings. In case, any such amount is not deposited/ paid to AIESL, the same shall be deducted from Security Deposit/ Bills/ future payments due to the successful tenderer.



- d) The successful tenderer shall be fully responsible & liable for compensation in case of injury/death to successful tenderer's employee during the period of work in the AIESL indicated work premises. The successful tenderer will make own arrangements to meet such eventuality as per existing Govt. rules and regulations. AIESL will not be responsible in such a case and will not pay any compensation. In the event, AIESL pays or is made responsible to pay the compensation for the aforesaid, the successful tenderer will fully compensate AIESL and keep indemnified AIESL to the full in this regard.

26. BLACKLISTING CONDITIONS:

If The Successful Tenderer Adopts fraudulent practices, withdraws the contract / LOI , fails to commence within the specified stipulated period and fails to perform the contractual obligation during the currency of the contract, the bidder will be debarred/ black listed for a minimum period of **5 years** from participating in next tender.

27. INTERPRETATION:

In the event of any difference in the interpretation of any of the clauses of the Service Agreement and/or the Tender documents, the clarification given by General Manager (Engineering), AIESL, Hyderabad, shall be final and binding.

28. CONTRACT EXTENSION/ EXIT/TERMINATION CLAUSE:

- a. The validity of the agreement comes to an end IPSO FACTO by efflux of time unless otherwise renewed/terminated.
- b. The contract may be terminated under the following circumstances:
- i. In the event of unsatisfactory performance during the contract period, contract shall be terminated with one month's advance notice.
 - ii. If there is change in AIESL requirement, contract shall be terminated with ONE month advance notice.
 - iii. In the event of the Service Provider failing to comply with any of the terms and conditions of the agreement, AIESL shall be at liberty to terminate the Contract WITH IMMEDIATE EFFECT besides forfeiting the Security Deposit and recover any amount of additional expenditure incurred by AIESL for getting the contract work done through another Third Party.
 - iv. The Contract can be terminated by Service provider giving **90 days** notice in writing to AIESL after 1 year. However, AIESL, reserves the right to terminate/cancel the Contract within one year partially or fully without 90days notice and without any liability to AIESL.
- c. Upon expiry of the agreed period of contract, AIESL reserves the right to extend the Agreement for a period of **90 days** at the same rates, terms and conditions.

29. ERRANT BIDDERS:

In case after price bid opening, the **Lowest Evaluated Bidder (L-1)** is not awarded the Contract for any mistake committed by them in bidding or withdrawal of bid or varying any term in regard thereof leading to re-tendering, such bidder shall be debarred from participation in re tendering of the same work(s) as well as against any tender enquiry for any service sought by AIESL or its subsidiaries at all locations. EMD will be forfeited accordingly.



30. **ARBITRATION:**

Any dispute or difference, whatsoever, arising out of this service agreement shall be referred to the sole arbitration of the General Manager (Engineering), AIESL, Hyderabad or the person appointed by him whose decision shall be final and binding on the parties.

31. **FORCE MAJEURE:**

Neither party hereto shall be liable for failure to perform or for delay in performing any of its obligations under the agreement, if such failure or delay is caused or results from a condition of Force Majeure.

The term Force Majeure as used in this agreement means Accidents, Act of God, War, Revolt, Riot, Fire, Tempest, Flood, Earthquake, direct or indirect consequences of war (declared/undeclared), sabotage, hostilities, National emergency, Civil disturbances, Natural calamities, Commotion, Embargo (Blockage) or any law or promulgation of ordinance or Executive order whether Central or state or Local or Municipal Authorities.

32. **NOVATION:**

AIESL reserves the right to "NOVATE" this contract to AIAHL or any other subsidiaries at same rates, terms and conditions and the same shall be binding upon the service provider. In the event of any merger or acquisition of AIESL or transferred its activity to another undertaking, the contract on approval from the appropriate authority of the new entity shall continue in the name of such new entity / successor entity with the same rates, terms and conditions.

33. **JURISDICTION AND GOVERNING LAWS:**

In respect of any matter relating to the contract or any matter pertaining to such arbitration, the Courts of Law in Hyderabad shall have the exclusive jurisdiction and shall be subject to the laws of Government of India.

34. **RETURN OF DISQUALIFIED BIDS:**

Financial bids of the "Technical Bid/ Pre-qualification Bid" disqualified bidders would be returned to them after finalization of the contract under intimation and against acknowledgement from the bidders, in sealed condition itself.

In case a bidder fails to collect the financial bid within the stipulated 30 days time, the bid shall be shredded in "as is where is" condition after expiry of 30 days time.

35. **CONFIDENTIALITY:**

The Parties agree that they will hold in confidence the terms and conditions of this Agreement, all information, documentation etc. which comes to their knowledge in the course of the Agreement ("**Confidential Information**") and will not disclose to any third party including but not limited to media (print or electronic) or use Confidential Information or any part thereof without the other Party's prior written consent provided that Confidential Information may be disclosed to any governmental or regulatory authority requiring such disclosure under law.




GENERAL MANAGER (Engg.) –AIESL
महा प्रबंधक (इंजी.)/General Manager (Engg.)
एआई इंजीनियरी सर्विसेस लिमिटेड
AI Engineering Services Limited
एम.आर.ओ. कॉम्प्लेक्स आर जी आई एयरपोर्ट
MRO Complex, RGI AIRPORT
गेट सं. 3, के पास/Near Gate No. 3, शमशाबाद/ Shamshabad
हैदराबाद/Hyderabad-500 108 तेलंगणा/ T.S.



36. DOCUMENTS TO BE SUBMITTED TO HR-AIESL

SL. NO.	DOCUMENT TYPE	SCHEDULED DATE	PERIODICITY	REMARKS
1.	PF/ ESI/ Group Insurance Code	On Award of Contract	One time/as and when required by AIESL	
2.	Form VI – A & VI – B under Contract Labour Regulation and Abolition (CLRA) Act	On Commencement and yearly once	yearly once	Form VI – A to be submitted to Labour authorities and a copy to be submitted to AIESL. Form VI – B to be submitted to AIESL
3.	Labour Licence	To be obtained immediately from Labour Authorities in case of engagement of 20 or more contract workers	One time/ on renewal of License/ as and when required by AIESL	
4.	Bio Data form with proper ID proof, AADHAAR, Police Verification/ Passport & Latest two Photographs	To be submitted for all employees immediately on award of contract and as and when new employees are engaged	One time/as and when required by AIESL	Required for providing ID cards to enable entry into AIESL premises and for record purpose
5.	Attendance Register	To be submitted on or before 5 th of every month	Monthly	To be endorsed by the contractor and AIESL authorized executive
6.	Wage Register	To be submitted on or before 5 th of every month	Monthly	To be endorsed by the contractor and AIESL authorized executive
7.	PF/ ESI remittance	To be submitted on or before 5 th of every month	Monthly	
8.	Monthly Entry Format	To be submitted on or before 25 th of each month	Monthly	

Note: The above documents is indicative, the contractor is obliged to produce any other document required, in compliance with extant statutes and practice, as and when required.



AI ENGINEERING SERVICES LIMITED: HYDERABAD

Tender No: HYE/AIESL/CLER-STAFF/2023/086

Date: 20.01.2023

Subject: Tender for Award of Contract for Engaging Skilled Clerical Staff at AI Engineering Services Limited, MRO Complex, RGI Airport, Shamshabad, Hyderabad.

ANNEXURE – II

SCOPE OF WORK

- a) Six Skilled clerical staff will be provided to report Daily to AIESL and they will report on 8 hrs a day and 48 hrs per week basis. If during any day OT is incurred, Time Off shall be given to compensate OT working and no Separate OT shall be payable by AIESL.
- b) The staff should be willing to work in Shifts – Morning, Afternoon and Night shift as per requirement of AIESL.
- c) The Service provider is required to give sufficient rest and Leave/Off as per Government Rules. Other than Regular Weekly Off/Holidays of AIESL, any other days of absence of the service providers staff will be treated as non-payable days and pro-rata deduction will be made in Monthly Invoice of Service provider.
- d) Any training man-days/training cost incurred for the staff, shall be borne by Service Provider.
- e) The Service provider staff maybe required to Airport Premises and for such staff the Service provider has to arrange Airport Entry Permit (Pass) at his own cost.
- f) The scope of Back office /Administrative clerical Job will partly vary as per Activity Centre to which the Service provider staff is deployed. Back Office activity will be required in Finance, HR, Stores, General Admin or IT related areas as per the requirement of AIESL.
- g) Some of the areas of work includes:
 - i. Carry out any clerical jobs assigned by Division he is assigned,
 - ii. updating Records in Computer,
 - iii. Filing of Records,
 - iv. Performing accounts transactions,
 - v. Perform MRO ERP , HR ERP and Fin ERP entry and monitoring,
 - vi. Attending the Divisions mails and sending appropriate reply,
 - vii. Resolving issue/complaints over phone,
 - viii. Managing Stock by receiving items, unpacking, binning and Issuing items,
 - ix. Performing HR jobs,
 - x. Liaison with outside parties,
 - xi. Any other jobs assigned by AIESL as per requirement.
- h) Should be proficient in English language with good Typing skills and verbal communication.
- i) Keeping the Office space used by clerical staff neat and clean



AI ENGINEERING SERVICES LIMITED: HYDERABAD

Tender No: HYE/AIESL/CLER-STAFF/2023/086

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Subject: Tender for Award of Contract for Engaging Skilled Clerical Staff at AI Engineering Services Limited, MRO Complex, RGI Airport, Shamshabad, Hyderabad.

ANNEXURE – III

TECHNICAL BID

1.	Tender for	Engaging Skilled Clerical Staff at AIESL, MRO Complex, Hyderabad.		
2.	Name of the Company / Establishment			
3.	Full Address of Registered Office			
4.	Full Address of Branch Office at Hyderabad			
5.	Name of Authorized Signatory			
	Telephone No.			
	Mobile No.			
	E-mail ID			
6.	Nature of Company [Whether Proprietorship Firm/ Partnership Firm /Private Limited Company /Public Limited company /Corporation / Any other to be Specified]			
7.	Particulars of Statutory Registration – Issued in the name of the Tenderer. (to enclose self- attested copies of the same) (Must Condition)			
	Details	Number	Date of Issue	Valid Up to
7.1	PAN No. Submit the copy along with the Technical Bid			
7.2	GST Registration No. Submit the copy along with the Technical Bid			
7.3	PF Registration			
7.4	ESI Registration			
8.	Whether having minimum 36 Months experience as ‘Service Provider’ in the field of operation of Manpower Services during last 3 Years as on 31.12.2022 . (Must Condition) (Submit the copies of documentary proof along with the technical bid)	Yes /No	If NO, bid will be disqualified	
9.	Whether having working office in Hyderabad. To enclose self-attested copy of Lease agreement/Electricity bill/Telephone bill. (Must Condition) (Submit the copies of documentary proof along with the Technical Bid)	Yes /No	If NO, bid will be disqualified	
10.	The average annual turnover of Rs.30 lakhs or above during each of last THREE financial years relating to the business of Manpower Services anywhere in India during 2019 -2020, 2020-21 & 2021-22 (Must Condition).To self-attested scanned copy of relevant pages of Balance Sheet and P&L account, duly authenticated by CA, should be submitted along with the Technical Bid.	Yes /No	If NO, bid will be disqualified	



Tender No: HYE/AIESL/CLER-STAFF/2023/086

Date: 20.01.2023

ANNEXURE – III (Continued)

	10.a. Turn over for of the above THREE Financial Years be specified	20__ -20__	Rs.....
		/-
		20__ -20__	Rs.....
		/-
		20__ -20__	Rs.....
		/-
11.	The Tenderer must submit self-attested Income Tax Return for the THREE Financial Year furnished in 10.a above, with their Technical Bid. (Must Condition).	Yes /No	If NO, bid will be disqualified
12.	Is any of your Director/Employee or his/her Immediate Relative on the payroll of 'AIESL' (if Yes, give details)	Yes /No	If YES, bid will be disqualified
13.	Has any Director/Partner/Proprietor been convicted any time by court of law? (if Yes, give details)	Yes /No	If YES, bid will be disqualified
14.	Agree to all the terms and conditions of this tender (Must Condition)	Yes /No	If NO, bid will be disqualified
15.	Whether Certified Copy of Power of Attorney attached?	NA/ Yes /No	

16. Undertaking: (To be agreed & signed by the Tenderer):

It is confirmed that in case Contract / LOI is awarded by 'AIESL' to the successful tenderer, payment of all statutory obligations especially – Minimum Wages/ESI/PF/GST etc shall be the responsibility of the Service Provider. In case, WCT(Works Contract Tax) becomes applicable on these services any time during the contract period, the Service Provider shall obtain WCT registration if not obtained earlier and submit a copy to 'AIESL' within 90 days of receipt of intimation from 'AIESL'. (Applicable, in case the Tenderer is not having WCT registration at the time of application of the tender).

It is confirmed that the Contract for "Skilled Clerical Staff Services" will be commenced within 15 days from the date of receipt of LOI (Letter of Intent)/Contract.

It is confirmed that the registrations and licenses under all the applicable local and central taxes, laws and to be specified separately under each applicable tax/law/Act (i.e. GST Act/Work Contract Act/Provident Fund Act/Income Tax Act/Shop & Establishment Act/ESI Act etc.) shall be produced for verification/checking by AIESL or to a third party authorized by 'AIESL' / agencies of Govt. of India.

It is confirmed that the requisite works as per enclosed Scope of Work would be commenced and executed to the satisfaction of 'AIESL'.

It is confirmed that Financial Bids submitted are valid for a period of 90 days from the date of opening of the Technical Bids. AIESL may extend this period if required.

It is confirmed to have carefully gone through, have understood and hereby agree to abide by all the Specific/General Terms & Conditions, Work scope and Specifications governing the tender.

It is confirmed that the information given in the tender is true and correct to the best of my knowledge and belief and nothing material is concealed and authorized to sign the tender document.

Date:

Signature of Auth. Signatory:

Place:

Name of Auth. signatory:

Designation of Auth. signatory:

Company Name & Seal:

CHARTERED ACCOUNTANT'S CERTIFICATION

I, C.A(Name) _____ Membership Number _____ have verified the above details as per the documents /records submitted for verification and hereby certify that the above statement is correct.

Signature of C.A _____ & Seal



AI ENGINEERING SERVICES LIMITED: HYDERABAD

Tender No: HYE/AIESL/CLER-STAFF/2023/086

Date: 20.01.2023

Subject: Tender for Award of Contract for Engaging Skilled Clerical Staff at AI Engineering Services Limited, MRO Complex, RGI Airport, Shamshabad, Hyderabad.

ANNEXURE - IV

PRICE BID

a)	Name of the Contract	Engaging Skilled Clerical Staff at AIESL, Hyderabad
b)	Name of the Company/Establishment	
C)	Address	

FINANCIAL OFFER

Sl. No.	Particulars	No. of Clerical Staff (a)	Rate per staff (Rs. per month) (b)	Line Total in figures (Rs.) (c) = axb	Line Total in words (Rs.) (d) = (of 'c' in words)
1.	Rate for Clerical staff per month. (Should be same or more than Rs.25,000 p.m /staff)	6 (SIX)			
2.	Exclusive Service Charges for attending the total Scope of Work (other than Rates/ remuneration at sl.no.1) (fill column c & d only)				
3.	TOTAL per month (sl. no. 1+2+3) (fill column c & d only)				

Please indicate the % of GST and also the amount on which it is applied for the Services.

% CGST in Rs.-/- (In words).

% SGST in Rs.-/- (In words).

NOTE:

- Any other welfare measures of Service Provider like allowances, OT, Cost of special Leave/Off Replacement, Training cost, etc., should be covered under Exclusive Service Charges in Sl.No.2 of Price Bid.
- The TOTAL (Sl.No.3) of the Financial Offer should cover the Total Scope of Work of the service provider. Any future Requirement of AIESL to increase or decrease in Staff Deployment will be calculated pro-rata basis of Sl. No.1& 2.
- Additional Cost of Annual increment for the staff, who works more than one year with AIESL, shall be rebilled to AIESL.



AI ENGINEERING SERVICES LIMITED: HYDERABAD

Tender No: HYE/AIESL/CLER-STAFF/2023/086

Date: 20.01.2023

ANNEXURE – IV (Continued)

UNDERTAKING

- 1) I have carefully gone through and have understood the General Terms & Conditions, Service Requirements governing the tender.
- 2) Financial Bid is valid for 90 days from the date of opening of Technical Bid.
- 3) I hereby confirm that I am authorized to sign the tender document.
- 4) Clerical staff engaged will be paid minimum wages as prescribed in the Minimum Wages Act of the State/Central Government

Date :

Place :

Signature:

Name:

Designation:

Co. Name & Seal:



AI ENGINEERING SERVICES LIMITED: HYDERABAD

Tender No: HYE/AIESL/CLER-STAFF/2023/086

Date: 20.01.2023

ANNEXURE - V

COVERING LETTER
(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

FORMAT OF COVERING LETTER WITH WHICH DULY FILLED-IN TENDER DOCUMENTS ARE TO BE SUBMITTED BY THE TENDERER ON THE LETTER HEAD OF THE TENDERER.

To:

General Manager (Engineering)
AI Engineering Services Limited,
MRO Complex, Near Gate No.3, RGI Airport,
Shamshabad, Hyderabad 500108.

Dear Sir,

Subject: Tender for Award of Contract for Engaging Skilled Clerical Staff at AI Engineering Services Limited, MRO Complex, RGI Airport, Shamshabad, Hyderabad.

Tender No: HYE/AIESL/CLER-STAFF/2023/086

Date: 20.01.2023

We have gone through the Tender documents posted by you on the website consisting of Terms and Conditions, scope of work and are pleased to submit Technical Bid and Price Bid.

We agree to accept the terms and conditions as stipulated.

Thanking you,

Yours faithfully,

Company Seal

Signature

Phone No.

Name

Fax No.

Designation

E-Mail.

Name of Company

Address:

Duly signed tender in sealed cover to be submitted in person at the following address on or before **1400 hrs on 08.02.2023.**

Assistant Manager - Pers.,
HR Dept., 1st Floor, AI Engineering Services Limited,
MRO Complex, Near Gate No: 3, RGI Airport,
Shamshabad, Hyderabad-500108
Phone No. 040-23477516/506



AI ENGINEERING SERVICES LIMITED: HYDERABAD

Tender No: HYE/AIESL/CLER-STAFF/2023/086

Date: 20.01.2023

ANNEXURE - VI

UNDERTAKING FROM BIDDERS

(To be submitted along with Technical Bid)

I / We
confirm that I / we do not have any Director/ Employee or his/her Immediate Relative, who is an Employee of AIESL or its subsidiaries and is likely to benefit us during the Award / Implementation of the contract /PO.

I / We also agree that any subsequent detection of direct or indirect beneficiary of any application / award of any contract to any employee of the organization may result in disqualification / termination as the case may be. AI Engineering Services Limited or its subsidiary will have the sole discretion to do so and such cases cannot be referred for arbitration.

SIGNATURE:

SEAL OF THE COMPANY:



AI ENGINEERING SERVICES LIMITED: HYDERABAD

Tender No: HYE/AIESL/CLER-STAFF/2023/086

Date: 20.01.2023

ANNEXURE - VII

LETTER OF AUTHORIZATION FOR BID OPENING

(To be submitted along with Technical Bid)

To
HR Department,
AI Engineering Services Limited,
MRO Complex, RGI Airport,
Shamshabad, Hyderabad-500108

Subject: Authorization for attending Bid opening

Tender No. _____ Closing Date: _____

Opening Date _____ Opening Time _____

The following person(s) are hereby authorized to attend the bid opening for the tender mentioned above on our behalf.

Sl. No	Name	E-Mail id	Contact No.	Signature
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I.

II.

Authorized Signatory

Signature:

Seal of the company:

Note:

1. Permission for entry to the hall where bids are opened may be refused in case Authorization as prescribed above is not received.
2. The Authorized Representatives, in their own interest, must reach the venue of bid opening well in time.
3. The Authorized Representatives must carry a valid Photo Identity Card.



AI ENGINEERING SERVICES LIMITED: HYDERABAD

Tender No: HYE/AIESL/CLER-STAFF/2023/086

Date: 20.01.2023

ANNEXURE – VIII

BID SECURITY DECLARATION FORM
(On Company Letter Head)

To (Insert complete name and address of the Tenderer)

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 of Bid; or
- b) Having been notified of the acceptance of our Bid by the Tenderer 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) 30 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 Security Declaration)

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

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

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

Corporate/Company Seal (where appropriate)