



Tender No: HY/PPMM/ENQ/42

Dt: 08/10/2022

E-Production Planning & Material Management Dept., MRO Complex, Near Gate No. 3, RGI Airport,  
Shamshabad, Hyderabad-500108, Tel.No: 23477615/608  
E-mail: [dgmppchyd@airindia.in](mailto:dgmppchyd@airindia.in)

**Subject: Tender for providing courier services from AIESL, Hyderabad to PAN India**

Dear Sir/Madam,

AI Engineering Services Ltd (AIESL) invites sealed Bids from eligible vendors, Rate Contract for **providing courier services from AIESL, Hyderabad to PAN India** as per the Technical Specifications for a period of 1 year (01/11/2022 – 31/10/2023) or until the privatization of AIESL and extendable by one year on same rates, Terms and Conditions given in this Tender.

**Last date and time for submission of Tender: 22/10/2022 before 1200 Hrs**

For any clarification, please contact following:

Mr. Bala Murali Krishna	<a href="mailto:bala.murali@aiesl.in">bala.murali@aiesl.in</a>	040-23477615
Mr. Sathya Raj	<a href="mailto:keerthi.sathya@aiesl.in">keerthi.sathya@aiesl.in</a>	040-23477615
Mr.Lakshman	<a href="mailto:p.lakshman@aiesl.in">p.lakshman@aiesl.in</a>	040-23477615

For AI Engg. Services Ltd.,

*Davesh Kumar*

Dy.GM(E-PPMM) 07/10/2022  
उप. प्रबन्धक (ई.पी.एम.सी.)

Dy. General Manager (E-PPC)

I. **Submission of bids** AIESL, एमआरओ कॉम्प्लेक्स/MRO Complex,  
आर जी आई ए / RGI, शम्शाबाद / Shamshabad.

The Tender is under **Single Bid System** and tender shall be submitted as guidelines/instructions given below:

- **Envelope: Technical Specification (Annexure 1 Part A & B) and Rate quoted for the tender** shall further be put in a single bigger envelope called the big size envelope which should also be sealed/closed and should also be super-scribed with the tender number, due date and time, vendor name, contact details etc.

Bids should be submitted on or before due date to the following address

Security Gate, AI Engineering Services Limited,  
MRO Complex, Near Gate No: 3, RGI Airport,  
Shamshabad, Hyderabad 500108, Telangana

1. Important Dates:

Closing date/time for submission of Bids	22/10/2022 before 1200 hrs.
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**2. Extension of Tender Due Date:**

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

**I. Validity of Bids:**

1. The Bid should be **valid for a period of 75 days from the date of opening of the Bid.**

2. Price offered should remain firm till completion of contract period. Request for change in price will be entertained during only on account of changes in govt. /statutory levies like GST or other taxes etc. if imposed by the Govt. of India / State Govt. / Local Bodies.

However, such request will be considered only on submission of valid documents.

3. Also, 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 AIESL, otherwise the same shall be adjusted/deducted from their bills with due notification.

**II. SCOPE OF WORK**

The agency shall provide Courier Services for our Aircraft/Non Aircraft Tools & Equipments and Document Packages to various destinations in India located in various parts of the country.

These courier services shall be provided through AIR CARGO / ROAD TRANSPORT.

Pick-up and delivery of the consignment is from AI Engineering Services Limited, MRO Complex, Near Gate 03, RGI Airport, Shamshabad - 500108.

A Documents/mail/parcels will be collected from our office on all working days between 1000 Hrs to 1500 Hrs duly weighed, documented and registered in the prescribed POD form giving complete details, such as consignment no. date, weight, destination, address etc.

All documents collected must be delivered positively within 48 Hrs in Metro cities and within 48 to 72 Hrs in other cities/Towns of the country after collection from this office. The duration indicated above excludes Sunday, national holiday/local holiday.

**III. GENERAL TERMS & CONDITIONS**

1. "AIESL" as used in the Tender document means 'AI Engineering Services Limited'.
2. The "Bidder, Party, Prospective bidder, vendor, as used in the Tender document, shall mean the company/firm/business entity submitting the quotation in response to AIESL tender notice.
3. The "Successful Bidder" as used in the Tender document, shall mean the company, firm and business entity on whom the PO is released in full or part by AIESL
4. The Tender shall mean the present tender issued by AIESL



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5. The individual signing the tender (or) other documents in connection with the tender must certify whether he/she signs as: "Sole Proprietor" of the firm OR A partner of the firm Or as Constituted attorney/authorized signatory / Power Of Attorney etc., of the company / business entity etc., as the case may be.
6. Also, **A certified true copy of authorisation for the individual to sign the Bid Document** should be attached / enclosed with the Technical Bid.
7. The vendor **shall not transfer in whole (or) any part of the PO to another** once the PO is awarded. If the ownership of the bidder is changed or modified, in any manner or degree, directly or indirectly, to another, the responsibilities would then be on /with the new owner of the company.

**Return of Bids of Disqualified Bidders/Bids Received Late:**

- a) Bids received after the tender closing date and time will be returned to them, either in person or by post, after finalization of the Contract.
- b) In the event a bidder fails to collect the price bid within 30 days of intimation to collect their bids, and without any response, then such bids will be shredded in "as is where is" condition after expiry of the time period granted.

**Exit and Termination Clauses of the Contract:**

- a) **If it is found that the PO is transferred to some other agency** then the PO will be cancelled, in to-to without any liability on AIESL, apart from imposing penalty as deemed fit and necessary.
- b) **In case of unsatisfactory performance or breach of any clauses of the PO**, AI would issue a **notice of up-to 30 days to the party to rectify the problem / breach and improve the performance. If the required corrective action is not taken, then AIESL shall be at liberty to cancel the PO by providing another 30 days written notice.**
- c) **Both AIESL and the Contractor shall be at liberty to terminate this PO by providing to 90 days written notice to the other party** for any reason including change in situation/circumstances, etc. In such an event, the terminated party shall have no right to claim compensation/damages, etc. from the terminating party on account of early termination. However, both the parties shall duly comply with their respective obligations during the **90 Days notice period** and thereafter, shall discharge the obligations arising out of the PO till the termination.
- d) AIESL reserves the right to terminate / cancel the order partially or fully without notice in case of **major violations of the terms of the PO by way of criminal actions, fraud, misbehaviours, sexual assault, serious thefts, security related issues etc.,**

**IV. Rejection of Bids, Debarment etc.:**

AIESL reserves the right and your bid/s are liable to be rejected and can also be Debarred and/or black-listed under the following instances:

- a) **Bids received after the due date & time**, received by Fax, Email, unsigned.
- ii) **Bid in unsealed / open condition.**



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- iii) Conditional offers liable to be rejected.
- iv) Bids without quote, as given in the Price Bid Format.
- v) Those bids, -found at any stage during the tendering process or after release of Contract that the bidder has directly or indirectly engaged in any wilful misrepresentation, corrupt, fraudulent, collusive, coercive practice in order to bid / obtain the contract. AIESL also may blacklist such bidder for up to 3 years. This may also have an impact on other Contracts / POs the bidder may have with AI where too AI reserves the right to take appropriate action as deemed fit.
- vi) Bids of those who were or are involved in any litigation in the last 5 years/on-going litigation or arbitration with AIESL.
- vii) Bids of those who have been blacklisted Or debarred by any PSU, government bodies.
- viii) Failure to declare if they have any on-going legal disputes with any government agencies such as Income tax, EOW etc., wilful Suppression (or) Misrepresentation of such facts. AIESL also reserves the right to take appropriate action as deemed fit including discontinuing business dealings with such bidders and/or black list them.
- ix) Bids submitted on behalf of or as agent etc., of some other vendor.

x) Non **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 will not be considered.

V) **Errant Bidders:**

In case the L1 vendor is not awarded the PO due to any mistake committed by them in their bid Or withdrawal of bid Or varying any term thereof leading to re-tendering, AIESL shall forfeit EMD paid by the bidder and such bidder shall be debarred from participation in the next tender. In such cases, AIESL also reserves the right to debar such vendor for a longer period and/or at other locations of AIESL as deemed fit necessary.

VI) **Payment Terms:**

- a) Duly Certified Original Bills, in triplicate, shall be submitted to PPMM, Hyderabad **with the correct / appropriate GST No.**
- b) AIESL shall make payment through ECS for the undisputed amount **within 60 days** of the submission of the certified Bills after deduction of TDS, GST-TDS, penalties and any other charges, if any, recoverable.

VII) **Fall Clause:**

- a) Successful vendor should pass on the benefits of fall in prices due to change in input cost, raw material prices, concessions availed, Govt. levies, or for any other reasons.
- b) Similarly, in case the vendor supplies the item at a lower rate to other organizations, during the validity period of the PO, and having same specifications, qty., payment term, terms and



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conditions etc., then they should supply the item to AIESL also at the same lower rate from the date of the lower rate being applied to the other organizations. In case, it is observed that the vendor has not passed on such lower rates to AIESL from the applicability period, then the vendor should reimburse the difference of amount for the services provided during such period.

- c) The onus of informing AIESL about the fall in rates rests with the Service provider.

**VIII) Loading criteria in case of deviation would be applied as under:**

In case of deviation with regard to **commencement of services beyond the period** mentioned in the tender, the price bid of the bidder would be **loaded @ 0.5% per week** or part thereof.

**IX) PENALTY Clause:**

In case of non-compliance of laid down terms & conditions, the following penalty will be imposed on their bill/ SD/BG as deemed fit and necessary by AIESL.

The courier shall take all precautions to ensure that there is no loss of documents/dak during transit. In case for any reason, Whatsoever, any mail/document is misplaced and/or there is any delay on the part of the courier in delivery of the dak, a sum of Rs.250/- per shall be recovered from the monthly payments.

Contractor shall take all precautions to ensure that the documents/mail/parcels will be collected from our office on all working days between 1000 Hrs to 1500 hrs and all document collected must be delivered positively within 3 to 4 Days in other cities/Towns of the country after collection.

In case of failing to pick up, a penalty of Rs. 500/- per day shall be imposed.

The courier shall take all precautions to ensure that there is no loss of equipment/tools during transit. In case for any reason, Whatsoever, any equipment/tools is damaged/misplaced and/or there is any delay on the part of the courier in delivery of the consignment, incase the consignment of tool/equipment is damaged 100% equipment repair charges will be recovered from invoice/SD for lost/misplace of consignment of tool/equipments 50% charges will be recovered from the service provider.

	<b>Misplaced / Lost / Delay</b>	<b>Damaged</b>
<b>Documents</b>	Rs. 250/- Penalty per consignment	**
<b>Equipment / Tool</b>	Penalty of 50% of the total value of the tool / equipment	Penalty of 100% of equipment repair charges.

*BK*



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X) **Award of Contract: Method of Determination / Arriving at L1 Vendor:**

1) PO will be released on /awarded to the **Lowest Vendor (L1)** for the qty. required for Hyderabad.

2) **Price Preference:**

MSME/SSI units registered with the NSIC under their Single Point Registration Scheme as per the guidelines issued by the Government of India/ District Industries Centre/ Udyog Aadhar Memorandum (UAM)/ Any other body specified by the Ministry of MSME, for the tendered Services

are entitled to price preference up to 15% over the offer of large scale sector and 5% over the offer of Public Sector Undertaking. However, **this is subject to and provided** the offers are otherwise compliant for acceptance in other respects as per the tender and Subject to the SSI/MSME agreeing to match their rates to the Lowest/L1 rates received from the large scale sector and Public Sector Undertakings.

XI) **Negotiation:**

As a general norm price negotiation will not be carried out with the bidder. Negotiations, if at all, shall be an exception and may be held only with the overall L1 vendor and/or the MSME/SSI vendor who fall within the price preference limit only.

**DEFECTS LIABILITY PERIOD**

The contractor shall be responsible to make good and remedy at his own expense Within such period as may be stipulated by the Engineer– in– charge any defects which may develop or may be noticed before the expiry of the period mentioned in schedule 'F' here to from the certified date of completion on / or and intimation of which has been sent to the Contractor within 7 days of the enquiry of the said period by a letter sent by hand delivery or by registered post.

**Additional Conditions:**

- I. **Force Majeure:** A party shall not be liable for any failure of or delay in the performance of this agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, War, pandemic, Strikes or Labor Disputes, Embargoes, Govt. Orders or any Force Majeure event.
- II. **Arbitration:** Any dispute arising between the parties in respect of the construction, interpretation, application, meaning, scope, operation or effect of this document or the validity or breach thereof, shall first be settled by mutual consultation. If the dispute remains unresolved after a period of 90 days from the date when the mutual consultation has started, the matter shall be referred for settlement to 'SCOPE FORUM OF CONCILIATION AND ARBITRATION', Govt. of India, and the award made in pursuance thereof shall be binding on the parties.
- III. **Novation:** AIESL reserves the right to "NOVATE" this contract to AIAHL/AASL 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 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.
- IV. **Jurisdiction:** Any dispute whatsoever shall be subject to the jurisdiction of the courts of Hyderabad only.

For AI Engineering Services Ltd.,

Dy. GM (E-PPMM) 07/10/2022  
उप. महा प्रबंधक (इंजी-पीएमसी)  
6/12  
Dy. General Manager (E-PPC)

एआइईएसएल/AIESL, एमआरओ कॉम्प्लेक्स/MRO Complex,  
आरजीआईए/REGIA, शम्शाबाद/Shamshabad,  
दक्षे/SR, हैदराबाद/HYDERABAD-500 409



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**Annexure-1**

**TECHNICAL BID  
Part-A  
Technical Bid-Bidders Details**

Sl.	Description	Details
1	Name and Full Address of <b>Registered Office</b> with Phone, Email etc.,	
2	Full Address of Operational Centre.	
3	<b>Name of Contact Personnel</b>	
	<b>Mobile No / Telephone No.</b>	
	<b>Email</b>	
	<b>Status of the bidder –</b> a) Sole Proprietary or Partnership or Ltd Company b) If the Bidder is a partnership firm then please state whether the signatory has the authority to refer to arbitration, any disputes concerning the business of the partnership agreement or a power of attorney. c) If the Bidder is a Company incorporated under the Companies Act, 1956/2013, then the signatory should have the authority to submit the bid on behalf of the said Company and refer to arbitration disputes arising under this Tender and/ or Contract by a power of attorney/ board resolution.	
4	Do you have any ongoing disputes with any Govt. or Statutory agency?	
5	Any other information	
6	Whether any employee of AIESL or his/her spouse is related to your company in any capacity(if yes give details)	

*SK*

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Place: \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Co. Name & Seal \_\_\_\_\_



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**Annexure-1**  
**Part-B**  
**Technical Bid-Pre-Qualification Criteria**  
**(To be submitted on tenderer's Letter Head)**

Sl.	Qualifying Criteria	Yes	No
1.	Whether registered with the Registrar of Companies/Registrar of Firms in India. If so, mention number and date and enclose Registration Certificate copy		
2.	Confirm that you are an Main Service Provider or their Authorized service provider. In case of authorized dealer, submit authorization letter along with your bid. In case of Authorized distributor, certificate from the Main service provider, that they are the authorized agents for the supply, sale and service of their product and manufacturer undertakes to support the after sales service of the product.		
<b>Important Condition:</b> It may please be noted that, if both the Main Service Provider or their Authorized service provider., submit the Bids, <b>then the Bid of Main Service Provider alone will</b> be considered.			
3.	<b>Turnover:</b> Have an average turnover of <b>Rs 6Lakh per annum</b> (Rupees Six Lakhs per annum) relating to the business of supply, Installation and Commissioning of Hydraulic Test Bench at anywhere in India during the <b>last 2 year i.e, 2020-21, 2021-22 financial year.</b> <b>Turnover for 2020-21 :</b> _____ <b>Turnover for 2021-22 :</b> _____ <b>Copy of Certificate</b> from CA or P&L to be Submitted.		
4.	<b>Experience:</b> As on date of 01.0'10.2022, the bidder must have an experience of at least 2 years is compulsory <b>Details:</b> Copy of document to be submitted		
5.	<b>Not Blacklisted / Debarred</b> As on date of submission of the tender, <b>Is your company blacklisted / debarred</b> from participating in new tenders by any Govt. /Govt.agency / Air India or their sister / subsidiary companies.		
6.	PAN NO. with details (enclose copy of PAN)		
7.	GST Registration No. with details (enclose copy of GST)		
8.	Agreeing for the payment Term of 60 Days		
	If you are not agreeing for 60 Days payment term, then specify your Payment Term.		
13	Acceptance of Terms and conditions	Yes/ No	
14	Submission of Undertaking	Yes/ No	

*Bk*





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Annexure-2

PRICE BID FORMAT

(To be submitted in a Sealed Envelope)

Ref No: HY/PPMM/ENQ/42

Date: 08/10/2022

Due Date: 22/10/2022

Sub: Tender for providing courier services from AIESL, Hyderabad to PAN India

Due date and time: 22/10/2022, 1200 Hrs

Bid opening date and time: 22/10/2022, 1230 Hrs

**1. For Letters/documents delivery ; (Within 3 working days)**

Sl. No	Place	Consignme nt upto 50 gms	Consignment 50 – 100 gms	Consignment above 100 gms	Net Price	HSN Code	GST Rate (%)	Total Amt.
1	Local (With in Telangana)							
2	Metropolitan Cities e.g. Kolkata, Mumbai, Delhi, Chennai							
3	For Southern States e.g. Andhra Pradesh, Tamilnadu , Karnataka, Kerala							
4	Northern States (e.g. Punjab, Rajasthan Haryana, M.P. Bihar,U.P, Chandigarh, Gujrat, Chhatisgarh)							

Btk

Signature:

Name

Seal

Date



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2. For Aircraft/Non Aircraft Equipment/Tools delivery ; (Within 3 working days)

Sl. No	Place	upto 10kgs	10 – 25 kgs	upto 50 kgs	Odd Dimensional Equipment, if any.	Net Price	HSN Code	GST Rate (%)	Total Amt.
1	Local (With in Telangana)								
2	Metropolitan Cities e.g. Kolkata, Mumbai, Delhi, Chennai								
3	For Southern States e.g. Andhra Pradesh, Tamilnadu, Karnataka, Kerala								
4	Northern States (e.g. Punjab, Rajasthan Haryana, M.P. Bihar, U.P, Chandigarh, Gujrat, Chhatisgarh)								

Every Equipment/Tool must be covered with Insurance.

**Note:**

1. The price bid shall be submitted on door delivery basis.
2. Provide HSN code for each item quoted along with applicable GST
3. Price quoted must be inclusive of discount if any.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Co. Name & Seal: \_\_\_\_\_



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Annexure-3

Letter of Authorization for Bid Opening

To

Production Planning & Materials Management Department,  
AI Engineering Services Limited

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.....

Subject : Authorization for attending bid opening

Tender No. \_\_\_\_\_ Closing Date: \_\_\_\_\_

Opening Date \_\_\_\_\_ Opening Time \_\_\_\_\_

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

Sr. No	Name	E-Mail ID	Contact No.	Signature
--------	------	-----------	-------------	-----------

I.

II.

Authorised Signatory

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.

*Btk*



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**Annexure-4**

**Undertaking from Bidders**

**Sub: Tender for providing courier services from AIESL, Hyderabad to PAN India**

**Due date and time 22/10/2022 by- 1200 Hrs**

**Technical bid opening date and time: 22/10/2022 by 1230 Hrs**

I / We ..... confirm that I / we do not have any 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 indemnify 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 :**