

Request for Proposal (RFP)

For

EMPANELMENT OF AVIATION
AGENCIES FOR HIRING OF FIXED
AND ROTARY WING AIRCRAFT



Indian Ports Association

1st Floor, South Tower, NBCC Place

B. P Marg, Lodi Road

New Delhi - 110 003

Ph No : 011-24369061/63; Fax No : 011-24365866

INR 10,000/-

(April 2015)

LETTER FOR ISSUE OF RFQ FOR THE

“EMPANELMENT OF AVIATION AGENCIES

FOR HIRING OF FIXED AND ROTARY WING

AIRCRAFT”

The set of RFP document is issued to:

Name : _____

Address : _____

The cost of the RFP document is INR 10,000/- (Indian Rupees Ten Thousand only)

IPA

Signature of the Officer

Issuing the RFP Document :

Indian Ports Association

IPA/MSD/ICTD/Aircraft/2015

11/04/2015

Notice Inviting RFP for empanelment of aviation agencies for hiring of fixed and rotary wing aircraft

Indian Ports Association has been assigned by Ministry of Shipping, Government of India with the task for **empanelment of aviation agencies for hiring of fixed and rotary wing aircraft for VIP's, Major Ports/IPA/Ministry of Shipping/ SCI /DCI and other organisations under the administrative control of Ministry of Shipping.**

Accordingly, Indian Ports Association invites Requests for Proposal (RFP) from Organisations/NSOP Holders/Aviation Agencies owning and operating fixed and rotary wing aircraft to provide aircraft for VIP's, officials of Ministry/Port Trust/IPA/SCI/DCI and other organisations under the administrative control of Ministry of Shipping on as and when required basis for **empanelment of aviation agencies for hiring of fixed and rotary wing aircraft**. The RFP document providing the Term of Reference (ToR), pre-qualification criteria, terms and conditions including evaluation criteria, detailed requirement of the type of Aircraft and Crew Qualification and scheduling and application fee are available in the web site <http://ipa.nic.in> .

The schedule for receipt of the application is as follows:-

1. Pre-bid meeting at 1130 Hrs on 17/04/2015
2. Submission of document fee of Rs.10,000/- for RFP on or before 1430 Hrs on 24/04/2015.
3. Receipt of offers on or before 3.00 pm(1500 Hrs) on 24/04/2015
4. Opening of Technical offers at 1530 Hrs on 24/04/2015

Reputed and interested Organizations/NSOP Holders/Aviation Agencies owning and operating fixed and rotary wing aircraft may download the RFP from the above website and send in their response to the Managing Director, Indian Ports Association, 1st. floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodi Road, New Delhi – 110 003.

In case, if RFP document is downloaded from website, the requisite document fee of Rs. 10,000/- in form of Demand Draft, In favor of Indian Ports Association shall be submitted along with bid.

Indian Ports Association

Empanelment of aviation agencies for hiring of fixed and rotary wing aircraft

1. Introduction

1.1 “India’s ports comprise of 12 major ports and around 200 non-major ports along the coast and islands. The Major Ports except one i.e. Kamarajar Port (Ennore) are managed by the respective Port Trust Boards and the Kamarajar Port is in the form of Public Limited Company. All the Major Ports are administered by the Central Government under Ministry of Shipping. The total volume of traffic handled by all the Indian Ports during 2013-14 was 980.00 million tonnes and the major ports account for around 57% of total sea-borne trade. The Government of India has formulated “National Maritime Agenda 2010-20” in which, a number of development projects has also been identified under five projects heads viz. deepening of channels, construction and re-construction of berths, procurement / modernization of equipments, hinterland connectivity and various other developmental works to be taken up, in order to meet the projected traffic and estimated capacity. The expected investment for the Major Ports from 2010-2020 is 127942.35 crores.

1.2 Recognizing the importance of the maritime sector in the economic growth, the Hon’ble President of India, in his address to the Parliament on 9th June, 2014, had stated that “The Government would facilitate modernization of existing ports on one hand, and development of new world class ports on the other.” He also said that “the Government would evolve a model of port-led development. Our long coastline will become the gateway of India’s prosperity.

2. Objective

2.1 The objective of this RFP is to **empanelment of Organisations/NSOP Holders/Aviation Agencies** owning and operating fixed and rotary wing aircraft to provide aircraft as per Objectives and Scope of Work given in Part 2, for VIP’s, Official of Ministry of Shipping/Port Trust/IPA/ SCI /DCI and other organisations under the administrative control of Ministry of Shipping on as required basis for a period of two years, which can be extended for one more

year on mutually agreed terms. The kind of services involved and respective rates will be finalised in this RFP.

Aircraft when required, on hire/charter, by the Ministry/Port Trust/IPA/ SCI /DCI and other organisations under the administrative control of Ministry of Shipping will be obtained from the said empanelled agencies at predetermined rate.

The aircraft and crew so offered should meet the requirement laid down in DGCA Air Safety Circular 02 of 1981 and 02 of 2014. In addition compliance of CAR Section 8 Series A Part I is also mandatory.

2.2 The list of 12 Major Ports is listed as **Annexure-I**. The RFP document provides the Term of Reference (ToR), pre-qualification criteria, terms and conditions including evaluation criteria, EMD, application fee and suggested response formats for easy understanding, the document has been divided into following sections:

Section 1	-	Instructions to Agencies
Section 2	-	Terms of Reference (ToR)
Part I	-	Objective & Scope of Services
Part II	-	TOR related information, Terms & Conditions
Section 3		
Technical Proposal	-	Standard Forms & Other Undertakings
Financial Proposal	-	Standard Forms

Section 1

(Instructions to Aviation Agencies)

Standard

1. Definitions

- a) “Employer” means the Ministry of Shipping, Government of India/ IPA /Major Ports/SCI /DCI and other organisations under the administrative control of Ministry of Shipping, which has invited the proposal for empanelment of aviation agencies for hiring of fixed and rotary wing aircraft and with which the selected agency signs the Contract for the Services and to which the selected agency shall provide services as per the terms and conditions and TOR of the contract.
- b) “Agencies” means any interested Organisations/NSOP Holders/Aviation Agencies owning and operating fixed and rotary wing aircraft to provide aircraft on as required basis, who submit their proposals for services that they may provide to the Employer under the Contract.
- c) “Contract” means a Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the assignment Specific Conditions (SC), and the Appendices.
- d) “Day” means calendar day.
- e) “Month” means the calendar month by the Gregorian calendar.
- f) “Government” means the Government of India.
- g) “Instructions to Agencies” (Section 1 of the RFP) means the document, which provides Agency with all information needed to prepare their proposals.
- h) “Proposal” means the Technical Proposal and the Financial Proposal.
- i) “RFP” means the Request for Proposal prepared by the Employer for the empanelment of Aviation Agencies.

- j) “Base station” means Delhi, Mumbai, Chennai, Kolkata, Hyderabad, Pune, Bangalore, Ahmedabad and other cities from where the Aircraft shall normally be operated, managed, maintained, parked and stationed.
- k) “Bidder’s Representative” means person or persons as the Bidder designates having authority to act on behalf of the Bidder.
- l) “Effective date” means the date from which this contract comes into effect.
- m) “Emergency” means any situation which in the opinion of Bidders authorized representative of Employer is a matter of life and death of any person and/or a matter of serious threat of injury/damage to any person or property of Employer.
- n) “Out Station” means any station other than the Base station.
- o) “Scheduled/Unscheduled Maintenance” means maintenance required for aircraft as per DGCA’s regulations and as prescribed by manufacturer and defect rectification etc.
- p) “Areas of Operation” means Maritime State and related areas.
- q) “Regulatory Authority” means any Govt. Body or Bodies having responsibility for aviation matters in the area of operation.
- r) “Watch Hours” means the time notified by the Airport Authority of India from time to time for normal operation of different airports.
- s) “Programme” means a written requisition of the Aircraft for a day indicating time of departure, destination, and approximate flight time.
- t) “Delivery Date” means the date by which the Bidder is to mobilize the helicopter at the designated base for operation.
- u) “Services” mean aircraft services carried out by the Bidder and its personnel under this agreement.

- v) “Operational Day” for an aircraft would mean time commencing from first sorties as per daily flight schedule to the estimated time of landing of last sorties of the day.
- w) “Flying Time” with respect to a Aircraft would mean the time from “Chokes off”/“Rotor starts” of that Aircraft till “Chokes on”/“Rotor-stops”.
- x) “Terms of Reference” (TOR) means the document included in the RFP as Section 2 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Agency, and expected services.

2. Introduction

- 2.1 The Employer will select aviation agencies (the agency) in accordance with the method of selection specified in the Part II of Section 2.
- 2.2 Detailed scope of the work has been described in the Terms of Reference in Section 2.
- 2.3 The date, time and address for submission of the proposals have been given in Section 1.
- 2.4 The Agencies are invited to submit their Proposal, for empanelment of Agency. The Proposal will be the basis for signed Contract with the selected Agency.
- 2.6 Agency shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to empanelment, without thereby incurring any liability to the Agencies.

3. Clarification and Amendment of RFP Documents

- 3.1 Agencies may request a clarification on any clause of the RFP documents up to the number of days indicated in the Section 1 before the proposal submission date. Any request for clarification must be sent in writing, or

by standard electronic means to the Employer's address indicated in the Section 1. The Employer will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Agencies. Should the Employer deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para 3.2 below.

- 3.2 At any time before the submission of Proposals, the Employer may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Agencies and will be binding on them. Agencies shall acknowledge receipt of all amendments. To give Agencies reasonable time to take an amendment into account in their Proposals the Employer may, if the amendment is substantial, extend the deadline for the submission of Proposals.

4. Proposal

- 4.1 Each Agency shall submit only one proposal. If a Agencies submits or participates in more than one proposal, such proposals shall be disqualified.

5. Preparation of Proposals

- 5.1 The proposal as well as all related correspondence exchanged by the Agencies and the Employer, shall be written in English language, unless specified otherwise.
- 5.2 In preparing their Proposal, Agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 8.4 Agencies are required to submit their proposal in forms provided in Section 3. **Submission of the wrong type of Proposal will result in the Proposal being deemed non-responsive.** The proposal shall provide the information using the attached Standard Forms (Section 3).

- 8.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.
- 8.6 **Financial Proposals:** The Financial Proposal shall be prepared using the attached Standard Forms (Section 3). The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily. Format for Schedule of rate for different type of Aircrafts have been provided at FP-2(Annexure A to F). Agency shall quote/indicate their rates in the said schedule, signed by the bidder on the said schedule itself and shall be submitted in separate sealed cover alongwith the bid documents.

9. Proposal Validity

The proposal shall be valid for 180 (one hundred and eighty) days from the date of opening of the proposal.

10. Taxes

The agency shall fully familiarize themselves about the applicable to Domestic taxes (such as Value added, services, income taxes, fees, levies, etc) on amount payable by the employer under the contract. All such taxes must be included by the agency in the financial proposal.

11. Currency

Agency shall express the price of their Assignment/Job in Indian Rupees.

12. Earnest Money Deposit (EMD) and Performance Guarantee

12.1 Earnest Money Deposit

- i. An EMD of Rs. 5,00,000.00 (Rupee Five Lakh only), in the form of Demand Draft(DD) drawn in favour of Indian Ports Association, payable at New Delhi has to be submitted alongwith the proposal.
- ii. Proposal not accompanied by EMD shall be rejected as non-responsive.
- iii. No interest shall be payable by the Employer for the sum deposited as earnest money deposit.

- iv. No bank guarantee will be accepted in lieu of the earnest money deposit.
- v. The EMD of the unsuccessful bidders would be returned back within 45 days of empanelment list.

12.2 The EMD shall be forfeited by the Employer in the following events:

- i. If proposal is withdrawn during the validity period or any extension agreed by the agency thereof.
- ii. If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.
- iii. If the agency tries to influence the evaluation process.
- iv. If the first ranked agency withdraws his proposal during financial negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the agency).

12.3 Performance Guarantee

EMD of the successful bidder will be retained by the employer towards Performance Guarantee for entire validity period of empanelment. No interest will be paid performance guarantee.

13. Submission, Receipt and Opening of Proposal

- 13.1 The original proposals, both Technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the agencies themselves. The person who signed the proposal must initial such corrections. Submission of letters for both Technical and Financial Proposals should respectively be in the format of TP-1 of Section 3 & FP-1 of Section 3.
- 13.2 An authorized representative of the agencies shall initial all pages of the original Technical and Financial Proposals. **The authorization shall be in the form of a written power of attorney accompanying the proposal or in any other form demonstrating that the representative has been duly**

authorize to sign. The signed Technical and Financial Proposals shall be marked “ORIGINAL”.

13.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL**”. Similarly, the original Financial proposal shall be placed in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” followed by the name of the assignment/ job. The envelope containing the Technical Proposal, Financial Proposal, Document fee, EMD shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number be clearly marked “DO NOT OPEN, BEFORE-21-04-2015, 3.00 PM”. The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/ or marked as stipulated. This circumstance may be case for Proposal rejection. **If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.**

13.4 The Proposal must be sent to the address/ addresses indicated in the Section 1 and received by the Employer no later than the time and the date indicated in the Section 1 or any extension to this date in accordance with para 4.2 above. Any proposal received by the Employer after the deadline for submission shall be returned unopened.

14. Proposal Evaluation

14.1 From the time the proposals are opened to the time empanelment list is made, the agencies should not contact the Employer on any matter related to its Technical and/or Financial Proposal. Any effort by Agencies to influence the employer in the examination, evaluation, ranking of Proposal, and recommendations for empanelment may result in the rejection of the agency proposal.

14.2 The employer will constitute a selection Committee which will carry out the entire evaluation process.

- 14.3 Selection Committee while evaluating the technical proposal shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.
- 14.4 The selection committee shall evaluate the Technical Proposal on the basis of their responsiveness to the Term of Reference and by applying the evaluation criteria specified in Section 2.
- 14.5 Financial proposal of only those firms who are technically qualified shall be opened on the date & time specified by employer in the presence of the agencies' representatives who choose to attend.

15. Technical Negotiations

- 15.1 Technical negotiation will include a discussion to improve the organization and staffing. The employer and the Agency will finalize the Terms of Reference, base station vis-a-vis type of aircrafts required, logistics and reporting. These documents will then be incorporated in the contract.
- 15.2 Availability of qualified Pilot/Aircrafts: Employer will require assurances that the qualified Pilots/Aircrafts will be actually available.

16. Empanelment list : After technical Negotiations, the employer shall issue a letter of Empanelment (LOE) to the selected agencies. The agency will sign the contract after fulfilling all the formalities/pre-conditions like submission of Performance Guarantee, etc.

17. Confidentiality

Information relating to evaluation of Proposal and recommendations concerning short-listing shall not be disclosed to the agencies who submitted the proposal or to other persons not officially concerned with the process, until the publication of the approved short-list. The undue use by any agency of confidential information related to the process may result in the rejection of its proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.

18. Timelines and Schedule

The schedule for receipt of the application is as follows:-

1. Pre-bid meeting at 1130 Hrs on 17/04/2015
2. Submission of document fee of Rs.10,000/- for RFP on or before 1430 Hrs on 24/04/2015.
3. Receipt of offers on or before 3.00 pm(1500 Hrs) on 24/04/2015
4. Opening of Technical offers at 1530 Hrs on 24/04/2015

19. RFP Document

The RFP document providing the Term of Reference (ToR), pre-qualification criteria, terms and conditions including evaluation criteria detailed requirement of the type of Aircraft and Crew Qualification and scheduling and application fee are available in the website <http://ipa.nic.in>.

Reputed and interested Organisations/NSOP Holders/Aviation Agencies owning and operating fixed and rotary wing aircraft may download the RFP from the above website

In case, if RFP is downloaded from website, the requisite document fee of Rs. 10,000/- in form of Demand Draft, In favor of Indian Ports Association shall be submitted along with bid.

20. Submission of Proposal

Proposal, in its complete form in all respect as specified in the RFP document, must be submitted to

Managing Director,
Indian Ports Association,
1st. floor, South Tower, NBCC Place,
Bhisham Pitamah Marg,
Lodi Road, New Delhi – 110 003

The bids received after due date will be rejected and no action will be taken on these bids.

Section 2

(Terms of Reference)

PART I : Objective & Scope of Services

1. Scope of Services

- a. The Employer wishes to empanel Organisations / Non Scheduled Operator Permit (NSOP) Holder/Aviation Agencies owning and operating Fixed and/or Rotary Wing Aircraft to provide aircraft on hire/charter, on as and when required basis. The Aircraft will be used for the VIP's, Officials of Ministry of Shipping/Port Trusts/IPA/DCI/SCI & other organisations under administrative control of Ministry of Shipping.
- b. The empanelled agency/agencies will be required to provide a suitable fixed/rotary wing aircraft along with crew from base station/nearest base station as per the operational requirement of employer as specified in DGCA Regulations with a notice period of 48 Hours. The extracts are place in Schedule-1.
- c. Details of aircraft required are as follows:
 - i) Twin engined Pure-jets (Heavy / Mid-Size / Light Jets
 - ii) Turbo-prop aeroplane.(Twin and Single Engine Aircrats)
 - iii) Twin engined turbine air conditioned helicopter.
 - iv) Single engine turbine helicopter

PART II : TOR related information

1. Conditions under which this RFP is issued

- i. This RFP is not an offer and is issued with no commitment. IPA reserves the right to withdraw the RFP and change or vary any part thereof at any stage. IPA also reserves the right to disqualify any bidder, should it in its absolute discretion, feel it to be so necessary at any stage. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- ii. IPA may in its absolute discretion, but without being under any obligation to do so, update,

amend or supplement the information, assessment or assumption contained in this RFP

- iii. The Applicant shall bear all its cost associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fess, expenses associated with any demonstration or presentations which may be required by IPA or any other costs incurred in connection with or relating to its proposal. All such cost and expenses will remain with the Applicant and IPA shall not be liable in any manner whatsoever for the same or for any other expenses incurred by an Applicant in preparation or submission of the Proposal.
- iv. IPA reserves the right to withdraw this RFP, if it is in the best interest of the Government of India.
- v. Timing and sequence of events resulting from this RFP shall ultimately be determined by IPA.
- vi. No oral conversations or agreements with any official, agent or employee of IPA shall affect or modify any terms of this RFP and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of IPA shall be superseded by the definitive agreement that results from this RFP process. Oral communications by IPA to bidders shall not be considered binding on IPA, nor shall any written materials provided by any person other than IPA.
- vii. Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against IPA or any of their respective officials, agents, or employees arising out of, or relating to this RFP or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- viii. Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.

2. Rights to the Contents of the Proposal

For all the bids received before the last date and time of bid submission, the proposals and accompanying documentation of the qualification proposal will become the property of IPA and will not be returned after opening of the qualification proposal. IPA is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without

compensation to the bidders. IPA shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

3. Acknowledgement of Understanding of Terms

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

4. Evaluation of Proposals

The bidders' proposals in the bid document will be evaluated as per the requirements specified in the RFP and adopting the qualification criteria spelt out in this RFP. The Bidders are required to submit all required documentation in support of the qualification criteria specified in RFP. Ministry of Shipping/IPA will constitute a Committee to evaluate the proposal and monitor the progress/completion of assignment.

5. Language of Proposals

The proposal and all correspondence and documents shall be written in English.

6. Eligibility Criteria

- a) The agency should possess a valid Non-Scheduled Operators Permit issued by DGCA of India. Details and validity (copy of permit) of Operators permit issued by the DGCA, India shall be provided along with other documents of tender.
- b) The agency should have experience in providing similar services to various PSUs and Government Organizations. (copy of work order/Letter of empanelment/ documentary proof shall be provided in the technical proposal)
- c) The agency should have ongoing contracts with at least 2 Government agencies for providing such services. A proof of association and business / copies of contracts have to be provided along with the technical proposal.
- d) The agency should have minimum annual turnover of Rs Fifteen Crore in each of the past three years viz 2011-12, 2012-13 and 2013-14 from aviation business. (Please submit audited Balance sheet of last 3 years).

- e) The flight / maintenance crew shall meet all regulations laid down by DGCA for Civil flying.
- f) The aircraft / helicopters offered should have good operational capability, reliability and easy maintainability.

7. Self-Certified Documentary Evidence to be submitted in support of Eligibility with Technical Proposal

- i. NSOP Certificate of the Agency
- ii. Applicable Permit, Applicable Registration Certificate (to be provided before the flight, However, undertaking shall be given in the Technical Proposal).
- iii. Aircraft C. of A certificate –If applicable(to be provided before the flight, However, undertaking shall be given in the Technical Proposal)
- iv. A proof of association and business / copies of contracts
- v. P & L account & Balance Sheet (audited annual account) for last three years.
- vi. Background of party including nature of business
- vii. Details of Group / Associate Companies, etc.
- viii. Any other relevant information
- ix. An undertaking stating that firm/organization is not blacklisted by Government or its agencies including Central/State Level Public Enterprises.
- x. Duly filled check list as given in Annexure II of the RFP.

8. Proposal Submission

Interested agency should submit both technical and financial proposals in two parts as per the Schedule mentioned in of Section 1 i.e. Timeline and Schedule.

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL”. Financial Proposal should indicate a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL”. Both the envelopes containing the Technical and Financial proposals shall be placed into an outer envelopes and sealed along with EMD. This outer envelope shall bear the title of the assignment “**Empanelment of aviation agencies for hiring of fixed and rotary wing aircraft**”.

I. Technical Proposal Content

Technical proposal should be prepared considering the Terms of Reference, and any other information to highlight the capability of the agency.

Technical Proposal must be submitted in the form of all the duly signed forms as per Section 3 of RFP i.e. Technical Proposal-Standard Forms & Other Undertakings.

Technical Proposal should be a complete document and should be bound as a volume. The documents should be page numbered and duly signed by Authorized Representative who has the capacity to sign along with Authorization Letter.

II. Financial Proposal Content

- a) Financial proposal (in Indian Rupees) should be in the form of price schedule in the prescribed proforma inclusive of all taxes for the entire Scope of Services.
- b) Financial proposal must be submitted in the form of all the duly signed forms as per Section 3 of RFP i.e. Technical Proposal-Standard Forms

9. Evaluation of Proposal

- i. Each Proposal, which pre-qualifies in, shall be evaluated accordingly to the eligibility criteria to determine whether they are complete, whether bidder satisfies the eligibility criteria, whether any computational errors have been made, whether required sureties and bid security have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- ii. Prior to evaluation of Proposals, the employer will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
 - (a) it is received in the specified format;
 - (b) it is received by the due date including any extension thereof;
 - (c) it is signed, sealed and marked as stipulated;
 - (d) it contains all the information(complete in all respects) as requested in the RFP;
 - (e) it does not contain any condition or qualification; and

- (f) it is not non-responsive in terms hereof.
- iii. The size of each panel will be as per the sole discretion of IPA.
 - iv. IPA reserves the right to reject any Proposal which is nonresponsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the IPA in respect of such Proposals.
 - v. Evaluations will be based on documentary evidence submitted by the applicant with respect to selection criteria.
 - vi. In second stage, the financial bids of all applicants who qualified shall be opened and the schedule of rates(**lowest price per hour**) shall be determined by the committee for the each type of aircraft. Similarly, lowest rate for crew boarding/loading/transportation per operating crew will determined by committee for each type of aircraft.

10 EMPANELMENT

10.1 Post qualification and Empanelment

- 10.1.1 The employer will determine to its satisfaction whether the bidder is qualified to satisfactorily perform the Contract.
- 10.1.2 The determination will take into account the bidder's financial and other capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, as well as such other information as the Employer deems necessary and appropriate.
- 10.1.3 An affirmative determination will be a prerequisite for empanelment of the bidder. A negative determination will result in rejection of the bidder's bid.
- 10.1.4 The Employer will empanel the successful qualified bidder, who match the lowest price per hour and cost for operating crew for boarding/loading/transportation for each type of aircraft(*as determined at clause 9 (vi)*).

10.2 Notification of Empanelment

- 10.2.1 The employer will notify the successful bidder in writing by letter,

or by fax, that its proposal has been accepted within a month from the date of opening of the financial proposal.

10.2.2 The notification of empanelment will constitute the formation of a contract, until the Contract has been affected pursuant to Clause 10.4.

10.3 Signing of Contract

10.3.1 Within fifteen (15) days of receipt of notification of empanelment, the successful bidder shall indicate his acceptance to the same and sign and date the Contract and return it to the Seller.

10.4 Termination for Default/Penalty

10.4.1 The employer may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Empaneled Member, terminate the Contract in whole/debar further engagement:

10.4.1.1 If the Empanelled Member fails to provide the charter services as required by the employer for three consecutive times. Security deposit shall be **forfeited**.

10.5 Termination for Insolvency

10.5.1 The employer may at any time terminate the Contract by giving written notice to the Empanelled Member, without compensation to the Member, if the Member becomes bankrupt or otherwise insolvent. Notwithstanding the above, such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the employer.

10.6 Termination for Convenience

10.6.1 The employer may, by written notice sent to the Empanelled Member, terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Employers' convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective.

10.7 Resolution of Disputes

10.7.1 The employer and the Empanelled Member shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

10.8 Applicable Law & Jurisdiction

10.8.1 The Contract shall be governed by and interpreted in accordance with the Laws of India. The jurisdiction for any legal action or proceedings will be Courts of Delhi.

10.9 Force Majeure

10.9.1 In the event that the Empanelled Member or the Employer is delayed in performing any of their respective obligations under the Contract, and such delay is caused by Force Majeure, including but not limited to war, civil insurrection, fires, floods, epidemics, earthquakes, quarantine restrictions and freight embargoes, such delay may be excused as provided in Clause 10.6, and the period of such delay may be added to the time of performance of the obligation delayed.

10.9.2 If a Force Majeure situation arises, the Empanelled Member shall promptly notify the Employer in writing of such condition and the cause thereof. Unless otherwise directed by the Employer in writing, the Empanelled Member shall continue to perform its obligations under the Contract as far as it's reasonably practical and shall seek all reasonable alternative means for performance, not prevented by the Force Majeure event.

11. Payment Terms

11.1 Employer shall cause the payment due to the empanelled agency to be made within 30 (thirty) days after the receipt by the employer of

duly completed bills with necessary particulars.

11.2 All payments under this Agreement shall be made to the account of the agency as may be notified to the employer by the empanelled agency.

11.3 No advance payment shall be admissible.

11.4 TDS will be deducted as applicable.

12 General Terms and Conditions

- (i) At the time of submission of bid, the bidder has to ensure that each page is duly signed by the bidder or his duly authorized representative. In case the bid is signed by the authorized representative, a letter of authorization should be enclosed with the bid.
- (ii) Rates quoted shall remain firm till completion of empanelment.
- (iii) The empanelment made by IPA is intended to be used by all Major Ports, Ministry of Shipping, IPA, SCI, DCI and other organisations under the administrative control of Ministry of Shipping, which will be valid for two years from the date of original empanelment or any date stated in the empanelment letter. Empanelment can be extended for further period on mutual consent.
- (iv) The jurisdiction in case of disputes shall be the Courts of Delhi/New Delhi.
- (v) The bidder should be registered under relevant Laws/Acts of the country.
- (vi) In case of any dispute arising, the decision of the IPA will be final.
- (vii) During the empanelment period, if the performance of agency is not satisfactory, his name will be struck off from the panel list and security deposit shall be **forfeited**, which will as per sole Judgment of IPA.
- (viii) Even though applicants satisfy the necessary requirements they are subject to disqualification if they have:
 - a. Made untrue or false representation in the form, statements required in the application document.
 - b. Records of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion.

(ix) Right to accept or reject any or all proposals

- a. Notwithstanding anything contained in this document, the IPA reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- b. The employer reserves the right to reject any Proposal if: (a) at any time, a material misrepresentation is made or discovered, or (b) the Applicant does not provide, within the time specified by the Employer, the supplemental information sought by the Employer for evaluation of the Proposal. Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If the Applicant is the Lead Member of a consortium, then the entire consortium may be disqualified / rejected. If such disqualification/ rejections occurs after the proposals have been opened and the highest ranking Applicant gets disqualified / rejected, then the Authority reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the employer, including annulment of the Selection Process.

(xiv) Fraud and corrupt practices

- a) The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection' Process. Notwithstanding anything to the contrary contained in this document, the employer shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Employer shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as 'mutually agreed genuine pre-estimated compensation and damages payable to the Employer for, inter alia, time, cost and effort of the Employer, in regard to this document, including consideration and evaluation of such Applicant's Proposal.
- b) Without prejudice to the rights of the. Employer herein above and the rights and remedies which the Employer may have under the LOA or the Agreement, if an Applicant or Agency,

as the case may be, is found by the Employer to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or Agency shall not be eligible to participate in any tender or RFP issued by the Employer during a period of three years from the date such Applicant or Agency, as the case may be, is found by the Employer to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

- c) For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them: (a) "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Employer who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Employer, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Contract or the LOA or the Agreement, who at any time has been or is a aviation agency of the Employer in relation to any matter concerning the contact; (b) "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process; (c) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process; (d) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Employer with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and (e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

SCHEDULE-1

Extract of Relevant DGCA Regulations

a) Air Safety Circular 02/1981

1.1 Twin-engined aircraft with good operational capability, reliability and easy maintainability characteristics should be used.

2.1 The aircraft must possess a current certificate of airworthiness with all mandatory modifications and requirements duly incorporated.

2.2 The aircraft must be equipped with serviceable instruments/equipment as required under Instrument Flight Rules.

2.3 The aircraft must be inspected and certified by an appropriately licensed Aircraft Maintenance Engineer prior to such flights.

3.1.2 The Pilot should possess a minimum flying experience of 3,000 hours including at least 2,000 hrs. as Pilot-in-Command, 50 hrs of Night Flying and not less than 50 hrs. experience, as Pilot-in-Command, on the type of aircraft to be flown.

3.1.3 The Pilot should possess a minimum of 30 hrs. of experience as P.I.C. during the last six months and 5 hrs. Instrument flying (real or synthetic) during the two months immediately receding the date of intended flight.

3.2 When operation is by Helicopter:

3.2.1 The Pilot-in-Command should be in possession of a current commercial Helicopter Pilot's Licence.

3.2.2 The Pilot should have a minimum of 500 hrs. experience as Pilot-in-command on Helicopters, including 10 hrs. of night flying and not less than 75 hrs., as Pilot-in-command, on type of Helicopter to be flown.

b) Air Safety Circular 02/2014

2.1.1 All pilots of non-scheduled/private aircraft/helicopter operators shall ensure that their licences and ratings are current and are certified to carry out such operations.

2.1.5 Crew composition shall be in accordance with the provisions of CAR Section 8, Series A, Part I; Air Safety Circular 2 of 1981 and MHA guidelines

c) CAR Section 8 Series A Part I

3. MINIMUM FLIGHT CREW REQUIREMENTS:

An aircraft registered in India shall be operated by flight crew, adequate in number and description, duly trained, and qualified on the type of aircraft to be flown, to ensure the safety of operations. The following requirements in this regard should be complied with by all the operators covered under para 2 of this CAR.

- i. The number of the flight crew members operating any flight, shall not be less than that specified in the approved aircraft Flight Manual or Operations Manual or Certificate of Airworthiness.

- ii. All aircraft engaged in Scheduled Public Transport operations, should be flown by at least two pilots.
- iii. All aircraft engaged in carriage of VVIP/VIP should be flown by at least two pilots.

Any amended regulation of DGCA during the currency of the contract will be binding.

Section 3

(Technical Proposal-Standard Forms)

Form TP 1: Letter of Proposal submission

Form TP 2: Agency's organization & experience

Form TP -3 Certificates (Annexure-I, II & III)

Form TP 5: Information regarding any conflicting activities and declaration thereof.

Technical Proposal-Other Undertakings

1. An undertaking stating that firm/organization is not blacklisted by Government or its agencies including Central/State Level Public Enterprises.
2. Undertaking stating that
“Qualified Pilots would be maintained during the empanelment period in case they are selected. In case replacement is inevitable, the equivalent qualification and experienced pilots will be inducted by the bidder”. The details of certificates as per Annexure's under TP-3 shall be furnished before undertaking the flight.
3. Undertaking stating that
‘I/We certify that in the last three years, we/any of the consortium members have neither failed to perform on any contract, as evidenced by imposition of Penalty by an arbitral or Judicial authority or a Judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.’
4. An undertaking regarding non-disclosure/sharing of confidential information with third parties.

LETTER OF PROPOSAL SUBMISSION

TO: [Name and address of Employer]

Dear Sirs,

We, the undersigned, offer to provide the empanelment of aviation agency in accordance with your Request for Proposal dated [insert date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope and requisite EMD.

We are submitting our Proposal in association with [Insert a list with full name and address of each associated Agency]. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e. before the date indicated in Section 1, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely

Authorized Signature [in full and initials];

Name and Title of Signature:

Name of Firm:

Address :

AGENCY'S ORGANIZATION AND EXPERIENCE

A- Agency's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the agency has formed a consortium, details of each of the member of the consortium, name of lead members etc shall be provided]

B- Agency's Experience

[Using the format below, provide information on each contract/empanelment for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out contract similar to the ones requested under this RFP (if possible, the agency shall specify exact job for which experience details may be submitted). In case of consortium, association of agencies, the agency must furnish the following information for each of the consortium member separately]

A) Organizational Experience

Sl. No.	Name of Entity with complete communication address.	Order No. and Date	Scope of Services	Date of award of contract & Contract Period	Value of Contract	Actual Date of Completion	Person/dealing authority who could be contracted for further information.

B) Skill & Competencies of Team leader(Operational)

SL. No.	Name of Team leader (Operational)	Qualification/ Professional qualification	No of Years Experience	Details of Experience	Remarks

C) Gross Annual Revenue (in `)

Financial year	Gross Annual revenue/Turnover	Revenue/Turnover from Aviation business	Remarks
2011-12			
2012-13			
2013-14			

(Seal & Signature of Bidder)

Note: Please provide documentary evidence from the client i.e. copy of work order, contract for each of above mentioned Services. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

Form TP-3 (Annexure - I)

(To be printed on the Company's letter head)

CERTIFICATE

(In compliance of Civil Aviation Requirements, Section 3, Air Transport, Series C, Part
X dated 2nd June 2010)

This is to certify that the Certificates of Airworthiness and Airworthiness Review
Certificate issued/renewed by _____ (concerned DGCA Head/
Regional Office) in respect of VT- _____ (registration of aeroplane/ helicopter) is
valid from _____ (date/month/year) to _____ (date /month/year)
.

A copy of same is being enclosed for ready reference.

Date:

Place:

(Name/Signature)
(Accountable Manager/Quality Manager)

Form TP-3 (Annexure - II)

(To be printed on the Company's letter head)

CERTIFICATE

(In compliance of GOI letter No. 23018/8/2005-VS-dated 23rd March 2009 applicable for twin engined aircraft)

This is to certify that VT (registration of aeroplane/ helicopter) is fitted turbine engine serial number (left-hand engine) and serial number (right-hand engine).

Date:

Place:

(Name /Signature)

(Accountable Manager/ Quality Manager)

Form TP-3 (Annexure - III)
(To be printed on the Company's letter head)

CERTIFICATE

(In compliance of Para 6.15/ 6.16 of CAR- Section 3, Series 'C', Part 'X' dated 2nd June 2010)

The relevant details in respect of the designated Pilot-in-Command have been correctly and truthfully furnished in the column (I) and/or (II) below after verification from the relevant records as on (date/ month/ year).

A. OPERATION BY AEROPLANE

VT- (Registration)

1. Name of Pilot-in-Command
2. Airline Transport Pilot's Licence
(A)/ Commercial Pilot's Licence (A)
Valid till
3. Instrument Rating Valid till (if applicable)
4. Flying Experience (all columns must be filled)

S. No.	Details	Required hours	Actual
a.	Total experience on aeroplane	3,000:00	
b.	Total experience as Pilot-in-command	2,000:00	
c.	Pilot-in-Command experience on Type	50:00	
d.	Night flying experience as Pilot-in-Command	50:00	
e.	Pilot-in-Command experience on Type during last six months	30:00	
f.	On type in the last 30 days, immediately preceding the date of intended flight *	05:00	

* Note:- In case 30 hrs. recency during the last 6 months is not met with, then in the last 30 days, a satisfactory skill test (as required for licence renewal) shall be carried out followed by 5 hrs. of PIC experience.

B. OPERATION BY HELICOPTER

VT-

(Registration)

1. Name of Pilot-in-Command
2. Commercial Helicopter Pilot's licence/
Airline Transport Pilot's Licence (H)
Valid till
3. Instrument Rating Valid till(if applicable)
4. Flying Experience (all columns must be filled)

S. No.	Details	Required hours	Actual
a.	Total experience on helicopters	2,000:00	
b.	Total experience as Pilot-in-Command on helicopters	500:00	
c.	Pilot-in-Command experience on Type	75:00	
d.	Night flying experience as Pilot-in-Command	10:00	
e.	Pilot-in-Command experience on Type during last six months	30:00	
f.	On type in the last 30 days, immediately preceding the date of intended flight*	05:00	

* Note: In case 30 hrs, recency during the last 6 months is not met with, then in the last 30 days, a satisfactory skill test (as required for licence renewal) shall be carried out followed by 5 hrs of PIC experience.

Date:

(Name/Signature)

Place:

(Accountable Manager/Operations Manager)

Section 3

(Financial Proposal-Standard Forms)

Form FP-1: Financial Proposal submission Form

Form FP-2: Financial Proposal for empanelment of Aviation agency.

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of employer]

Dear Sirs:

We, the undersigned, offer to provide the services of aircraft for [insert title of job] in accordance with your Request for Proposal dated [insert date] and our Technical Proposal. Our attached financial Proposal i.e Schedule of rates (Runway to Runway) for various type of aircraft is given at FP 2(I to VII). These rates are inclusive of the Domestic Taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Para 9 of Section 1

We understand you are not bound to accept any Proposal you receive.

Yours Sincerely,

[Authorized Signature [in full and initials]:

[Name and title of Signatory:]

[Name of Firm:]

Address:

Twin Engine Heavy Jet

S. NO	Twin Engine Heavy Jet	No. of engines	Usual base of Machine	Air conditioned / Non Air conditioned	No. of passenger seats	Rate per hour *	Minimum guaranteed hours per day	service tax	remarks

Note:

- A)** The bidders will have to specify the costing as follows:
- i. **Hourly Charter Cost per Aircraft Type** ii. Other applicable charges
- B)** In addition to Hourly Charter Charges the following will be paid on submission of supporting documents:
- i.) Landing/Parking Charges ii.) Watch Extension Charges iii.) Ground Handling Charges
- iv). Fuel Transportation Charges v) Any other Charges vi) Central/State/Local Taxes

(*) Runway to Runway

Twin Engine Mid Size Jet

S. NO	Twin Engine Mid Size Jet	No. of engines	Usual base of Machine	Air conditioned / Non Air conditioned	No. of passenger seats	Rate per hour*	Minimum guaranteed hours per day	service tax	remarks

Note:

A) The bidders will have to specify the costing as follows:

- i. **Hourly Charter Cost per Aircraft Type** ii. Other applicable charges

B) In addition to Hourly Charter Charges the following will be paid on submission of supporting documents:

- i.) Landing/Parking Charges ii.) Watch Extension Charges iii.) Ground Handling Charges

- iv.) Fuel Transportation Charges v) Any other Charges vi) Central/State/Local Taxes

(*) Runway to Runway

Twin Engine Light Jet

S. NO	Twin Engine Light Jet	No. of engines	Usual base of Machine	Air conditioned / Non Air conditioned	No. of passenger seats	rate per hour	Minimum guaranteed hours per day	service tax	remarks

Note:

A) The bidders will have to specify the costing as follows:

- i. **Hourly Charter Cost per Aircraft Type** ii. Other applicable charges

B) In addition to Hourly Charter Charges the following will be paid on submission of supporting documents:

- i.) Landing/Parking Charges ii.) Watch Extension Charges iii.) Ground Handling Charges

- iv). Fuel Transportation Charges v) Any other Charges vi) Central/State/Local Taxes

(*) Runway to Runway

Turboprop Aeroplane (Twin and single Engine Aircrafts)

S. NO	Turboprop Aircraft	No. of engines	Usual base of Machine	Air conditioned / Non Air conditioned	No. of passenger seats	Rate per hour *	Minimum guaranteed hours per day	service tax	remarks

Note:

A) The bidders will have to specify the costing as follows:

- i. **Hourly Charter Cost per Aircraft Type** ii. Other applicable charges

B) In addition to Hourly Charter Charges the following will be paid on submission of supporting documents:

- i.) Landing/Parking Charges ii.) Watch Extension Charges iii.) Ground Handling Charges

- iv). Fuel Transportation Charges v) Any other Charges vi) Central/State/Local Taxes

(*) Runway to Runway

Twin Engine turbine Air conditional Helicopter

S. NO	Twin Engine Helicopter	No. of engines	Usual base of Machine	Air conditioned / Non Air conditioned	No. of passenger seats	Rate per hour *	Minimum guaranteed hours per day	service tax	remarks

Note:

- A) The bidders will have to specify the costing as follows:
- i. **Hourly Charter Cost per Aircraft Type** ii. Other applicable charges
- B) In addition to Hourly Charter Charges the following will be paid on submission of supporting documents:
- i.) Landing/Parking Charges ii.) Watch Extension Charges iii.) Ground Handling Charges
- iv). Fuel Transportation Charges v) Any other Charges vi) Central/State/Local Taxes
- (*) Runway to Runway

Single Engine turbine Helicopter

S. NO	Single Engine Helicopter	No. of engines	Usual base of Machine	Air conditioned / Non Air conditioned	No. of passenger seats	Rate per hour *	Minimum guaranteed hours per day	service tax	remarks

Note:

- A) The bidders will have to specify the costing as follows:
- i. **Hourly Charter Cost per Aircraft Type** ii. Other applicable charges
- B) In addition to Hourly Charter Charges the following will be paid on submission of supporting documents:
- i.) Landing/Parking Charges ii.) Watch Extension Charges iii.) Ground Handling Charges
- iv.) Fuel Transportation Charges v) Any other Charges vi) Central/State/Local Taxes
- (*) Runway to Runway

Cost of entire operating Crew for Boarding/Lodging/Transport

Cities	Twin Engine Heavy Jet	Twin Engine Mid Size Jet	Twin Engine Light Jet	Turboprop Aeroplane (Twin and single Engine Aircrafts)	Twin Engine turbine Air conditional Helicopter	Single Engine turbine Helicopter
Tier 1						
Tier 2						

Note :

Tier 1 – Delhi, Kolkata, Hyderabad, Chennai, Mumbai and Bangalore

Tier 2 – Rest of the Cities

List of Major Ports

- 1) Kolkata Port Trust (KDS & HDC)
- 2) Paradip Port Trust
- 3) Visakhapatnam Port Trust
- 4) Ennore Port Ltd
- 5) Chennai Port Trust
- 6) V.O. Chidambaranar Port Trust
- 7) Cochin Port Trust
- 8) New Mangalore Port Trust
- 9) Mormugao Port Trust
- 10) Jawaharlal Nehru Port Trust
- 11) Mumbai Port Trust
- 12) Kandla Port Trust

Check list of Documents

The bids shall be accompanied with the followings:

1). DD/ Pay order towards EMD(Rs 5,00,000/-), Document fee(Rs 10,000/-)	Yes/No
2). Applicable Firm registration certificate/copy of PAN / copy of Service tax registration	Yes/No
3). Copy of Work Orders/ LOE/Engagement letter	Yes/No
4). Undertaking for certificates as per TP-3 (Annexure – I to III)	Yes/No
5). Undertaking that the firm/Institution is not blacklisted by any Government Institute/CPSE/SLPE/Local Authority	Yes/No
6). Authority Letter/ Power of Attorney , if any	Yes/No
7). Duly Audited copy of Annual Accounts of Last three years	Yes/No
8). Undertaking regarding Non Disclosure	Yes/No
9). Undertaking regarding non- failure to perform	Yes/No
10). Duly filled format(as given in Technical bid with Self Evaluation sheet & Financial bid)	Yes/No