

Government of West Bengal
Transport Department
FLYING TRAINING INSTITUTE
New Secretariat Building
5th floor, Block- 'A', Room No-21 & 22
1, Kiran Sankar Roy Road
KOLKATA - 700 001

Ph. - 033 2262 5416 Fax. - 033 2262 7024
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Date: 27.06.2018

Tender Ref No: 134/FTI-08/2018 dated: 27/06/2018

NOTICE INVITING ELECTRONIC TENDER NO. 134/FTI-08/2018 dated: 27/06/2018
OF THE DIRECTOR, FLYING TRAINING INSTITUTE.

The Director, Flying Training Institute, Transport Department, Government of West Bengal, invites e-Tender for the work detailed in the table below. (Submission of Bid through online portal)

Name Of Work	Earnest Money	Tenure of Contract
Introduction and operations of a Pressurised and Air Conditioned small fixed wing Twin Engine Turbo prop Aircraft with capacity of at least 7 – 9 passengers and requisite crew. The Aircraft MTOW should be less than 5700 Kgs.	10,00,000 (Ten Lacs Only)	5 (five) Years Subject to renewal/termination because of non- performance

1. The Director, Flying Training Institute, Transport Department, Government of West Bengal seeks expression of interest (EOI) from experienced and competent Non-schedule operators/Scheduled operators / Scheduled Charter Airline for induction and operation of air services using fixed wing Turbo-Prop twin engine aircraft with capacity of at least 7 – 9 passengers and requisite crew. The aircraft Maximum takeoff weight should be less than 5700 Kms. Interested operators are requested to submit their proposal along with details of credentials, eligibility and previous experiences in operating air services.
2. The aircraft must be certified airworthy by DGCA India (Director General of civil aviation, India). If the interior is not found suitable for (V)VIP use, the operator will have to get it refurbished to suit use by (V)VIP. The operator will have to agree to complete refurbishment of aircraft in case the aircraft is more than 10 years old, or in case the interiors are in poor condition.
3. It will be the sole responsibility of the operator to liaise and fulfil all regulatory formalities with BCAS/DGCA/State, local and other authorities pertaining to operation of flights. In case of breach or non- compliance, the State Government will not be responsible to resolve regulatory matters and it shall be the sole responsibility of the Aircraft operator to resolve matters with the regulatory authorities. In case of non-compliance with Indian laws and regulations the contract will be cancelled with immediate effect.

4. The operator apart from holding a proper NSOP/SOP/SCO license in its own name shall also ensure that the operations are conducted in a professional manner by deploying requisite staff at each location such staff will undertake the process of check in and ground handling of flights at each location apart from regular flight operation work. The bidder as a company must be currently in the business of operating aircraft services under valid NSOP.
5. The bidder should provide proof of undertaking charter operations in the last one year, detailing the number of hours of charters provided, the clients to which the charter was provided and the proof of data being submitted to DGCA. Details should also include the aircraft registration used for the charter operations. The operator should have cumulative turnover of over 20 Crore from last three financial years
6. The sectors of operations will be defined as per instructions and needs from the Government of West Bengal and can be amended from time to time and notified to the operator. Aircraft will be utilised as per guidelines from Transport Department, Government of West Bengal and will be communicated to the operator(s) from time to time. The minimum utilisation (including retained waiting and guarantee related thereto) of Aircraft in a month will stand at 75 (seventy five) hours. The possible use of aircraft will be on airports like Coochbehar, Behala, Malda & Balurghat and aircraft should be capable of operating from / to / on these airports, with 1000 Meters runway in all weather with minimum 7 passengers. During extremely hot weather the aircraft should be capable of operating with minimum 5 passengers from these airports.
7. In the event the deployed Fixed Wing Aircraft is grounded or is not serviceable for more than 72 (seventy two) hours at a stretch, a replacement shall be provided by the operator at no additional cost to the Government. In case such events occur more than twice in a month and more than 4 times in a Quarter, it will be treated as breach of minimum service level and the government will have option to terminate the contract.
8. Performance Guarantee: The successful bidder has to submit a performance guarantee of INR twenty five lakhs (25, 00,000) at the time of signing the contract. In case of operator not being able to meet the requirements of the state government for operations of Aircraft due to any reason but force majeure, the Performance Guarantee will be forfeited and contract will be annulled.
9. The aircraft and crew as appointed to operate should be technically qualified to undertake night operations also. Both the pilots and Operating crew, if applicable, should meet the specifications of DGCA for Flying (V)VIPs like Hon'ble Governor and Hon'ble Chief Minister.
10. For the purpose of this contract, the air transport services undertaken as part of this contract shall be considered as charter operations on hire by the Transport Department, Government of West Bengal. Under this charter contract, Transport Department, Government of West Bengal may further engage a management agency.
11. State Government also wants that when the aircraft is operating on a predefined route, the seats should be sold by the operator (or the management agency) to general public so that the services can be put to larger public use. Government will notify the operator where it intends to open this facility and also the indicative price to operator.
 - a. The operator will have to organise infrastructure to conduct sale of tickets through physical outlets at operating airports and electronic platform (option of online ticketing along with payment gateway is a must) within 3 (three) months of signing of contract. Issuance of tickets shall be governed by the guidelines as laid down by the State Government. This infrastructure

may include an online platform to sell tickets that also allow refund and rebooking as well as offer details about operations.

b. This has to be supported by physical infrastructure to sale and service tickets at airport with airport counters at the notified operating airports. It should be also supported by telephone call centre to facilitate information, sales and services for the passengers who want to avail such service.

12. Tenure of contract: The contract shall be for a tenure of 5(Five) years. Based on response and expansion plans the tenure may be extended after mutual discussions. However, in case of any non-performance / lack of performance, Government of West Bengal reserves the right to cancel the contract with one (1) month's notice without any further intimation. The decision of the Government of West Bengal will be final and binding in this regard

13. Support from State Government: All Airport related levies would be reimbursed on actual basis within 7 days of submitting the respective bills, by the State Government to the operator. The State Government will extend lateral support at local Airports regarding Fire, Ambulance and Security services. The airports at Kolkata and Bagdogra the operator shall coordinate with the respective airports to avail the necessary services.

14. The bidder will have to submit the Technical Bids with all supporting papers and financial bid as per the format provided. The response should include details on following:

- a. Earnest money equivalent to sum of Rs. 10, 00,000.00 (Rupees ten lakh) only through online mode in favour of "West Bengal Transport Infrastructure Development Corporation Limited".
- b. Details of the Aircraft (Aircraft model details, Year of manufacture, Total operated hours, etc.).
- c. Details and documents regarding ownership of the Aircraft and NSOP certificate. If the aircraft is not owned by the bidder, in that case there would be an NOC from the owner of the aircraft and proof of ownership of craft from the NOC provider.
- d. The brochure of the aircraft as provided by Manufacturer for Technical details of Aircraft on seating configuration distinguishing crew and passenger seating capacity, weight and runway requirements.
- e. Photographs of interiors and exteriors should be provided.
- f. Copy of the Operating Licence.
- g. Certificate of Airworthiness of aircraft from DGCA, India.
- h. Incorporation Certificate, Last three years Profit and Loss statement & Income tax return assessment order to establish cumulative turnover in last three financial years.

15. The utilisation time shall be calculated from chocks off to chocks on only. Bid should be submitted in the prescribed format provided as per e-tender norms. The cost is to be quoted excluding applicable GST. The cost should not include Airport charges and taxes as same will be reimbursed on actual basis.

16. In the event of e-Filing intending bidder may download the tender document from the website directly by the help of his Digital Signature Certificate & submit with necessary earnest money through online. (Details of which has been narrated in "Instruction to Bidders" i.e. Section-A).Where an individual person holds a digital signature certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such

company or firm, invariably upload a copy of registered power of attorney showing clear authorisation in his favour, by the company or firm.

17. Necessary earnest money will be deposited by the bidder electronically: Online through net banking enabled bank account, maintained at any bank, or by generating NEFT / RTGS challan from the e-tender portal. Intending Bidder will get the Beneficiary details from e- tender portal with the help of Digital Signature Certificate. Intending bidder who wants to transfer EMD through NEFT / RTGS must read the instruction of the challan generated from e-procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of payment of EMD.
18. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in>. Tender documents may be downloaded from website & submission of Technical Bid/Financial Bid as per the Date/Time Schedule stated in Sl. No. 21 of this NIT. The documents submitted by the bidders should be properly indexed & self attested with seal.
19. The tender will be evaluated on Combined Quality cum Cost Based System (CQCCBS), whereby 40% weightage will be given to Age of aircraft and 60% weightage will be given to Financials. The process is outlined in Chapter on Evaluation process.
20. If the selected tenderer does not provide the service after selection, his deposited earnest money will stand be forfeited.
21. Date & Time Schedule:

a. Date of Publishing NIT & Tender Documents	-	29/06/2018	
b. Document download Start Date	-	29/06/2018	9.00 A.M.
c. Pre-Bid meeting	-	04/07/2018	2.00 P.M.
d. Start Date of uploading of bid document	-	06/07/2018	1.00 P.M.
e. End Date for uploading of bid document	-	19/07/2018	1.00 P.M.
f. Date of opening of Technical Bid	-	21/07/2018	1.00 P.M.
g. Date of opening of Financial Bid	-	To be notified later.	
22. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the authority. The Director, Flying Training Institute, Transport Department, Government of West Bengal, reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at any stage of Bidding.
23. No Conditional/ Incomplete Bid/ Tender will be accepted under any circumstances.
24. The Director, Flying Training Institute, Transport Department, Government of West Bengal, reserves the right to cancel the N.I.T. due to unavoidable or unforeseen circumstances and no claim in this respect will be entertained. At any stage of bidding or even after award of contract if any inadvertent typographical mistake is found in the item rate of BOQ or any other tender document, the same will be corrected as to conform to the Technically Sanctioned document as the case may be.

25. During scrutiny or at any stage of bidding or even after award of contract, if it comes to the notice of tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that bid will be considered as non-responsive and outrightly rejected with forfeiture of Earnest Money and other action will be initiated as per Rules in force.
26. Before issuance of the work order, the tender accepting authority may verify physically the credential & other documents of the lowest bidder. After verification, if it is found that the documents submitted by the lowest bidder are either manufactured or false in that case, work order will not be issued in favour of the bidder under any circumstances and action will be taken as per Rules in force besides forfeiture of Earnest Money.
27. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in all cases.
28. The successful bidder should be able to start the operation within 3 (three) months of letter of Award post the bidding process.
29. A pre-bid conference will be held on 04/07/2018 at 2.00 P.M. in the conference room of Director, Flying Training Institute, Transport Department, Government of West Bengal, New Secretariat Building, 5th floor, Room no. 21 & 22, 1, Kiran Sankar Roy Road, Kol-700 001.

Sd/-

Dipak Kumar Gupta
Director, Flying Training Institute,
Transport Department,
Government of West Bengal.

Guidelines to bidders on Bid process& evaluation: Combined Quality cum Cost Based System (CQCCBS)

The process of evaluation will be carried out in three stages. A single step two envelop bidding process will be used for evaluation. Under this process, the technical proposal will be opened and evaluated prior opening and evaluating the financial proposal. The evaluation will follow the steps outlined herewith.

Stage I: General examination – Evaluation of pre-qualification

Stage II: Examination of shortlisted technical proposals – weightage 40%

Stage III: Examination of financial bids – Weightage 60%

Stage I: Whether the pre qualification proposal submitted by bidder is substantially responsive, failing which the bid will be rejected, the minimum requirements are:

1. Bid security of 10 lacs.
2. Aircraft offered should be pressurised, air-conditioned, turbo prop, twin engine Aircraft that has maximum takeoff weight (MTOW) less than 5700 Kgs. The Aircraft should be registered in India with certificate of airworthiness from DGCA, India.
3. The bidder has licence to operate from DGCA under its own name.
4. Minimum cumulative turnover of 20 crores in last three financial years.
5. Qualified crew to undertake (V)VIP flight operations as per DGCA standards.
6. Ownership of aircraft or a binding agreement with owner to use the aircraft.

After completion of prefatory scrutiny by FTI, the technically valid proposals will be sent to technical committee. The technical committee will decide which deviations or reservations identified at this point are material and therefore which proposals should be declared as substantially non responsive. It can be rejected and cannot be made responsive by correction or withdrawal of non confirming deviations or reservations. At the end of stage the committee will be agreed on:

- The proposals that should not be considered
- Any clarification that should be requested from qualified bidders.
- The proposals submitted by non-substantially responsive bidders or found to be non qualified bidders will be rejected and the bidders will be informed. Such bids will be returned including unopened financial bid.

Stage II: Evaluation of influencing Technical parameters:

In the stage II technical bids of qualified bidders will be evaluated for completeness of technical proposal and clarifications if any, shall be sought from respective bidders. Bidders may be provided opportunity to revise their technical proposal to meet the functional requirements of Transport Department, Government of West Bengal and all bidders be given equal chance to make necessary amendments within a week from notification. The Transport Department, Government of West Bengal will evaluate if the Technical bid is complete in all respect and includes all components as per tender document. The technically qualified bidders will be informed and their financial bids will be opened.

In terms of suitability of aircraft two very important factors are **Age of Aircraft** and **Intensity of Use** measured by number of hours flown. Since this aircraft will be used for (V)VIP as well as general public it is deemed that these two parameters will be important in terms of safety and certainty of Flight operations. **Technical evaluation parameters to be measured will be Age of aircraft and number of hours flown since new.** The points will be measured in relation to best offer received. Attached is an example of calculation in a three bid case for both parameters:

Example of quantifying parameter “Age of aircraft with 20% weight”

Bidder	Age of aircraft	Lowest age / aircraft Age	Points (T ^A)
1	< 8 years	(08/08) x 100	100
2	< 10 years	(08/10) x 100	80
3	<15years	(08/15) x 100	53

Example of quantifying parameter – “Hours flown since new” with 20% Weight

Bidder	Hours Flown Since New	Lowest hours / Aircraft hours	Points (T ^H)
1	750 hours	(750/750) x 100	100
2	1000 hours	(750/1000) x 100	75
3	1500 hours	(750/1500) x 100	50

Stage III: Financial bid:

The financial bid will be based on Cost per hour usage with a minimum 75 hour usage Guarantee from the Government of West Bengal per month. The bid will be excluding the airport charges, which will be reimbursed on actual basis.

The evaluation of Bid will be done using the following method:

$$(P^l/P^c) \times 100 \times 0.60 + T^A \times 0.20 + T^H \times 0.20$$

P^l = Lowest Price bid

P^c = Current price bid tendered

T^A = Technical score on Age

T^H = Technical Score on Hours flown since new

The bidder with highest Joint Score will be declared as preferred bidder. Transport Department, Government of West Bengal will promptly notify the preferred bidder through letter of Acceptance (LOA) that its proposal has been accepted. Transport Department, Government of West Bengal reserves the right to summarily accept or reject any or all proposals without assigning any reason including annulment of bidding process at any time prior execution of concession agreement, without any liability obligation for such acceptance, rejection or annulment.

General Guidance for e-Tendering

SECTION–A: INSTRUCTION TO BIDDERS

Instructions/ Guidelines for tenders for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

1. **Registration of Contractor:** Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>
The contractor is to click on the link for e-Tendering site as given on the web portal.
2. **Digital Signature certificate (DSC):** Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatic Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause 2 of Guideline to bidder DSC is given as a USB e-Token.
3. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
4. **General process of tender submission:** Tenders are to be submitted through online to the website in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats). Documents only in pdf format are to be submitted. Where an individual person holds a digital certificate in his own name duly issued to him by the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorisation in his favour, by the rest of the Directors of such company or the partners of such firm, upload such tender.
5. **Tender Committee (TC):** Tender Committee constituted by Transport Department, Government of West Bengal will function as Tender Committee for determining technically qualified contractors.
 - a) **Opening of Technical Bid:** Technical bid will be opened by the West Bengal Transport Infrastructure Development Corporation Limited along with his authorised representative on behalf of Director, Flying Training Institute, Transport Department, Government of West Bengal electronically from the web site using their Digital Signature Certificate.
 - b) Cover (folder) statutory documents (vide Cl. No. A.9.a) will be opened first & if found in order, cover (Folder) for non statutory documents (vide Cl. No. – A.9.b) will be opened. If there is any deficiency in the statutory documents the tender will be summarily rejected.
 - c) Decrypted (transformed in to readable formats) documents of the statutory and non-statutory covers will be downloaded & handed over to the tender evolution committee.
 - d) Summary list of technically qualified bidders will be uploaded.
 - e) Pursuant to scrutiny & decision of the Tender committee the summary list of eligible bidders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
 - f) During evaluation, the Tender Committee may summon any of the bidders & seek clarification/ information or seek additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

6. Penalty for suppression / distortion of facts: Submission of false document by bidder is strictly prohibited & if found bid will be considered as non-responsive and out rightly rejected with forfeiture of Earnest Money and action may be referred to the appropriate authority for prosecution as per relevant Rules in force.
7. Rejection of Bid: The tender inviting authority reserves the right to accept or reject any Bid and/ or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder/ Bidders or any obligation to inform the affected Bidder or Bidders of the ground for such action from tender inviting authority.
8. Opening of Financial Bid: Financial Bid will be open by West Bengal Transport Infrastructure Development Corporation Limited on behalf of Director, Flying Training Institute, Transport Department, Government of West Bengal along with his authorized representative electronically.
9. **Technical Bid: The Technical Bid should contain scanned copies of the following two covers (folders).**
 - a. **Statutory Cover Containing**
 - i. Documents towards Earnest Money.
 - ii. NIT [with All Corrigendum and addendum, if any. Download & upload the same Digitally Signed]
 - iii. TECHNICAL DOCUMENTS (as stated in Clause 14 of main tender document)
 - iv. Pre-qualification Application (Application for the Work N.I.T. No. Sl. No.) (SEC-B, FORM – I) [Download & upload the same Digitally Signed.]

Download & upload the same Digitally Signed except quoting rate, which will only be in encrypted form in the B.O.Q. under Financial Bid. In case of quoting any rate in tender document the tender will be liable to be summarily rejected.

- b. **Non Statutory Cover Containing (scanned copy)**
 - i. Pan Card, Latest ITR, GST Registration Certificate.
 - ii. Registration Certificate under Company Act. (If any).
 - iii. Registered Deed of partnership Firm/ Article of Association & Memorandum.
 - iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any).
 - v. All original Credential Certificates.

Failure of submission of any of the above mentioned documents (as stated under clause 9) will render the tender liable to be summarily rejected for both Statutory & Non Statutory Cover (Non Sensitive Documents).

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Certificates:

1. GST registration
2. PAN card copy
3. Trade licence for proprietor or Trade Licence and Deed for Partnership firm or Incorporation certificate for ltd Company & Power of Signatory Authority for company
4. Certificates for eligibility in this tender

Note: Click the check boxes beside the necessary documents in the My Document list and then click the tab ‘Submit Non Statutory Documents’ to send the selected documents to Non-Statutory folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

10. Financial proposal: The financial proposal should contain the following documents in one cover (folder) i.e. Item rate of Bill of Quantities (BOQ). The bidders shall quote their rate in enclosed format online through computer in the space marked for quoting rate in the BOQ. Quoting rate in any other form or in any other document will render the tender liable to be summarily rejected.

Note: Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

11. Award of Contract :

- a) The Bidder, whose Bid has been accepted will be notified by the Tender Inviting Authority. The notification of award will constitute the formation of the Contract. The Agreement in tender document with incorporation of all the required documents, i.e., NIT including all its agenda & corrigendum, Section- A(Instruction to Bidders), Section- B(Form-I) and Financial Offer on item rate of Bill of Quantities (BoQ) will be executed between the Director, FTI and the successful Bidder.
- b) The Tender Accepting Authority will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question and may declare the firm ineligible, either indefinitely or for stated period of time, for awarding contract by the Director, FTI, Transport Department, Government of West Bengal.
- c) In this contract, there is no provision of: Price escalation / Price adjustment and Price preference for the period of contract.

Sd/-

Dipak Kr Gupta
Director, Flying Training Institute,
Transport Department, Government of West Bengal

SECTION – B: FORM –I: B.1. PRE-QUALIFICATION Application on Letterhead

To
The Director
Flying Training Institute, Transport Department
Room 20, New Secretariat
Kolkata – 700001

Ref:- _____ Tender
for _____

(Nameofwork)

e-N.I.T. No.: _____ (Sl. No. _____) of 2018-19 of Director, FTI, Transport
Department, Government of West Bengal.

Dear Sir,

Having examined the Statutory, Non statutory, Instruction to Bidders & NIT documents along with its
Agenda & corrigendum, I /we hereby submit all the necessary information and relevant documents for
evaluation.

The application is made by me / us on behalf of _____ in the
capacity _____ duly
authorised to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group
of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter & we understand that,
tender Inviting & Accepting Authority:

- A. Can amend the scope & value of the contract bid under this project.
- B. And Reserve the right to reject any application without assigning any reason.

Enclosure: - e-Filling:-

1. Statutory Documents
2. Non Statutory Documents

Date: -

Signature of the bidder including title and capacity in which application is made.

**N.B: - THIS APPLICATION MUST BE MADE IN THE LETTER HEAD OF THE FIRM IN
CLEARLY MENTIONING THE ADDRESS AND CONTACT NUMBER OF THE FIRM.**