AI Engineering Services Limited

NTA, NSCBI Airport,
Kolkata-700052

Internal Tender Ref. No.: KOL-PUR/AIESL/NS/278-26 Date:09/11/2026

Tender for Leasing of brand new (03) three nos. Maruti EECO, 5 STR, AC, 1.2L, 5MT, (BS-VI), Petrol cars without driver & Fuel for EF&PM and BM departments, AIESL, NTA, NSCBI Airport, Kolkata-700052

The Tender document consists of the following:

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DISCLAIMER

a) The information contained in this tender document (hereinafter referred to as the "Tender")or and any information pertaining to the aforesaid subject matter provided subsequently to the applicants/Bidders in any form by AI Engineering Service Limited (hereinafter referred to as AIESL) shall be subject to the terms and conditions to which such information is provided contained herein and any other terms and conditions as may be prescribed by AIESL prior to award of the Tender.

b) The purpose of this Tender is to provide all Bidders with the information that may be useful to them in the formulation of their proposals/Bids (hereinafter referred to as "Bids") in response to this Tender. The statements and facts contained herein, which reflect various assumptions and assessments arrived at by AIESL do not purport to contain exhaustive / all the information on the aforesaid subject matter that each applicant may require for the purpose of submitting their Bids.

c) Each Bidder should conduct its own due diligence, investigations & analyses and should check the accuracy, adequacy, correctness, reliability & completeness of the assumption, assessment & information contained in this Tender and shall obtain independent advice from appropriate sources, at no cost to AIESL.

d) The information provided in this Tender to the applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. AIESL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

e) AIESL also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance by any applicant / Bidder upon the statements contained in this Tender.

f) AIESL in its absolute discretion, but without being under any obligation to do so, may update, amend or supplement the information, assessment or assumption contained in this Tender, from time to time till the close date of the Tender.

g) The Tender does not imply that AIESL is bound to select a Bidder or to appoint the Successful Bidder and AIESL reserves the right to reject all or any of the Bids or annul the tender process, without assigning any reason whatsoever at any time or abandon the procurement of Equipment(s) and Services.

h) The Bidder shall bear all its costs associated with or relating to the preparation & submission of its Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by AIESL, or any other costs incurred in connection with or relating to in Bids. All such costs and expenses shall remain with the Bidder and AIESL shall not be liable in any manner whatsoever for the same or any other costs or other expenses incurred by the Bidder in preparation for submission of the bid, regardless of the conduct or outcome ofthe bid selection process as contained herein.

NOTICE INVITING TENDER (NIT)

Bid Details Summary

SN	PARTICULARS	DETAILS
01.	Name of the Work	**Tender for Leasing of brand new (03) three nos. Maruti EECO, 5 STR, AC, 1.2L, 5MT, (BS-VI), Petrol cars without driver & Fuel for EF&PM and BM departments, AIESL, NTA, NSCBI Airport, Kolkata-700052**
02.	Estimated Cost	Rs. 49,20,000.00
03.	Earnest Money Deposit	Rs. 98,400.00
04.	Security Deposit	5% of Contract Value
05.	Availability of bidding documents	Can be downloaded from www.aiesl.in and available on GeM
06.	Tender document Fee	NIL
07.	Last date, Time and placefor receipt of bids	As per GeM notifications. Bids will be accepted through GeM only.
08.	Validity of the Offer	One Hundred Eighty (180) days from the last date of submission of Bid.

1. Introduction:

AIESL is the biggest DGCA (Directorate General of Civil Aviation) approved MRO set up in India that can serve as a one-stop-shop for all aircraft engineering requirements at major Airports with pan India foot print i.e., Delhi, Mumbai, Hyderabad, Thiruvananthapuram, Kolkata, Nagpur, etc. With a great skill set, huge professional experience and competency, AIESL manages and maintains Airbus, Boeing & ATR fleet of various Airline Operators (Domestic & International).

AIESL invites Tenders under **Two-Bid system** i.e. Technical-Bid and Price-Bid for Leasing of brand new (03) three nos. Maruti EECO, 5 STR, AC, 1.2L, 5MT, (BS-VI), Petrol cars without driver & Fuel, for AIESL, NTA, NSCBI Airport, Kolkata (01 no. car for EF&PM department and 02 nos. cars for BM department) from reputed Companies / firms engaged in the business of leasing of Cars.

2. The Tender

a) Bidders must read the complete '**Tender Document**'. This NIT is an integral part of the Tender Document and serves a limited purpose of invitation and does not purport to contain all relevant details for submission of bids. Bidders must go through the complete Tender Document for details before submission of their Bids.

b) Availability of the Tender Document: The Tender Document shall be published on the Government E-Marketplace (GeM Portal) of Govt. of India. It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned on GeM Portal.

c) Clarifications: The Prospective Bidder requiring any clarification regarding the Tender Document may do so using GeM Portal. Also, please feel free to contact mail id: arvind.p@aiesl.in.

3. Eligibility Criteria for Participation in this Tender:

Subject to provisions in the Tender Document, participation in this Tender Process is open to all bidders who fulfill the 'Eligibility' criteria. Bidder should meet the eligibility criteria as on the last date of bid submission and should continue to meet these till the award of the contract. Bidder shall be required to fulfill the eligibility criteria as defined in **Annexure-I.**

4. Submission of Bids:

a) Bids must be uploaded by Bidders on GeM portal till the deadline for submission mentioned on GeM Portal. Bidders must comply with the conditions of the GeM Portal, including registration, compatible Digital Signature Certificate (DSC) etc. In the case of downloaded documents, Bidder must not make any changes to the contents of the documents while uploading, except for filling in the required information.

b) Bidder must submit the bid complete in all respect, in the absence of which bidmay 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 GeMPortal.

6. **INSTRUCTIONS TO BIDDERS**

Annexures / Forms (To be filled, signed, and uploaded by Bidders): Please relate the following Annexures / forms to the corresponding Sections:

I. ELIGIBILITY CRITERIA FOR THE BIDDERS
II. SCOPE OF WORK
III. TECHNICAL-BID FORM
IV. EXPERIENCE DETAILS
V. BIDDER'S CHECKLIST
VI. FORMAT FOR SUBMISSION OF UNDERTAKINGS
VII. PRICE-BID FORM
VIII. BID SECURITY DECLARATION FORM

7. **Support/ Preferential Treatment to Micro, Small & Medium Enterprises (MSMEs) and Start-up Enterprises**

7.1 Support to MSEs: 50% Relaxation in the prior turnover and 1 year exemption in experience has been provided to MSE subject to provided UDYAM certificate in valid category.

7.2 Support to Start-ups: 50% Relaxation in the prior turnover and 1 year exemption in experience has been provided to STARTUPs subject to provided STARTUPs certificate in valid category.

7.3 Relaxation to Start-up/MSE or both are subject to fulfillment of other quality and eligibility criteria.

8. **Purchase Preference Policies of the Government**

AIESL reserves its right to grant preferences to the following categories of eligible Bidders under various Government Policies/ Directives:

a. Bidders from Micro and/ or Small Enterprises (**MSEs**) under Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order, 2012 as amended from time to time.

b. Start-ups Bidders under Ministry of Finance, Department of Expenditure, Public Procurement Division OM No F.20/212014-PPD dated 25.07.2016 and subsequent clarifications. Start-up bidders must be registered under the Department for Promotion of Industry and Internal Trade (DPIIT).

c. Purchase preference to make in India would be provided in line with the Letter no. P45221/2/2017-PP (BE-II), dated 16th September 2020, issued by Public Procurement Division, Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce, GOI as amended from time to time.

9. **Bid Prices**

Price Bid (Annexure VII)

1) Bidders are to quote value of each line item on GeM portal in Financial Bid uploaded by AIESL. In case of any discrepancy between rates mentioned in figures and words, the later shall prevail.
2) Bidders shall fill in their rates other than zero value. Bid will be liable to be rejected if bidder has filled Rs. 0 (zero) for any line item.
3) The quoted price shall be considered to include all relevant financial implications.

10. **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 corrigenda or addenda thus issued shall be considered a part of the Tender Document. To give reasonable time to the prospective bidders to take such corrigenda/ addenda 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 clarification is raised at least 72 hours prior to submission of bid. The response to the clarification (If any) shall be shared on the GeM portal. Any modification of the Tender Document that may become necessary in view of response given to the clarification; shall be made by the AIESL by issuing an Addendum/ Corrigendum.

11. **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) Either the Technical-Bid or the Price-Bid or both have been received by email.
b) Either the Technical-Bid or the Price-Bid or both have been received unsigned / incomplete.
c) Price Bid received along with Technical Bid.
d) If the price bid is attached with the technical bid or if any type of price quote has been given in the technical bid.
e) 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.

f) Conditional Bids (Technical / Price-Bid) would not be accepted and shall be rejected.
g) Bids not filled in the manner and as per formats, shall be rejected.
h) Bids not fulfilling the Eligibility criteria, as specified in the Tender shall be rejected during technical evaluation.
i) In case both the Tender Forms, i.e. Technical Bid & Financial Bid (only of technically qualified Bidders) not received in required format.
j) If the Bids are submitted in different names.
k) 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.

12. **Evaluation of Bids:**

a. **Technical-Bids:**
The Technical-Bids would be opened first & evaluated for compliance of 'Eligibility Criteria' as specified in the Tender.

b. **Price-Bids:**
"Price Bid" shall comprise the Price Schedule considering all financially relevant details, including Taxes and Duties as per Financial Bid Proforma.
The Price-Bids of only technically suitable Bidders, who qualify the 'Eligibility Criteria' of the Tender, would be opened on a later date.

c. **Bid Validity**
1. Price Offered by the Bidder should be valid for **180** days from the date of opening of the Technical Bid for consideration of AIESL.
2. A bid valid for a shorter period shall be rejected as non-responsive.

d. If required, before the expiry of the original time limit, the AIESL may request the bidders to extend the validity period for a specified additional period. The request and the bidder's responses shall be made in writing or electronically or as per GeM portal. A bidder may agree to or reject the request. A bidder who has agreed to the AIESL's request for extension of bid validity, in no case, shall be permitted to modify his bid.

e. It will be imperative for each bidder to fully acquaint himself with the local conditions and factors, which may have an effect 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.

13. **Earnest Money Deposit (EMD)**

(a) The bidders shall deposit along with the technical bid, an Earnest money of Rs. 98,400.00 (Rupees Ninety Eight Thousand Four Hundred 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. Earnest Money Deposit of the successful Bidders, whose offer is accepted will be kept until the time, the Bank Guarantee/ Security Deposit is not received. EMD will be returned without interest.

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.

(b) Tenders without the EMD shall be rejected.

(c) In case a bidder withdraws his bid during the process of evaluation of tender, or fails or refuses to accept the contract if awarded in his favor, the Earnest Money Deposit will be forfeited.

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

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

(f) **Exemption from submission of Earnest Money Deposit (EMD):**
As mentioned in Section 7(4) of Ministry of MSME's Notification No.S.02119 (E) dated 26th June, 2020 an enterprise registered with any other organization under the ministry of MSME shall registered itself under Udyam Registration with effect from 01.07.2020, The **MSEs** registered under **Udyam Registration/NSIC under single point registration scheme/Public Sector Unit/Central/State Government Undertakings/Handicraft Boards, Khadi Village and Cottage Industries/ Social Welfare Organizations/Handicraft and Blind Associations/ Units registered with the Central Purchase Organizations (e.g. DGS&D) &** Start-up registered under the Department for Promotion of Industry and Internal Trade (DPIIT) are exempted from payment of Earnest Money Deposit (EMD). The valid MSME/Udyam Certificate 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.

(g) **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 an MSE.

(h) **Validity to avail Exemption / preferences shall be available only if:**
The MSEs/ Start-up bidders registered for the particular trade / item, for which the Tender is relevant, would be eligible for exemption/preference.

The registration certificate issued under (DPIIT) or Udyam Registration must be valid as on close date of the Tender. The Successful Bidder should ensure that the same is valid till the end of the Contract period.

The MSEs/ Start-up bidders who have applied for registration or renewal of registration under Udyam Registration/ (DPIIT) but have not obtained the valid certificate as on close date of the Tender, are not eligible for exemption / preference.

14. GENERAL TERMS AND CONDITIONS (GTC)

a. **Contract / Agreement** means the Contract as signed between AIESL and the Successful Bidder for Leasing of brand new (03) three nos. Maruti EECO, 5 STR, AC, 1.2L, 5MT, (BS-VI), Petrol cars without driver & fuel, 01 no. car for EF&PM department and 02 nos. cars for BM department, AIESL, NTA, NSCBI Airport, Kolkata and the Scope of Work given in the Tender".

b. The 'Bidder' / 'Party'/ 'Service Provider' / 'Agency' / 'Contractor', as used in the Tender document, shall mean the one who has signed the Tender Form and submitted the Bid in response to the Tender.

c. The 'Successful Bidder' as used in the Tender document, shall mean the one who has been declared as:
   i) Whose Bid is under consideration for award of Letter of Award (LOA);
   ii) Received Letter of Award (LOA);
   iii) Awarded Contract for commencement / execution of services.

d. It is further clarified that any individual signing the Tender or other documents in connection with the Tender must certify whether he signs as Authorized signatory of the Company/ Proprietorship/Partnership Firm/LLP etc. The letter of authority must be attached with the technical bid.

e. Bidder should not have a conflict of interest, which substantially affects fair competition. The prices quoted should be competitive and without adopting any unfair/unethical/ anti-competitive means. No attempt should be made to induce any other bidder to submit or not to submit an offer for restricting competition. To determine whether there has been an occurrence of act of conflict of interest, the decision by the Competent Authority, AIESL shall be final and binding.

f. The Technical-Bids shall be evaluated on the basis of details and documents provided by the Bidders, for example Check List or other documents in support of Eligibility Criteria, Annexure-I 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.

n. In case of breakdown of cars, it will be the responsibility of the bidder to make alternate arrangement providing a substitute car of same model and in proper condition immediately.

o. Damage caused if any and claims arising out through comprehensive Insurance coverage of any damages caused by the AIESL driver or 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.

p. 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.

q. 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.

15. **UNDERTAKINGS by the Successful Bidder:**

The bidder has to give following undertakings and shall abide by it if the bidder becomes 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. The Successful Bidder undertakes that the Cars shall be provided to AIESL as per the Work Scope of the Tender, within 30 days from the date of acceptance of the LOA/Contract.

iii) **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 / Motor Vehicle Act of West Bengal state etc. shall be produced for verification / checking of AIESL or to the third party authorized by AIESL / Law abiding agencies of Govt. of India.

iv) 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.

v) No vehicle, deployed as per requirement of this tender, would be registered in the name of any serving AIESL Employee or his/her family member(s)/relatives. The Cars has to be produced within 30 working days from the date of acceptance of LOA/Contract, if issued. Any Car which is rejected during inspection has to be replaced by another acceptable Car, failing which LOA/Contract may be rejected and EMD/SD will be forfeited.

vi) If the bidder does not have any establishment/office in Kolkata, then he has to arrange to set up the same within 30 days with telephone no. & fax facilities on receipt of Letter of Award. The new office address shall be informed to AIESL by the bidder and the same will be inspected by local AIESL Authority.

vii) The Bidder would also provide an undertaking that the spot checks can be conducted by AIESL / third party authorized by AIESL, anytime for verification of quality of work / antecedents / credentials, etc. The shortcomings found, if any, would be overcome by the Service Provider within the given time, failing which AIESL shall be at liberty to impose penalty / cancel the Contract.

viii) **For Execution of Service**

The Bidder must give an undertaking that on award of the LOA/Contract, three (03) brand new Cars as per tendered specification should be deployed within 30 **days** from the date of acceptance of the LOA/Contract.

ix) **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.

x) For deregistration of the ownership on termination or completion of the Contract. The Successful Bidder undertakes that upon termination / completion of the contract, the Successful Bidder shall arrange change of RC's of the Cars for removing of ownership of AIESL at his own initiative & cost. However, the successful bidder also indemnifies that AIESL shall not be responsible for any accident / incident / any claim / any damages incurred after the Cars are returned to the Successful Bidder for deregistration

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 the vehicle deployment, maintenance, up keeping inside the Cars, etc. shall be the responsibility of the Service Provider. Therefore, the Service Provider must have a provision for supervision and effective management of the Contract, without any extra cost to AIESL.

18. **Award of LOA/ Contract, Acceptance and commencement of services:**

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

The Successful Bidder shall deploy the three (03) Brand new Cars as per tendered specification within 30 days from the date of acceptance of the LOA/Contract, or as specified in the LOA, failing to do so may invite penalties as per the penalty clauses.

19. **Period of Contract:**

The initial Contract period will be of Five **(05)** 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-VII only. Any deviation in format OR if rates quoted are conditional, the same shall be out rightly rejected.

The Rate quoted should be -

Inclusive of: Provision of brand-new cars without driver & Fuel. Cost involved in providing / arranging Maintenance, lubricant, Registration charges, insurance premium, road tax, periodic Pollution control charges, speed governor installation and periodic permit charges, overhead cost, profit, all other incidental and related charges for AIESL duty.

And

Exclusive of: Driver and Fuel pertaining to rendering of such service.

GST is to be mentioned separately as per the price bid format and will be paid by AIESL as per prevalent rules**.**

a. For any major reduction in service, the rate admissible will be arrived at after consultation with the successful bidder.
b. Any increase in cost of insurance/road tax/any other tax/levy, pertaining to the Cars deployed for AIESL duty, in future, in connection with operations at present will have to be absorbed by the Successful Bidder.
c. In case government imposes any new statutory levies or taxes during the subsistence of the service agreement, applicable to such service the same will be reimbursed only on production of proof of such applicability and payment.
d. In case, if it is found at any stage, that, the information provided are not true, the Tender/LOA/Agreement shall be cancelled and appropriate damages shall be claimed from the bidder/party, besides forfeiture of EMD/Security deposit.
e. In case L1 service provider backs out either before issue of Contract / Letter of Award 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.
f. As it is not the general norm for AIESL to carry out price negotiation following evaluation of the Price Bids, the intending bidder are advised to submit their best quote(s) in response to the Tender. AIESL, however reserves the right to carry out negotiations in exceptional cases with the bidder who has been evaluated by AIESL as having offered the lowest bid in response to the Tender.

21. **Payment of Bills:**

a. No advance payment shall be admissible in any case. The Service Provider shall submit two separate monthly bills, one at the Office of Dy. GM (E-BM), AIESL for their allotted 02 cars and other bill at the Office of Sr. AGM(EF&PM), AIESL for their allotted 01 car at NTA, NSCBI Airport, Kolkata-700052 along with all supporting documents.

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

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. 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 takenby the vendor), then the AIESL shall reserve the right to permanently withhold payment to the extent of GST and any other statutory or regulatory liabilities that may attract, to the extent of 20% of the base value.

22. **Security Deposit (SD):**

The successful bidder 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.-12, 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 30 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 bidder.

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

23. **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 after which only the said vehicle shall be handed over to the service provider upon such satisfactory completion of the contract period.

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.

24. **Indemnification:**

i) AIESL will have 'No liability' on insurance claims for damage to the cars during use subject to insurance claim being admissible by the insurer as per Insurance Regulatory Development Authority norms.

ii) AIESL will not be liable for any damages, whatsoever to public property, passengers and/or any third person due to any accident arising out of and in the course of deployment of the service provider's vehicle by AIESL. The service provider shall be solely responsible for any claims by any passenger/third party including Court cases and/or employees of AIESL traveling in the vehicle for any injuries caused whether by accident or otherwise. The service provider shall be required to indemnify AIESL from any consequences arising out of and in the course of deployment of vehicle for AIESL duties.

iii) The Successful Bidder will take only 'Comprehensive Insurance Policy' for the cars with **unlimited 3rd party coverage**.

iv) The bidder shall also indemnify to AIESL for making good any claim/ penalty/loss or damages including costs thereof in respect of any breach or violation on any of the provisions of any law including labour laws governing the employee of the bidder. In case of failure to make good above losses/expenses to AIESL, the same shall be deducted from the monthly bills/security deposit/future payments due to the bidder.

25. **PENALTY :**

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

i) Quantum of penalty will be decided in individual cases and decision of AIESL, Kolkata will be final and binding.

ii) The Company shall impose a penalty on any of the following occasions:

Sl. No.	Particulars	Penalty Amount (Rs.)
1	Delay for deployment of Cars beyond 30 days from the date of acceptance of LOA	Rs.2000/- per day per car delay, which would be adjusted from the monthly bills
2	In the event of breakdown of Cars for any reason, whatsoever, immediate replacement by similar Cars will have to be provided by the Contractor, failing which a penalty shall be imposed in addition to reimbursement of all expenses incurred by AIESL in this regard as determined in the agreement.	Rs.1000/- per car per day & any other expenses by AIESL during that period would be adjusted from the monthly bills
3	Delay in periodic maintenance as prescribed by OEM	1000/- per car per day, which would be adjusted from the monthly bills
4	Delay in resolution of breakdown beyond 48 hours	1000/- per car per day, which would be adjusted from the monthly bills
5	Cars deployed are not maintained in clean condition/ dirty seat cover	Rs.500/- per occasion/per car, which would be adjusted from the monthly bills

The above list is only an illustrative list and not an exhaustive one. For lapses not covered under the above list Clause no.24 (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 LOA/contract issued, given EMD/SD will be liable to be forfeited or penalty as per Clause no-24, i) will be applied 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 the Dy. General Manager (E-PPMM), AIESL, Kolkata in this regard will be final and binding.

26. **Interpretation**:

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

a) Any supplier or contractor that claims to have suffered or is likely to suffer loss or injury as a result of a decision/action/omission of the Procurement Entity may make an application for its review within a period of Five (05) days from its date (as applicable), to Dy.GM(E-PPMM), specifying the ground(s) and the relevant clauses of the tender documents.

Unsuccessful Bidders may seek de-briefing regarding the rejection of their bid, in writing or electronically, within Five (05) days of the declaration of techno-commercial or financial evaluation results.

b) Only directly affected and participating bidders can raise a grievance.

c) Grievance can be raised only for the stage in which the bidder is eligible:
   - **After pre-qualification**: Only pre-qualified bidders may raise issues about technical/financial bids.
   - **After technical evaluation**: Only technical qualified bidders may raise issues about financial bids.

d) Mail id for submission of any grievance: ppc.er@aiesl.in

27. **Exit / Termination Clause:**

i. The validity of the agreement comes to an end IPSO FACTO by efflux of time unless otherwise renewed / terminated / extended.

ii. In the event of the successful bidder failing to comply with any of the terms and conditions of the agreement, AIESL shall issue a notice of 30 days to the successful bidder to rectify the breach and improve the performance failing which AIESL shall be at liberty to terminate the agreement by providing 30 days written notice to the successful bidder. The successful bidder shall not have any right to dispute or question the judgment of AIESL with respect to unsatisfactory performance of the successful bidder.

iii. AIESL may, at any time, terminate the Contract with immediate effect by giving written notice to the successful bidder, if the successful bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue, thereafter, to AIESL.

iv. Either side can terminate the contract by giving three months' notice in writing. In such an event the terminated party shall have no right to claim any compensation/damage etc. from the terminating party on account of early termination. However the parties should duly comply with their respective obligations during the notice period and thereafter discharge the obligations arising out of the agreement till the termination.

v. In case the successful bidder discontinues operation without giving any notice, AIESL reserves the right to hire cars from other agency for transportation 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.

vi. In case of change in circumstance or any change in ownership of AIESL, AIESL reserves the right to terminate the agreement with immediate effect. AIESL shall have no further obligations or liabilities to the service provider for fees or damage of any kind except for payment of completed services up to date of termination or expiry of contract.

28. **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.

29. **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.

30. **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.

32. **FORCE MAJEURE:**

If at any time during the continuation of the contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God provided notice of happening of such event duly evidenced with documents is given by one party to the other within 10 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate the Contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Buyer as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that, if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 10 days, either party may at its option terminate the contract provided also that the Buyer shall be at liberty to take over from the Seller at a price to be fixed by Buyer, which shall be final, all unused, undamaged and accepted material, bought out components and goods in course of manufacture in the possession of the Seller at the time of such termination or such portion thereof as the Buyer may deem fit expecting such materials, bought out components and goods as the Seller may with the concurrence of the Buyer elect to retain.

Annexure - I

Eligibility Criteria for the Bidders

The Bidder should be experienced and resourceful OEM authorised Seller/ Stockiest/ Distributor of brand new car or in leasing and similar business, willing to provide brand new car on lease as per scope of service of the tender fulfilling the following eligibility criteria:

a) The Bidder can be a Proprietorship, Partnership Firm, LLP etc. or a Company/agency registered in India under the Indian Companies Act 1956/2013 as amended with their registered office in India for the last three years as on 31.12.2025.

b) The Bidder should not be debarred/ blacklisted by any Govt. Agency/PSU at the time of submitting bid.

c) The Bidder must also fulfill other additional eligibility condition(s), if any, as prescribed in Tender Document (including addendums; if issued).

d) The Bidder must submit EMD along with Technical Bid(if applicable).

e) The Bidder must have at least 03 yrs of experience of providing leasing vehicle or similar services from 1st April, 2021 till 31st March, 2026 to Govt. Depts. / PSU's / Pvt. Institutions etc. Copies of relevant contracts / orders to be uploaded along with the satisfactory completion certificate in support of having provided such services.

f) If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be eligible for relaxation in prior turn-over and experience criteria subject to meeting of quality and technical specifications. The bidder seeking relaxation shall upload the supporting documents to prove his eligibility for relaxation. However, the decision of AIESL shall be final and unchallenged.

g) If the bidder is a DPIIT registered Startup, the bidder shall be eligible for relaxation in prior turn-over and experience criteria subject to meeting of quality and technical specifications. The bidder seeking relaxation shall upload the supporting documents to prove his eligibility for relaxation. However, the decision of AIESL shall be final and unchallenged

h) The Bidder must be an income tax payee and should furnish PAN Registration No.

i) The Bidder must have GST registration, at the time of application of the Tender.

j) The Bidder shall submit self-attested copy of Income Tax return for FY-2023-24, FY-2024-25, and FY-2025-26.

k) The bidders must have annual turnover of at least Rs.15 Lacs for last 3 Fin. Years- 2023-2024, 2024-2025, 2025-2026. Copy of Audited Balance Sheet & Profit and Loss Account certified by a Chartered Accountant or certificate from Chartered Accountant certifying annual turnover for last 3 financial years to be enclosed.

l) Details of experience should be filled up in **Annexure - IV** and PO copies / agreements with satisfactory performance certificate (issued by the user) for each order, be attached with the **Annexure-IV** & be submitted with Technical-Bid as proof of the experience failing which Tender shall be liable for rejection.

m) The Bidder should have a working office in Kolkata for execution, monitoring/ supervision and management of the Contract and shall provide the phone no., email id. of a local responsible contact person who shall be available to visit the office and resolve the issues as and where required.

n) In case, the Bidder is not having a working office in Kolkata at the time of application of the Tender and in case, he/she turns out a Successful Bidder, then he/she has to open a working office in the city and shall provide the phone no., email id. of a local responsible contact person who shall be available to visit the office and resolve the issues as and where required, within 30 days of accepting of the LOA/ Contract.

o) **All the pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm.**

p) **All the documents as mentioned must be submitted otherwise tender will be treated as incomplete**.

Annexure - II

SCOPE OF WORK:

Nature of Work – Leasing of brand new (03) three nos. Maruti EECO, 5 STR, AC, 1.2L, 5MT, (BS-VI), Petrol cars without driver & Fuel for EF&PM and BM departments, AIESL, NTA, NSCBI Airport, Kolkata-700052

1. **Place of work** – New Technical Area (NTA), NSCBI Airport, Kolkata.

2. **No. of car required**: - 03 (Three)

3. **Period of Contract:** Contract period will be of **Five (05) years**, subject to satisfactory performance of the Service Provider on the discretion of AIESL.

4. **Job details**:

i) Brand new Maruti **EECO 5 STR AC 1.2L 5MT, (BS-VI), Petrol** model cars (without driver and fuel) shall be required 01 no. for EF&PM department and 02 nos. for BM department, AIESL at Kolkata on 24Hrs x 365 days basis.

ii) **Car specifications :**

Condition of vehicle	Newly purchased vehicles (against our tender requirement) registered in the name of AIESL, leased and maintained by the bidder
Vehicle Color	White
Vehicle Number Plate	White Plate Registration Number
Place of registration	The car must be registered in Kolkata
Maintenance fitness / Insurance	To be borne by the Successful Bidder
Fuel	Fuel cost to be borne by AIESL
Accessories	**Aviation Obstruction light (**Beacon Light -Amber Colour), Sticker of AIESL and Speed Governor to be installed in the vehicle before commencement of agreement.

iii) **TECHNICAL TERMS AND CONDITIONS:**

1) The cars are required for the executives of AIESL driven by them or by their appointed drivers.

2) Cars those would be deployed shall be newly purchased and registered in the name of AIESL and financed by the service provider. The cars will be maintained neat and clean both internally and externally & in good and road worthy condition all the time with neat and clean upholstery.

3) In the event of breakdown of Cars for any reason, whatsoever, immediate replacement by similar Cars will have to be provided by the Contractor, failing which a penalty shall be imposed in addition to reimbursement of all expenses incurred by AIESL in this regard as determined in the agreement.

iv) Brand new Maruti **EECO 5 STR AC 1.2L 5MT, (BS-VI), Petrol** model cars (without driver and fuel) which would be allotted to the respective departments of AIESL, Kolkata shall be driven by the executives and/or by the drivers appointed by the executives or any such person deputed by AIESL for this purpose.

v) Use of the (03) three nos. Brand new Maruti **EECO 5 STR AC 1.2L 5MT, (BS-VI), Petrol** model cars (without driver and fuel) shall not be interfered in any manner whatsoever by the service provider OR any person claiming directly OR indirectly to be the representative of the service provider.

vi) Cars would be utilized for transportation of Staff/Officials of AIESL inside the airside of NSCBI Airport and also in the City side of Kolkata, West Bengal.

vii) Successful bidder must submit original copies of Vehicle registration certificate, Comprehensive Insurance Certificate (valid for five years or must renew in advance on each year during 05 years contractual period), Road Tax (valid for 05 years), periodical Pollution Certificate & periodical Speed Governor Calibration/Test Certificate along with the deployed cars.

viii) Upon delivery of the cars to AIESL, the Successful Bidder shall send a copy of the acknowledgement to DGM (PPMM), AIESL, Kolkata by email at ppc.er@aiesl.in.

ix) **Extension of delivery period:**
In case of delay in delivery of Car and if requested by the Successful Bidder, the competent authority at AIESL may consider the request at its sole discretion, if it is due to short supply of the make/model of car OR any other prevailing market conditions.

x) **Insurance:**

a) AIESL requires Comprehensive Insurance Policy with 'accident depreciation waiver'.

b) AIESL will have 'No liability' on insurance claims for damage to the cars during use subject to insurance claim being admissible by the insurer as per Insurance Regulatory Development Authority norms.

c) AIESL will not be liable for any damages, whatsoever to public property, passengers and/or any third person due to any accident arising out of and in the course of deployment of the service provider's vehicle by AIESL. The service provider shall be solely responsible for any claims by any passenger/third party including Court cases and/or employees of AIESL traveling in the vehicle for any injuries caused whether by accident or otherwise. The service provider shall be required to indemnify AIESL from any consequences arising out of and in the course of deployment of vehicle for AIESL duties.

d) The Successful Bidder will take only 'Comprehensive Insurance Policy' for the cars with **unlimited 3rd party coverage**.

e) The terms and conditions in order to comply with the Motor Vehicles Act shall be compulsorily evaluated and shall be delivered as per norms to AIESL.

f) **Minimum additional coverage under 3rd Party insurance coverage**:
The following minimum additional coverage under 3rd party will be applicable:
i) Legal liability of the driver.
ii) Personal accident coverage to unnamed driver.
iii) Legal liability to employer:
- Cover of at least Rs.2.0 Lac to the driver.
- Cover of at least Rs.2.0 Lac to the extent of seating capacity inclusive of driver.

xi) **Facility Management Services (FMS):**
The Service Provider shall be responsible to provide FMS without any extra charge to AIESL except for fixed monthly rentals. The FMS shall include all running and minor, major repairs, Service and maintenance including replacement of tires & batteries, etc. by the Service Provider without any cost to AIESL.

Supervision and monitoring of maintenance schedule of the Cars:
Supervision, monitoring and implementation of the maintenance schedules of the Cars, shall be the responsibility of the Successful Bidder. Therefore, the Successful Bidder must have a provision for monitoring and effective management of the Contract including maintenance of cars without any extra cost to AIESL.

Help Desk: The Successful Bidder should have proper office with minimum one telephone & mail id, manned round the clock so that they can be contacted at any time. Bidder should give their office and residential telephone number/contact person(s) name in their quotation.

xii) **Periodic / breakdown Maintenance of the cars:**

The service provider will be responsible to maintain the cars in good road worthy condition. All maintenance, periodic and/or breakdown will be provided by the contractor. The cars will be sent for the periodic maintenance as per the guidelines of the manufacturer of the cars. Supervision, monitoring and implementation of the maintenance schedules of the Cars, shall be the responsibility of the Successful Bidder.

Therefore, the Successful Bidder must have a provision for monitoring and effective management of the Contract including maintenance of cars without any extra cost to AIESL.

xiii) For deregistration of the ownership on termination or completion of the Contract. The Successful Bidder undertakes that upon termination / completion of the contract, the Successful Bidder shall arrange change of RC's of the Cars for removing of ownership of AIESL at his own initiative & cost. However, the successful bidder also indemnifies that AIESL shall not be responsible for any accident / incident / any claim / any damages incurred after the Cars are returned to the Successful Bidder for deregistration.

xiv) **Claims for Damages:**

AIESL shall promptly notify the Contractor of any claims / deficiency on the part of it arising under / out of the Contract.

In case the Successful Bidder, having been notified by AIESL, fails to take remedial action within **10 working days**, AIESL may take a remedial action at the "risk & cost" of the Successful Bidder. In this case, and in case of repeat default by the Successful Bidder, AIESL may terminate the Contract without prejudice to any other rights which AIESL may have on the Successful Bidder under the Contract.

xv) **Services / Dispute redressal by the Successful Bidder:**

The Contract is for providing Cars (without Driver and fuel) only and not for engagement of any staff deployed for running the fleet.

The essence of the Contract will be on qualitative / satisfactory services. Any complaint on account of unsatisfactory services of Cars will be liable for such penalty as may be considered reasonable by AIESL

xvi) The Successful Bidder shall comply with all the laws, rules, and regulations applicable to him in respect of leasing the Cars and any breach thereof shall render the Contract liable to cancellation. The Successful Bidder will have to ensure that all the obligations under various applicable acts, rules and regulations as amended from time to time, for leasing cars to AIESL are to be fulfilled and complied.

xvii) The bidder shall strictly adhere to the Labour Laws/ By Laws and M.V. Rules and Law of The Land as in force from time to time and shall indemnify AIESL against any cost/consequence/litigations arising out of his non-compliance or violation of any such Law/By Law/ Rules.

Annexure - III

TECHNICAL-BID FORM

Name of the Bidder			
Complete Address of the Bidder			
Telephone No. / Mobile No. / email ID			
Name, Mobile number of Contact Person			
	Technical Details of the Bidder		Details
1	Whether Bidder is a Proprietorship/Partnership Firm, LLP, etc./Company/Agency registered in India under the Indian Companies ACT 1956 OR Indian Companies Act 2013 for last 3 years as on 31st Dec'25**.** Provide relevant document **(Must)**	Yes / No	
2	Details of Registration of Bidder Self-attested copy of Registration Certificate to beenclosed. (If Applicable)	------	
3	Must have valid / current Trade license from Corporation/Municipality (attach copy of Trade License)	Yes / No	Trade License No……..
4	EMD (Wire Transfer) Rs. 98,400.00	Yes / No	
5	Whether EMD being submitted	Yes/No	
6	Whether MSME/ Udyam Registered, If yes, copy of valid certificate must be submitted	Yes/No	
7	Experience details The Bidder must have at least 03 yrs of experience of providing leasing vehicle or similar services from 1st April, 2021 till 31st March, 2026 to Govt. Depts. / PSU's / Pvt. Institutions etc. Copies of relevant contracts / orders to be uploaded along with the satisfactory completion certificate in support of having provided such services. **(For availing exemption for prior turnover by MSEs/Start-ups, attachment of relevant documents necessary). (Must).** **Similar service: Renting/Hiring**	Yes / No.	
8	Whether 03 years' experience details filled in the Format (Annexure-IV). **(Must)**	Yes / No	
9	Whether willing to provide brand new (03) three nos. Maruti EECO car under lease contract without driver and Fuel for 05 years.	Yes / No	
10	Financial Strength: a) Average Annual turnover of during last three years ending on 31st March 2026 should be Rs.15 Lakhs or above as per the annual report. Copy of self-attested audited balance sheet and profit and loss account FY 2023-24, FY 2024- 25 and FY 2025-26 to be submitted in support of financials. (In case of audit is required as per law). In case audit is not required as per law a certificate from Chartered Accountant certifying the turnover of FY2022-23 FY2023-24 and FY2024-25 in support of turnover. (**Must**). b) The net worth of the bidder firm (manufacturer or principal of authorized representative): i. Should not be negative on 31.03.2026	Yes / No	

	ii. Should not eroded by more than 30% (Thirty Percent) in the last three years, ending on 31.03.2026. Certificate from Chartered Accountant of net worth to be submitted. **For availing exemption for prior turnover by MSEs/Start-ups, attachment of relevant documents necessary.**		
11	Whether having a working office in Kolkata at the time of application of the Tender? **(Must)** In case "No" and if the Bidder turns out a Successful Bidder, thenit has to open a working office in Kolkata, within 30 days of accepting of the LOA /Contract.	Yes / No	

12	Whether Certificate for unconditional acceptance of Tender terms and undertakings, enclosed as per format (Annexure-VI)? **(Must)**	Yes / No	
13	Whether having GST registration? Self-attested copy to be enclosed? **(Must)**	Yes / No	
14	Whether having PAN. Self-attested copy to be enclosed. **(Must)**	Yes / No	PAN:
15	Whether self-attested copy(s) of Income Tax Returns for last 03 Financial years viz. FY 2023-24, FY 2024- 25 and FY 2025-26 Enclosed? **(Must)**	Yes / No	
16	Whether payment terms of 30 days credit accepted? **(Must)**	Yes / No	
17	Whether execution of Contract within 30 days from the date of accepting LOA, is accepted?	Yes / No	
18	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	
19	Has your Company/Firm/Proprietorship firm, LLP, etc. ever been Black-Listed by AIESL / AIAHL / any agency of the Airport or elsewhere? If yes, please give details. If no, please submit self-declaration.	Yes / No	If yes, provide details.
20	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
21	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
22	It is confirmed that we are meeting the eligibility criteria as per **Annexure-I** and have the capability & capacity to provide the services as per **Annexure-II** and terms of the Tender.		
23	It is confirmed that there is no hidden cost to AIESL except for the cost as per rates quoted in the Financial Bid Form.		
24	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.		
25	It is also confirmed that the quoted rates are valid for 180 days from the date of opening of the Technical - Bid.		
26	It is confirmed that we have sufficient capacity to supply the Tendered vehicle, as per AIESL requirement.		
27	It is also confirmed that the information given in the Tender and documents attached are true and correct to the best of my knowledge and belief and nothing material isconcealed.		
28	It is also confirmed that I am authorized to sign the Tender documents.		
29	Any other information which bidders may like to furnish (Separate Sheet may be Enclosed if required.)		

Signature of Authorized Signatory:
Name & Designation: Company/Firm/Proprietorship
firm (Name & Seal):Date:
Place:

Annexure - IV

FORMAT FOR PROVIDING EXPERIENCE DETAIESLS

(TO BE ATTACHED WITH TECHNICAL-BID FORM)

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)	No. of Cars Provided	Order / Contract Copy Provided or not	Satisfactory performance certificate provided or not
(I)	**Transport or Services**	M/s ……..				Rs.			
(II)									
(III)									

Important Notes for Bidders (to comply):

(I) Experience details must be filled up in the above table and relevant documentsmust be uploaded.

(II) Order / Contract copy together with satisfactory performance certificate issued by the clients/ party(s), to be provided in support of Experience.

(III) There should be minimum one order each year to complete three years' experience. Having different order copies in the same year cannot be counted as three years' experience.

(IV) 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:

Annexure - V

BIDDER'S CHECKLIST

(To be submitted as part of Technical-Bid on Company Letter-head)

Bidder's Name_____
[Address and Contact Details]
Bidder's Reference No._____Date_____

Note to Bidders: This check-list is merely to help the bidders to prepare their bids, it does not over-ride or modify the requirement of the tender. Bidders must do their own due diligencealso.

SN	Documents submitted, duly filled, signed	Status of submission (Indicated Yes / No/ NA)
01.	Whether Annexure III (Technical Bid Form) submitted in the prescribed format	
02.	Whether the letter of authority (original "Power of Attorney'' in the name of person signing the Bid documents) submitted along with Technical Bid form (Annexure III) attached?	
03.	Self-attested copy of Registration certificates etc. of the Company/Firm/Proprietorship firm (If Applicable)	
04.	Self-attested copy of PAN	
05.	Self-attested copy of GSTIN registration(s)	
06.	Whether Annexures III & IV Duly filled, signed & stamped	
07.	Self-attested copy of MSME /Udyam registration	
08.	Self-attested copy of Start-up registration/ status	
09.	Whether all the documentary evidences as per Technical Bid form are self-attested?	
10.	Documents relating to Bid Security	
11.	Documents/ contracts supporting the experience statement	
12.	Documents if any at the option of Bidder	

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

Annexure - VI

FORMAT FOR SUBMISSION OF UNDERTAKINGS

(TO BE ATTACHED WITH TECHNICAL-BID FORM)

To
DGM (E-PPMM)
AI Engineering Services Ltd,
NTA, NSCBI Airport
Kolkata

Subject: Acceptance and signing of the undertakings related to the Tender.

The following undertakings are accepted and confirmed as under:

1. That we are not a competitor Airline / MRO OR subsidiary company of any Airline / MRO.
2. That we hereby give our un-conditional acceptance of all the terms and conditions including scope of work as given in the Tender.
3. That the rates quoted, are valid for **180 days** from the date of opening of the Technical - Bids.
4. That we have the capability & capacity to provide the services as per terms ofthe Tender.
5. That we shall execute the order within **30 days** from the date of acceptance ofthe 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. Possession of working office in Kolkata is optional at the time of application of the Tender. However, if selected, we shall have / arrange aworking office in Kolkata within **30 days** of accepting of the LOA.(If having working office in Kolkata, Please confirm with address, phone & email)
9. 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 AIESLor to a third party authorized by AIESL / any Agency of Govt. of India.
10. That we would also provide an undertaking that the spot checks can be conducted by AIESL / third party authorized by AIESL, anytime for verification of quality of work / antecedents / credentials, etc. The shortcomings found, if any, would be overcome by the Service Provider within the given time, failing which AIESL shall be at liberty to impose penalty / cancel the Contract. Information given in the Tender and documents attached are true and correct to the best of my knowledge and belief and nothing material is concealed.
11. It is also confirmed that I am authorized to sign the Tender documents.

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

Annexure -VII

PRICE BID FORMAT

Sl. No.	Particulars	Rate per Month per Car (₹)	GST (%)	GST Amount (₹)	Total Monthly Amount incl. GST (₹)
A	B	C	D	E	F
1	Leasing of brand new **Maruti EECO, 5 STR, AC, 1.2L, 5MT, BS-VI, Petrol car**, without driver and fuel, including facility management services and all other applicable charges such as RTO/Registration, Insurance, Road Tax, periodic Pollution Certificate, periodic Speed Governor calibration/test certificate, Permit Charges, Maintenance (Labour + Spares), Consumables (such as Lubricants, coolant etc.), Expendables (Such as filters etc.), etc.	₹_____	—	—	₹_____
2	**Total Monthly Cost for 03 Cars including GST (SI. No.1 x 3)**	**₹_____**			
3	**Total Contract Cost for 60 Months (5 Years) (SI.No.2 X 60)**	**₹_____**			
4	**Total Contract Cost for 60 Months (5 Years) in Words**				

Notes

1. The bidder shall quote the **rate per month per car**. The required quantity is **03 (three) cars**.
2. **L1 bidder shall be determined on the basis of the Total Contract Cost for 60 months (5 years), including applicable GST, at Sl. No. 3.**
3. The quoted rate shall be inclusive of all costs and charges, except applicable GST, including:
    - Provision of brand new Maruti EECO cars;
    - Facility management/service charges;
    - Maintenance and repairs;
    - Lubricants;
    - RTO/Registration charges;
    - Insurance premium;
    - Road Tax;
    - Periodic Pollution Certificate/charges;
    - Speed Governor installation and period certification
    - Permit charges;
    - Overheads and profit; and
    - All other incidental and related charges required for providing the vehicles for AIESL duty.

4. **Driver and fuel shall not be included** in the quoted rate.
5. GST shall be quoted separately and shall be payable as applicable under prevailing Government rules.
6. The quoted rate shall remain firm for the entire contract period of **60 months (5 years)**, unless otherwise specified in the tender document.
7. Any charges required for satisfactory performance of the contract but not separately mentioned above shall be deemed to be included in the quoted rate.
8. In case of any discrepancy between the **Rate per Month per Car** and the calculated monthly amount, the **Rate per Month per Car** shall be considered for evaluation, subject to the provisions of the Tender Document.

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:

Annexure -VIII

Bid Security Declaration form
(To be submitted on service provider's letter head)

To
DGM (E-PPMM)
AI Engineering Services Ltd
NTA, NSCBI Airport
Kolkata-700052

I / we the undersigned, declare that:

I / we understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I / We accept that I / We may be disqualified from bidding for any contract with you for a period of One year from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I /We

a) Have misrepresented/withdrawn / modified / amended, impairs or derogates from the tender, my / our Bid during the period of bid validity specified in the form Bid: or
b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail to execute the contract, if required, or (ii) fail to furnish the Performance Security, in accordance with the instructions to Bidders.

I / we understand this Bid Security Declaration shall cease to be valid if I am / We are not the successful bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my / our Bid.

Signed : (insert signature of person whose name and capacity are shown)
In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

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

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

Date on_____day of_____(insert date of signing)

Corporate Seal (where appropriate)