



Government of Rajasthan

DIRECTORATE OF CIVIL AVIATION

State VIP Hangar, Sanganer Airport, Jaipur-302011, Rajasthan, INDIA
Telefax: 91-0141-2550543, Telephone 91-141-2550362, 2552632

E-Bid

NOTICE INVITING BID FOR PROVIDING THE SERVICES OF PROFESSIONAL/ TECHNICAL PERSONNEL ON JOB BASIS TO THE DIRECTORATE OF CIVIL AVIATION, RAJASTHAN

Detail

Project	NOTICE INVITING BID (NIB) FOR PROVIDING THE SERVICES OF PROFESSIONAL / TECHNICAL PERSONNEL ON JOB BASIS TO THE DIRECTORATE OF CIVIL AVIATION, RAJASTHAN
Mode of Bid Submission	Online through e-Procurement/ e-Tendering system at http://eproc.rajasthan.gov.in
Tendering Authority/ Purchaser	Director, Directorate of Civil Aviation, Sanganer Jaipur (Rajasthan)
Cost of Tender Document (non-refundable)	Rs. 1000/- (Rupees One thousand Only)
RISL processing fee (non-refundable)	Rs. 1000/- (Rupees Five Hundred Only)
Total Estimated Cost	Rs 1,00,00,000 (Rupees one crore Only)
Bid security	1% of estimated cost- Rs 1,00,000 (Rupees one Lacs Only)
Bid Download Start Date/ Time	06-11-2020 at 04.00 PM onwards
Bid submission Start Date/Time	06-11-2020 at 04.00 PM onwards
Bid submission End Date/ Time	19-11-2020 at 02.00 PM
Submission of Demand Draft for Tender Fee, Bid security, and Processing Fee	19-11-2020 up to 02.00 PM
Technical Bid Opening Date/ Time	19-11-2020 at 03.00 PM
Financial Bid Opening Date/ Time	Will be intimated later to the Technically qualified bidders
Websites for downloading Tender Document, Corrigendum's, Addendums etc.	http://eproc.rajasthan.gov.in , www.sppp.raj.nic.in , http://gad.rajasthan.gov.in
* In case, any of the bidders fails to physically submit the Demand Draft for Tender Fee, Bid security and RISL processing fee up to 2.00 pm on 19-11-2020 , its Bid shall not be accepted. For RISL processing fees Demand Draft should be drawn in favour of "Managing Director RISL" payable at Jaipur and for Tender Fee & Bid security should be drawn in favour "Director, Directorate of Civil Aviation, State Hanger, Sanaganer Airport Jaipur" payable at Jaipur Issued from any Scheduled Commercial Bank.	

1. If any amendment/ clarification is carried out in the technical specifications and any other information, the same will also be uploaded on the website <http://gad.rajasthan.gov.in> and <http://eproc.rajasthan.gov.in>, www.sppp.raj.nic.in. It will not be intimated to individual bidder.
2. The bid should be submitted through e-procurement portal <http://eproc.rajasthan.gov.in> of Govt. of Rajasthan. No Bids shall be accepted in physical form in any condition.
3. The bidding process shall be subject to the provisions of the Rajasthan Transparency in Public Procurement Act and Rules made there under.








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नागरिक विमानन निदेशालय, स्टेट हैंगर, सांगानेर एयरपोर्ट, जयपुर बिड़ फार्म

1. नागरिक विमानन निदेशालय, स्टेट हैंगर, सांगानेर एयरपोर्ट जयपुर के द्वारा जॉब बेसिस पर कार्मिक लिये जाने हेतु संविदा
2. निविदा प्रस्तुत करने वाली वाली फर्म का नाम व
डाक का पता
3. किसको सम्बोधित की गई मोबाइल नं. (1)..... (2).....
निदेशक नागरिक विमानन निदेशालय
स्टेट हैंगर, सांगानेर एयरपोर्ट
जयपुर-302011
दुरभाष 0141-2550543
4. संदर्भ क्रमांक :एफ
5. निविदा शुल्क की राशि रु. /- डी.डी. संख्यादिनांक..... के द्वारा जमा कर दी गई है।
6. मैं/हम विभाग द्वारा जारी की गई निविदा सूचना संख्यादिनांकमें वर्णित सभी शर्तों से तथा संलग्न शीटे (इनके सभी पृष्ठों पर उनमें उल्लेखित शर्तों को हमारे द्वारा स्वीकार किए जाने के प्रमाण में हमने हस्ताक्षर कर दिये हैं) में दी गई उक्त निविदा सूचना में दी गयी सभी शर्तों से बाध्य होना स्वीकार करते हैं।
7. वांछनीय मदों के प्रदाय के लिए दरें निम्न संलग्न प्रपत्र में सेवा की मात्रा उनके प्रत्येक के सामने अंकित की गई है:-
“संलग्न वित्तीय निविदा प्रपत्रानुसार”
8. फर्म/कंपनी द्वारा आदेश प्राप्त करने की दिनांक से आदेश में वर्णित जॉब की सेवा की आपूर्ति कर दी जायेगी।
9. जॉब बेसिस पर कार्य हेतु संविदा 5 माह अथवा 28.02.2021 तक अथवा नियमित नियुक्ति तक, जो भी पहले हो, तक मान्य होगी। इस अवधि को पारम्परिक सहमति के आधार पर नियमानुसार बढ़ाया भी जा सकेगा।

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TERMS AND CONDITIONS OF NOTICE INVITING BID (NIB) FOR PROVIDING SERVICES OF TECHNICAL PERSONNEL ON JOB BASIS

The bidders are advised to read carefully the terms and conditions mentioned below prior to submitting their bids.

A. **Requirement of Technical Personnel** : Directorate of Civil Aviation requires services of experienced and qualified technical personnel for executing jobs on Job Basis relating to the following nature :-

1. Senior Pilot Officer-1
2. Pilot Officer-1
3. Junior Pilot -1
4. Quality Manager-1
5. Continuing Airworthiness Manager (CAM)-1
6. Flight Coordinator/Dispatcher-2
7. Skilled Mechanic-2
8. Semi Skilled Mechanic-1

B. **Eligibility Criteria:-** Essential eligibility criteria for the bidders without which the bid shall be liable for rejection is as under:-

- i) The bidder should be either registered service provider or DGCA approved organisation/NSOP holder. The bidder has to submit following registrations/documents etc as under:-

Sno.	Particulars
1.	Rajasthan contractual labour (Regulation and abolition) Act 1970
2.	EPF Act. 1952
3.	ESIC Act. 1948
4.	Goods And Service Tax
5.	PAN No.
6.	Registration under Rajasthan Shop and Establishment act 1958 or Indian Partnership Act 1932 or Indian Companies act 1956



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- ii) The bidder should be able to provide adequately qualified, trained and experienced manpower on job basis to perform jobs related to VVIP and Government Flights in accordance with all norms/requirements/guidelines amended time to time by Director General of Civil Aviation (DGCA), Ministry of Civil Aviation (MoCA), Bureau of Civil Aviation Security (BCAS), Gol.
- iii) Bidder requires to submit a Banker Cheque/DD amounting to Rs 1.00 lacs (In words-Rupees one lac only) in favour of "Director, Directorate of Civil Aviation" payable at Jaipur as bid security. Bid Processing fee amounting to Rs.1000/- in the form of Demand Draft in favor of "MD, RISL" payable at Jaipur. Bid document fee of Rs 1000 (Rupee One Thousand only) is to be deposited in the form of demand draft drawn on any scheduled bank in favor of "Director, Directorate of Civil Aviation" payable at Jaipur, Rajasthan.
- iv) The complete bidding process is online. Bid documents can be downloaded from the website <http://www.eproc.rajasthan.gov.in> from 06/11/2020 to 19/11/2020 till 12.00 hours. The Bidder shall submit the original demand drafts for Bid document fee physically, along with original Bid Security submission and shall upload the copies of the demand drafts at the time of online bid submission.
- v) Bidder must provide complete detail of personnel (including their experiences and qualification) proposed to be deployed by them on job basis with DCA. DCA has right to select/reject the person deployed by the bidder on job basis terms.
- vi) Bidder must have minimum annual turnover of Rs 100.00 lac in previous year ending 31 March 2020 or 31 March 2019 & shall enclose copy of accounts certified by practising Chartered Accountant.

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- vii) Bidder must have three year work experience up to 31 march 2020 of providing the services of technical personnel on job basis & shall enclose copies of work orders/agreements.

C. Procedure for Bid Submission :-

1. Bidder may contact Directorate of Civil Aviation, Rajasthan on any working day to discuss or clarify, if required.
2. Bidder needs to fill the service points of technical personnel to be deployed by them on job basis.
3. Bidder needs to submit bid in two parts, viz, Technical Bid and Financial Bid in separate envelopes.
4. Technical Bid shall contain the following :-
 - (i) The bidder has to submit following registrations/documents etc as under:-

Sno.	Particulars
1.	Rajasthan contractual labour (Regulation and abolition) Act 1970
2.	EPF Act 1952
3.	ESIC Act 1948
4.	Goods And Service Tax
5.	PAN No.
6.	Registration under Rajasthan Shop and Establishment act 1958 or Indian Partnership Act 1932 or Indian Companies act 1956

- (ii) Signed and sealed bid form along with terms and conditions
- (iii) Banker Cheque/DD towards the earnest money deposit amounting to Rs 1.00 lacs (in words one lac only)/-, Rs. 1000 (in words one thousand only) for bid cost and Rs. 1000 (in words one thousand only) as bid processing fee.

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- (iv) List of Professional / Technical personnel to be deployed on job basis terms.
- (v) Minimum annual turnover of Rs 100.00 lac in previous year ending 31 March 2020 or 31 March 2019 & shall enclose copy of accounts certified by practicing Chartered Accountant.
- (vi) Three year work experience of providing the services of technical personnel on job basis up to 31 March 2020 & shall enclose copies of work orders/agreements.

5. Financial Bid shall contain the following :-

- i) No. of Technical/professional personnel to be deployed
- ii) Quote for Job wise remuneration. (Goods & Service Tax shall be paid extra, as applicable).

Note: Financial bid of technically successful bidder shall be opened. Incomplete and conditional bids shall not be accepted at all and shall be liable for rejection.

D. **Qualification & Experience:** -Details relating to experience and qualification for required jobs are attached with the bid.

E. **General terms and conditions:-** General terms and conditions of the bid shall be as under :-

1. Contract shall be on job basis only.
2. Contract shall be valid for a period of five months or till 28.02.2021 or till regular recruitment are made, whichever is earlier.
3. Successful bidder needs to deposit performance security equal to 2.5% of the supply order. Bid security deposited with the technical bid shall be adjustable against the performance security. No interest shall be given on the performance security.
4. Successful bidder needs to sign an agreement with the DCA on Non-judicial stamp paper of Rs.1,000 (One thousand only) at their own cost within 15 days from the date of award of contract.
5. Contract shall be extendable on mutual consent on similar terms and conditions as per RTPP act 2012 & rules 2013.



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6. No. of required personnel may be increased or reduced by the Directorate of Civil Aviation at any time.
7. Bidder needs to pay the remuneration to the deployed professional / technical manpower on or before every 10th day of the month. In case of any delay penalty may be imposed as per norms decided by DCA.
8. Payment to the Bidder will be made normally within 10 working days time on production of monthly Invoice fulfilling all terms & conditions except in case of extraordinary circumstances.
9. In case of breach of any term of the contract, penalty may be imposed as per norms decided by DCA and performance security shall be forfeited.
10. DCA shall not be liable, in case the delay takes place at the level of treasury. Even in such cases, Bidder has to pay the remuneration to the technical personnel in time.
11. In case of not providing professional / technical manpower for the entire contract or part thereof, proportionate amount shall be deducted from monthly contractual amount. Also actual losses/expenditure paid by DCA will be recovered from Bidder.
12. Technical personnel to be engaged by the bidder should be trained and competent as per experience and qualification mentioned in the bid. It is the responsibility of bidder to provide / ascertain availability of technical personnels duly trained and current in all respect (including all ground / flight trainings & checks) as per DGCA guidelines before deploying them at DCA.

All types of training/ check/ renewals/ insurance/ licenses as per regulatory compliance falling in the period of contract shall be taken care of by bidder. All type of expenses shall be borne by bidder in this regard. However, GoR may provide state aeroplane for such checks/tests if falling due in contract period if required.

Quality Manager & CAM should be well qualified & should have completed required training / checks before deployment. Any training/ check falling in the period of contract shall be taken care of by bidder.



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13. The bidder shall be responsible to ascertain availability of all deployed technical persons as per the requirement of job. If any person is not available at any point of time, for completion of his / her job, bidder is required to arrange person having been equally qualified for completion of required job. If bidder fails to provide such alternative arrangements in time then DCA will be free to make replacement / alternate arrangement at risk and cost to bidder and the same shall be deducted from bidder's monthly invoice on day's basis.
14. Bidder shall be responsible for deposition of amount of GST, EPF,ESI so collected to the concerned authorities in time.
15. Taxes at source shall be deducted by the Directorate of Civil Aviation as per rules/norms in force.
16. Invoice and other enclosures should be signed under the seal of proprietor or their authorized representative only.
17. Normal office hours of DCA are 0930 to 1800 during all working days. Job duties/chart of the personnels on job will be as per DGCA norms, qualifications & experience mentioned in the bid. FDTL requirements applicable as per DGCA guidelines for all technical personnels (flight crew) as amended time to time shall be strictly adhered to. Accordingly Accountable Manager/Chief Pilot Officer shall decide & coordinate duty timings. Minimum weekly rest to the pilots will be provided as per DGCA norms.
Professional / technical manpower deployed by the bidder on Job Basis terms are to be remain based at Jaipur or as directed by Accountable Manager/Chief Pilot Officer/Director. The job delivery of all personels on job basis will be marked by Accountable Manager. The invoice will be verified by Accountable Manager/Chief Pilot Officer/Director and concerned DA on the basis of this marking and then payment shall be released as per rules, terms and conditions.
18. Bidder shall be fully responsible, if any of their technical personnel consumes alcohol, tobacco, Cigarettes etc and behaves an improper manner or found indulge in criminal and illegal activities.

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19. Bidder shall not be authorized to sublet the contract to any other agency.
20. If the services of any personnel are not satisfactory, bidder has to replace immediately and get required approvals from the regulatory authorities in time.
21. Prior to providing the manpower, Bidder shall carry out their Police verification of each individual from the office of concerned S.P./ DCP and shall provide a copy of such certificate to this effect. This verification would also help in getting AEP (Airport Entry Pass) issued. It is bidders responsibility to fulfill all formalities and getting necessary security clearance as per BCAS guidelines. Security programme must be approved by the BCAS. If the services are hampered due to this reason proportionate amount shall be deducted and penalty shall be imposed for the same.
22. DCA shall not be liable for payment of compensation in case any of the personnel so provided on job basis met with incident / accident during contract period.
23. Service of all professional and technical personnel offered by bidder shall be screened by Director/CPO Civil aviation or by committee as decided by DCA/GoR. Deployment will be subject to personal interview.
24. Persons deployed would need to travel outside as part of their job service for which travelling by rail/bus/taxi and local conveyance would be admissible and reimbursed on producing bill/vouchers as approved by State Government or will approved by State Government for these services specifically.
25. Persons deployed would be allowed to avail all gazetted holidays. Although they may be called on holidays to carry out jobs as per requirement of the organization and bidder has to provide all required services without any extra cost to DCA. However Accountable Manager/ CPO/ Director may decide their duty timings in other working days in lieu of this as per relevent laws.



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26. Prior permission from competent level for air travel would need to be obtained in case of emergent circumstances. Emergency Circumstances will be approved by Director Civil Aviation.
27. Contract may be terminated by either party by giving one month's notice at any time. DCA may terminate the agreement with immediate effect also in case of serious violations, misconduct, misbehave, distraction of aircraft, non compliance of DGCA rules & guidelines, liquidation of company or any unforeseen events .
28. DCA shall have the right to reject the bid in full or part thereof without assigning any reason.
29. In case of any dispute, its jurisdiction shall be Jaipur only.
30. The bidder shall always provide adequately qualified and experienced technical staff as per requirements of DGCA / DCA/ other applicable authorities and rules amended up to time to time.
31. Performance Security amount shall be refundable. It shall be refunded after successful completion of contract and providing required documents by the Bidder to the DCA.
32. The flight crew may be allowed to fly outside DCA to maintain the basic requirements regarding recency and currency as per DGCA norms provided it doesn't hinder the flying commitments of DCA and a prior NOC has been obtained in this regard from DCA. All type of expenses shall be borne by bidder in this regard. Further bidder shall provide similar services of professional / technical personnel during this period also.
33. Discipline, courtesy, maintaing proper decorum, wearing of uniforms as decided by DCA is mandatory for crew all. Pilot's uniform is necessary. Only in no flying day, they may come in official wear. Jeans, tshirts are not allowed.



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34. It shall be the responsibility of the Service provider for strict adherence of the rules and regulations issued by the Central/State Government / concerned agencies and local governing body.

35. The validity for the bid will be 90 days.

36. It shall be the responsibility of the service provider to ensure timely deposition of GST, EPF and ESI applicable as per rules. Challans of which shall be produced to DCA with the invoice of the succeeding month after which the payment shall be processed by DCA. DCA shall not be responsible in this regard if taxes and duties are not deposited by the bidder as per rule and on time.

37. In case of more than one bidders participating on L-1 position, turnover shall be given priority. In this case, the decision of DCA shall be final.

38. In case of MSME firm rules and regulations as stipulated in RTPP act/ rules shall be applicable.

39. The Bidding Process shall be governed by and construed in accordance with, the laws of India and the Courts at Jaipur, Rajasthan shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Bidding Process.

Any Dispute, which is not resolved amicably, as provided above, shall be finally decided by reference to arbitration through an Arbitral Tribunal comprising of Sole Arbitrator to be appointed by Directorate of Civil Aviation (DCA) in consultation with the Bidder as per the provisions of the Arbitration & Conciliation Act, 1996 and any subsequent amendment thereto.

Such arbitration shall be held in accordance with the Rules of Arbitration of the Indian Council of Arbitration and shall be subject to the provisions of the Arbitration and Conciliation Act, 1996 and as amended from time to time thereafter and arbitration fees, as applicable shall be borne by the Bidder.

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40. The jurisdiction of all challenges arising out of the Agreement or to its implementation shall be the courts at Jaipur and High Court in the State of Rajasthan.

Director, CA

We have read all the terms and conditions mentioned above and we hereby undertake that we shall abide by them.

Signature with
Bidder Seal

Contact detail _____



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QUALIFICATION AND EXPERIENCE REQUIREMENTS

S.No.	Designation	Qualification & Experience
1.	Senior Pilot Officer	<p>Academic: Senior Secondary (10+2) from a recognized board or its equivalent.</p> <p>Licenses & Ratings: valid CPL commercial Pilot's License or [ATPL] Airline Transport Pilot's License endorsed on King air B200 and King Air C-90 aircraft. PIC rating with current IR, FRT0, RTR (A) and class-1 Medical fitness certificate.</p> <p>Experience: CPL or ATPL with at least Total flying experience 3,000 hours out of which 2,000 hours as Pilot in command. Total PIC on type 50 hours. Night flying experience 10 hours flying experience.</p> <p>Recency: 30 hours PIC during last 6 months, 5 hours on types of aircraft during last 30 days.</p> <p>Age: As per DGCA guidelines</p> <p>Preference: Experience of V.V.I.P.'s and V.I.P.'s flights</p>
2.	Pilot Officer	<p>Academic: Senior Secondary (10+2) from a recognized Board or its equivalent.</p> <p>Professional: valid [ATPL] Airline Transport Pilot's License (Airplane)/CPL with endorsement of King air B200 or King Air C-90 aircraft* or both with current Instrument Rating, FRT0, RTR(A) and Class-1 medical certificate.</p> <p>Experience: Flying experience total 750 hours out of which 150 hours as pilot in command.</p> <p>Flying experience on type of 400 hours.</p> <p>Age- As per DGCA guidelines</p> <p>Preference: Experience of V.V.I.P.'s and V.I.P.'s flights & Familiar with Central/State Govt. Organization work culture.</p>
3.	Junior Pilot	<p>Academic: Senior Secondary (10+2) from a recognized Board or its equivalent.</p> <p>Professional: valid [CPL] Commercial Pilot's license. Endorsement on King air B200 or King Air C-90 aircraft* or Both. PIC rating with current IR. FRT0, RTR (A) and Class-1 medical.</p> <p>Experience: Flying experience total 200 hours out of which 100 hours as pilot in command total on type 50 hours.</p> <p>Age- As per DGCA guidelines</p> <p>Preference: Experience of V.V.I.P.'s and V.I.P.'s flights & Familiar with Central/State Govt. Organization work culture.</p>
4.	Quality Manager	<p>1. Senior Secondary (10+2) in Science & Maths from recognized Board or its equivalent.</p> <p>2. Engineering Degree in Aero-nautical, Mechanical, Electrical, Electronics Avionic or Aircraft Maintenance Engineering course approved by DGCA or any Engineering Degree related to maintenance.</p> <p>3. 5 years of aviation experience on an operating aircraft in an AMO/CAR145/CAMO/CAR-M is essential.</p>



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		<p>4. Knowledge of quality (CAMO)/CAR-M and Maintenance system. Age- As per DGCA guidelines Preference: Knowledge of Computer / working Knowledge of Operations Software.</p>
5.	CAM	<p>1. Senior Secondary (10+2) in Science & Math's from recognized Board or its equivalent. 2. Engineering Degree in Aero-nautical, Mechanical, and Electrical, Electronics Avionic or Aircraft Maintenance Engineering course approved by DGCA or any Engineering Degree related to maintenance. 3. 5 years of aviation experience on an operating aircraft in an AMO/CAR145/CAMO/CAR-M is essential. 4. Knowledge of CAMO/CAR-M and Maintenance system. Preference: Knowledge of Computer / working Knowledge of Operations Software.</p>
6.	Flight Dispatcher / Flight Coordinator	<p>1. Senior Secondary (10+2) or equivalent examination with Physics and Mathematics from a recognized Board/University. 2. Should have work experience of two years out of the following :- (i) A pilot member of the crew in air transportation. OR (ii) A flight navigator in air transportation. OR (iii) An air traffic controller: or flight operations officer in air transportation flight operation system. OR Should have completed an approved training course. OR 1. Senior Secondary (10+2) or equivalent examination from a recognized Board/University with 5 years of aviation experience out of which 1 year in flight operation. 2. MBA in any field Preference: Knowledge of Computer / working Knowledge of Operations Software.</p>
7.	Skilled Mechanic	<p>1. Senior Secondary (10+2) or equivalent examination with Physics and Mathematics from a recognized Board/University. 2. Diploma in Aircraft maintenance engineering approved by DGCA 3. 5 years of aviation experience out of which 2 years on an operating aircraft in an AMO/CAR145 /CAMO/CAR-M is essential. Or 4. 10 years experience of aircraft maintenance out of which 5 years experience should be on type of King Air B200/King Air C90 Aircraft.</p>



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8.	Semiskilled Mechanic	<ol style="list-style-type: none">1. Senior Secondary (10+2) or equivalent examination with Physics and Mathematics from a recognized Board/University.2. Diploma in Aircraft maintenance engineering approved by DGCA. <p>or</p> <ol style="list-style-type: none">3. Five year aviation experience.
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* Bidder is required to provide atleast one pilot officer/ Junior pilot endorsed & qualified on either B200 or C90A. Preference will be given to those who are willing to offer services of pilot officer / Junior pilot who are having endorsement & experience of both aircrafts.



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Part-I

TECHNICAL BID

(HIRING OF MAN POWER ON JOB BASIS)

S. No.	Descriptions	
1	NIB No. & Date	
2	Name of the Service Providing Agency	
3	Registered office Address	
4	Communication Address	
5	TAN/PAN No. (copy to be enclosed)	
6	GST Registration No. (Attach copy of registration)	
7	Bid Security Details:- BC/DD No. , Date and amount (BC/DD should be in favor of " Director, Directorate of Civil Aviation" payable at Jaipur	
8	Rajasthan contractual labor (Regulation and abolition) Rules 1970	
9	EPF Registration Certificate (copy to be enclosed)	
10	ESIC Registration Certificate (copy to be enclosed)	
11.	Company registration certificate under Indian Company Act 1956 or Indian Partnership Act 1932 or Rajasthan Shops and Establishment Act 1958	
12.	Three year Work Experience up to 31 March 2020 (Enclose Copy of Work orders / agreements)	
13	Annual turnover of minimum Rs. 100.00 lac in previous year ending on 31.03.2020 or 31.03.2019 (Enclose copy of Annual accounts cerified by practising Chartered Accountant)	
13	Bank details/Cancelled Cheque	
14	Firms' acceptance on the terms and conditions of the bid.	
15	Details of Services to be provided on job basis (Attach list of qualified and experienced personnel along with their CV) It shall be noted by the bidder that criteria of services of eligible candidates will strictly depend on the qualification, experience followed by screening of individuals due to VVIP flight operations and security purpose.	
16	Other relevant information, if any	

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Declaration by the bidder:-I/WE shall abide by the terms and conditions of the bid from and I/we are willing to sign a legal agreement with the Government of Rajasthan, in case the contract is awarded to our organization. I/We also undertake that our firm has never been black listed by Central or any of the State Government. The above information is true to be best of our knowledge and records and nothing has been hidden.

Signature of the Authorized
Signatory

(With Company/Firm Seal)



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निविदा की विशिष्ट शर्तें

उपापन संस्था द्वारा उक्तानुसार विभिन्न सेवाओं के संपादन में कार्यरत मानव संसाधन की उपापन प्रक्रिया हेतु बोली दस्तावेजों में अन्य आवश्यक बिंदुओं के साथ-साथ निम्नांकित विशिष्ट बिंदुओं का अनिवार्य रूप से पालन किया जावे।

- (i) न्यूनतम मजदूरी अधिनियम 1948 (केंद्रीय अधिनियम 11, वर्ष 1948) के वैधानिक प्रावधानन की अनुपालना का दायित्व सम्बंधित संवेदक का होगा।
- (ii) राजस्थान अनुबंधित श्रमिक (नियमन एवं उन्मूलन) अधिनियम, 1970, कर्मचारी भविष्य निधि अधिनियम, 1952 एवं कर्मचारी राज्य बिमा अधिनियम, 1948 के अंतर्गत नियमानुसार पंजीकृत संवेदक ही उक्त प्रकार की बोली में भाग लेने हेतु अर्हत होंगे। पंजीकरण प्रमाण-पत्र की सत्यापित प्रतिलिपि पूर्ण रूप से भरे हुए बोली दस्तावेजों के साथ सम्बंधित उपापन संस्था को प्रस्तुत की जाएगी।
- (iii) संवेदक द्वारा नियोजित मानव संसाधन को मजदूरी / पारिश्रमिक का भुगतान अनिवार्य रूप से उनके बैंक खातों में ही किया जाएगा। सम्बंधित संवेदक द्वारा नियोजित मानव संसाधन के बैंक खातों में जमा कराई गयी राशि का विवरण सम्बंधित उपापन संस्था को आगामी माह के मासिक बिल के साथ अनिवार्य रूप से प्रस्तुत किया जाएगा। मानव संसाधन के बैंक खातों में जमा कराई गयी राशि के विवरण बाबत उपापन संस्था की संतुष्टि होने पर ही संवेदक को आगामी माह के बिल का भुगतान किया जाएगा।
- (iv) श्रम विभाग द्वारा निर्धारित न्यूनतम मजदूरी दर के अनुसार मानव संसाधन को मजदूरी / पारिश्रमिक का भुगतान करने का दायित्व सम्बंधित संवेदक का होगा।
- (v) मानव संसाधन को निर्धारित न्यूनतम मजदूरी का भुगतान सुनिश्चित करने के लिए संविदा अवधि के दौरान न्यूनतम मजदूरी दर भी श्रम विभाग की अधिसूचना से समय-समय पर वृद्धि होने पर उपापन संस्था द्वारा संवेदक को बढ़ी हुई न्यूनतम मजदूरी की सीमा तक अंतर राशि का भुगतान किया जा सकेगा।
- (vi) संवेदक को राज्य / केंद्र सरकार की नवीनतम दरों के अनुसार अपने समस्त मानव संसाधन का नियमानुसार ईपीएफ़ एवं ईएसआई जमा करना होगा जिसमें नियोजित मानव संसाधन की मजदूरी राशि से कटौती और संवेदक का अंशदान शामिल होगा। संवेदक द्वारा अपने आगामी माह के बिल के साथ जगत माह के पेट मानव संसाधन के ईपीएफ़ और ईएसआई के अंशदान की राशि नियमानुसार जमा कराये जाने की पुष्टि में सम्बंधित चालान की प्रति प्रस्तुत किये जाने पर ही संवेदक को आगामी माह के बिल/बिलों का भुगतान किया जाएगा।



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- (vii) संवेदक द्वारा प्रत्येक कार्य स्थल पर डिस्प्ले बोर्ड लगाए जाएंगे, जिन पर संवेदक का नाम, संविदा अवधि, कार्य की प्रगति, श्रमिकों हेतु हेल्पलाइन नंबर एवं संवेदक द्वारा न्यूनतम मजदूरी भुगतान नहीं करने की शिकायत करने सम्बन्धी का विवरण स्पष्ट रूप से अंकित किया जाएगा।
- (viii) राज्य में लागू श्रम नियमों के अंतर्गत अपने समस्त मानव संसाधन को नियमानुसार ईपीएफ़ एवं ईएसआई की राशि जमा करने का दायित्व संवेदक का होगा।
- (ix) संवेदक द्वारा मानव संसाधन को देय राशि पर वस्तु एवं सेवा कर (GST) की राशि अतिरिक्त रूप से देय होगी। सभी प्रकार के करों को जमा करवाने की जिम्मेदारी संवेदक की ही होगी। संवेदक द्वारा गत माह में जमा कराये गए वस्तु एवं सेवा कर (GST) के चालान की प्रति आगामी माह के बिल के साथ अनिवार्य रूप से संलग्न की जाएगी। वस्तु एवं सेवा कर (GST) की राशि जमा कराने के प्रमाण स्वरूप चालान की प्रति प्रस्तुत नहीं किया जाने पर आगामी माह के बिल में वस्तु एवं सेवा कर (GST) का भुगतान नहीं किया जायेगा। उक्त स्थिति में वस्तु एवं सेवा कर (GST) के सम्बन्ध में उत्पन्न होने वाले किसी भी प्रकार के दायित्वों के निर्वाहन का उत्तरदायित्व संवेदक का होगा।
- (x) श्रम विधि के अंतर्गत निर्धारित नियमों, उपनियमों व अधिसूचनाओं तथा केंद्र/राज्य सरकार द्वारा समय-समय पर जारी किये गए दिशा-निर्देशों की पालना करने का दायित्व संवेदक का ही होगा। श्रम विधि के अंतर्गत निर्धारित नियमों, उपनियमों, अधिसूचनाओं, दिशा-निर्देशों आई की पालना नहीं करने की स्थिति में उसके परिणामों / दायित्वों के लिए संवेदक स्वयं उत्तरदायी होगा।
- (xi) यदि संवेदक एवं कार्य पर लगाए गए मानव संसाधन के मध्य कोई विवाद उत्पन्न होता है तो उसकी प्रबंधकीय जिम्मेदारी संवेदक की होगी। इसके लिए उपापन संस्था का सक्षम प्राधिकारी न्यूनतम मजदूरी अधिनियम, 1948 एवं राजस्थान अनुबंधित श्रमिक (नियमन एवं उन्मूलन) अधिनियम, 1970 का उचित प्रकार से तथा निष्ठापूर्वक पालन करने के लिए उत्तरदायी होगा।
- (xii) नियोजित मानव संसाधन को 240 दिवस पूर्ण कर लिए जाने पे औद्योगिक विवाद अधिनियम, 1974 में विहित प्रावधानों के अनुसार श्रम नियोजित श्रमिकों को हटाने, कार्यमुक्त करने, नोटिस वेतन, छटनी, मुआवजा आदि देने का समस्त उत्तरदायित्व संवेदक का होगा।
- (xiii) कार्य सम्पादन अवधि के दौरान कार्य के सम्बन्ध सन्दर्भ में किसी भी प्रकार की क्षतिपूर्ति या मुआवजा देने / ईएसआई करवाने / सामूहिक दुर्घटना बिमा कराने इत्यादि की जिम्मेदारी एवं दायित्व संवेदक की होगी, इसके लिए उपापन संस्था की कोई जिम्मेदारी नहीं होगी।
- (xiv) यदि संवेदक द्वारा नियमानुसार निर्धारित न्यूनतम मजदूरी / पारिश्रमिक का भुगतान नहीं किये जाने की शिकायत उपापन संस्था को प्राप्त होती है तो उपापन संस्था इस सम्बन्ध में श्रम



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विभाग को अनिवार्य रूप से सूचित करेगी और, नियमानुसार आवश्यक होने की स्थिति में संवेदक को Debar करने की कार्यवाही करेगी।

- (xv) बोलीदाता (bidder) के द्वारा निविदा प्रस्तुत किये जाने के समय राजस्थान श्रमिक अनुबंधित अधिनियम एवं श्रमिक अनुबंध नियम, 1970/ संशोधन अधिनियम, 2014 तथा कर्मचारी भविष्य निधि अधिनियम, 1952 के अद्यतन प्रावधानों के अंतर्गत पंजीकरण करवाना आवश्यक है तो बोलीदाता द्वारा पंजीकरण, प्रमाण-पत्र उपलब्ध कराया जाएगा। यदि नियमों के अंतर्गत बोलीदाता पंजीकरण बाध्यता की सीमा में नहीं है तो वह तदनुसार वचन- पत्र (undertaking) प्रस्तुत करते हुए बोली में भाग ले सकता है।

सफल बोलीदाता को यह शपथ पत्र प्रस्तुत करना आवश्यक होगा कि निविदा अवधि के दौरान यदि उसके द्वारा राजस्थान श्रमिक अनुबंधित अधिनियम एवं श्रमिक अनुबंध नियम 1970/संशोधन अधिनियम 2014 तथा कर्मचारी भविष्य अधिनियम 1952 के अन्तर्गत पंजीकरण कराया जाना आवश्यक हो तो तदनुसार पंजीकरण कराते हुए प्रमाण-पत्र की प्रति सम्बन्धित कार्यालय को उपलब्ध करवाई जायेगी। पारिश्रमिक

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Annexure-II : Declaration by the Bidder regarding Qualifications

Declaration by the Bidder

In relation to my/our Bid submitted tofor procurement ofin response to their Notice inviting Bids No.....Dated.....I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012 that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entry;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the union and the state
3. Government or any local authority as specified in the Bidding Document.
4. I/we are not insolvent, in receivership, bankrupt or being wound-up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
5. I/we do not have, and our directors and officers not have been convicted of any criminal offence related to my/our professional conductor the making of false statements or misrepresentations as to my/our qualifications to enter in to a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
6. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, Which materially affects fair competition.

Date:

Signature of bidder (With seal)

Place:

Name:

Designation:

Address:



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Annexure B : Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is Principal Secretary/Secretary, Civil Aviation Department, Government of Rajasthan, Secretariat Main Building Jaipur 302005.

The designation and address of the Second Appellate Authority Addl. Chief Secretary/Principal Secretary, Finance Department, Government of Rajasthan, Secretariat Main Building Jaipur 302005.

(1) Filing an appeal: -

If any bidder or prospective bidder is aggrieved that any decision, action or omission of the procuring entity is in contravention to the provisions of the Act or the rules or the guidelines issued there under, he may file an appeal to First Appellate authority, as specified in the Bidding document with in a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a bidder a successful the appeal may be filed only by a bidder who has participated in procurement proceedings:

Provided further that in case a procuring entity evaluates the technical bids before the opening of the financial bids, an appeal related to the matter of financial bids may be filed only by a bidder whose technical bid is found to be acceptable.

(2) The officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it off with in thirty days from the date of the appeal.

(3) If the officer designated under Para(1) fails to dispose of the appeal filed within the period specified in Para (2), or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed by the first appellate authority, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to second appellate authority specified in the bidding document in this behalf with in fifteen days from the expiry of the period specified in Para (2) or of the date of receipt of the order passed by the first appellate authority, as the case may be.

(4) Appeals not to lie in certain cases:

No appeal shall lie against any decision of the procuring entity relating to the following matters, namely:-

- a) Determination of need of procurement
- b) Provisions limiting participation of bidders in the bid process
- c) The decision of whether or not to enter into negotiations
- d) Cancellation of a procurement process
- e) Applicability of the provisions of confidentiality

(5) Form of Appeals:-

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- (a) An appeal under Para (1) or (3) above shall be in the annexed form along with as many copies as there are respondents in the appeal.
 - (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee,
 - (c) Every appeal may be presented to first appellate authority or second appellate authority, as the case may be, in person or through registered post or authorized representative.
- (6) Fee for filing Appeal:-**
- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
 - (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a scheduled bank in India payable in the name of appellate authority concerned.
- (7) Procedure for disposal of Appeal:-**
- (a) The first appellate authority or second appellate authority as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing
 - (b) On the date fixed for hearing, the first appellate authority or second appellate authority, as the case may be shall-
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
 - (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the appellate authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
 - (d) The order passed under sub-clause (c) above shall also be placed on the state public procurement portal.

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Annexure C-Right to vary Quantities

Right to vary quantity:-

- (1) At the time of award of contract, the quantity of goods, works or services originally specified in the bidding documents may be increased, but such increase shall not exceed fifty percent of the quantity in the bidding documents. It shall be without any change in the unit prices or other terms and conditions of the bid and the bidding documents.
- (2) If the procuring entity does not procure any subject matter of procurement of procurers less than the quantity specified in the bidding documents due to the change in circumstances, the bidder shall not be entitled for any claim or compensation except otherwise provided in the bidding documents.
- (3) Order for additional may be placed, if allowed in the bidding documents, on the rates and conditions given in the contract and the original order was given after inviting open competitive bids. Delivery or completion period may also be as under:-
 - (i) 50% of the quantity of the individual items and 50 % of the value of original contract in case of works; and
 - (ii) 50% of the value of goods or services of the original contract.
- (4) If the purchase officer does not purchase any of the tendered articles or purchase less than the quantity indicated in the tender form, the tenderer shall not be entitled to claim any compensation.

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Annexure D: Additional Conditions of Contract

Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bid on the Following basis :

- (i) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- (ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (iii) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

Compliance with the Code of Integrity and no Conflict of Interest.

Any person participating in a procurement process shall:-

- (a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) Not indulge in any collusion, Bid rigging or anticompetitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process.
- (e) Not to indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly to any party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any; and
- (h) Disclose any previous transgressions with the entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

(Handwritten signatures and initials)



Government of Rajasthan

DIRECTORATE OF CIVIL AVIATION

State VIP Hangar, Sanganer Airport, Jaipur-302011, Rajasthan, INDIA
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A conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, Contractual obligations, or Compliance with applicable laws and regulations.

- (i) A bidder may be considered to be in conflict of Interest with one or more parties in the bidding process if, including but not limited to:
- (a) Have controlling partners/shareholders in common; or
 - (b) Receive or have received any direct or indirect subsidy from any of them; or
 - (c) Have the same legal representative for purposes of the bid; or
 - (d) Have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about the influence the decisions of the procuring Entity regarding the bidding process; or
 - (e) The bidder participates in more than one bidding in a bidding process. Participation y a bidder in more than one bid will result in the disqualification of all the bids in which the bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a bidder, in more than one bid; or
 - (f) The bidder or any of its affiliates participated as a consultant in the preparation of the design of the technical specifications of the goods. Works or services that are the subject of the Bid; or
 - (g) Bidder or any of its affiliates has been hired (or proposed to be hired) by the procuring entity as engineer-in-charge/consultant for the contract.

Forfeiture of bid Security:- The bid Security will be forfeited in the following cases:

- (i) When tenderer withdraws or modifies the officer after opening of the tender but before acceptance of tender.
- (ii) When tenderer does not execute the agreement if any, prescribed within the specified time.
- (iii) When the tenderer does not deposit the performance security after the supply order is given.
- (iv) When he fails to commence the supply of the items as per supply order within the time prescribed.

Forfeiture of Performance Security:- Security amount in full or part may be forfeited in the following cases:

- (a) When the terms and conditions of the contract is breached.
- (b) When the tenderer fails to make complete supply satisfactorily
- (c) Notice of reasonable time will be given in case of forfeiture of performance security. The decision of the purchase officer in this regard shall be final.

- (1) The expenses of completing and stamping the agreement shall be paid by the tenderer and the department shall be furnished free of charge with one executed stamped counter part of the agreement



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Financial Bid Form

1. Name of Bidder Organization :

2. Address of Bidder Organization:

3. Contact No.: (1)

(2)

Rates for task on Job basis to be filled as following-

S. No	Nature of Job	No. of human resource required for the job	Monthly rates for each Job	EPF Rates in Rs (13%)	ESI Rates in Rs (3.25%)	Service Charges of Bidder	Total Monthly amount	
							In Figures (4+5+6+7)	In Words (4+5+6+7)
1	2	3	4	5	6	7	8	9
1.	Senior Pilot	1						
2.	Pilot officer	1						
3.	Junior Pilot	1						
4.	Quality Manager	1						
5.	CAM	1						
6.	Flight Dispatcher/ Flight Coordinator	2						
7.	Skilled Mechanic	2						
8.	Semiskilled Mechanic	1						
	Total	10						

Note:-

1. Bidder shall fill only in column no 4,7,8 & 9.
2. L-1 will be finalized on the basis of Rates offered in column number 9/10.
3. If any difference is found in words and numbers of rates offered, written in the words will be final & abiding.
4. GST will be paid extra as applicable.