

REQUEST FOR PROPOSAL

**TO SUPPLY OF DGCA APPROVED MANUALS
FOR THE DIRECTORATE OF AVIATION, GoMP**



**DIRECTORATE OF AVIATION
GOVERNMENT OF MADHYA PRADESH
RAJABHOJ INTERNATIONAL AIRPORT
BHOPAL-462 030**

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**DIRECTORATE OF AVIATION: GOVT OF M.P.
RAJA BHOJ INTERNATIONAL AIRPORT: BHOPAL 462 030**

Ref. No. F-41/Manuals/652

Dated: 18th July '18

NOTICE INVITING TENDER

**SUPPLY OF DGCA APPROVED MANUALS FOR THE DIRECTORATE OF AVIATION,
GoMP**

The Government of Madhya Pradesh invites proposals from Companies/ Firms/ Private Limited Organizations for supply of DGCA approved Manuals for the Directorate of Aviation. For this purpose the tender document available for purchase on our e-procurement website www.mpeproc.gov.in and available for viewing only on www.mpaviation.nic.in

The various Timelines with respect to the online tender document are given below:

S. No	Description	Date/ Detail
1	Issue of Tender/ Bid document	Online from www.mpeproc.gov.in and from the 18 th July 2018 to 31 st August 2018.
2	Last date for receipt of queries	Friday the 30 th July 2018, All correspondence with regard to the query /amendments may be submitted to the following officer in writing by Email: Name of the Officer-Shri P. Narahari. Designation-Commissioner Aviation. Address-Directorate of Aviation, Raja Bhoj International Airport, Bhopal – 462 030. Tel no.-+91755-2641277, +91755-2556831 E-mail- mpaviationops@gmail.com , mpaviation@mp.gov.in
3	Pre-Bid Conference	Wednesday the 31 st July 2018 at 1100 hrs. at the Directorate of Aviation Raja Bhoj International Airport, Bhopal - 462 030. A maximum of two representatives of each Bidder shall be allowed to participate on production of an Authority letter from the Bidder.
4	Due Date for submission of Bid	Friday the 31 st August 2018 upto 1500 hrs.
5	Online Opening of Technical Bid	Friday the 31 st August 2018 at 1530 hrs.
6	Online Opening of Financial Bid	To be communicated to Short-listed Bidders.
7	Cost of Tender Document	Rs. 5,000/- (Rs. Five Thousand only) payable online only on www.mpeproc.gov.in

Any Addendum/ Corrigendum in future will be uploaded on the above websites only. If holiday is declared by the Govt. of M.P. on any date mentioned in the schedule fixed for any activity concerning this tender, that date will automatically be shifted to the subsequent working day.

COMMISSIONER AVIATION
GOVT. OF M.P

DISCLAIMER

The information contained in this Tender or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Commissioner Aviation, Directorate of Aviation, Government of Madhya Pradesh (“henceforth stated as **Tender Inviting Authority** or **TIA**”) or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this tender and such other terms and conditions subject to which such information is provided.

This tender is not an agreement and is neither an offer nor invitation by the TIA to the prospective Bidders or any other person. The purpose of this tender is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this tender. This tender includes statements, which reflect various assumptions and assessments arrived at by the TIA in relation to the Procurement and/or maintenance. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This tender may not be appropriate for all persons, and it is not possible for the TIA, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this tender. The assumptions, assessments, statements and information contained in this tender, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this TENDER and obtains independent advice from appropriate sources.

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

TIA, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way in this Selection Process.

The TIA also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this tender.

The TIA 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 tender.

The issue of this tender does not imply that the TIA is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the procurement and the TIA reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the TIA or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the TIA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection Process.

Data Sheet

1.	Name & Address of the Tender Inviting Authority (TIA): The Commissioner Aviation, Directorate of Aviation, Govt. of Madhya Pradesh, Raja Bhoj International Airport, Bhopal 462 030, Madhya Pradesh.
2.	Method of Selection: Least Cost Basis (Among Technically Qualified Bidders)
3.	Financial Bid to be submitted online only on www.mpeproc.gov.in
4.	Representative/ Point of contact for any queries related to the tender: The Commissioner Aviation, Directorate of Aviation, Raja Bhoj International Airport, Bhopal – 462 030 Tele : 0755 - 2556831, 2641277 Website : http://www.mpaviation.nic.in E-mail : mpaviationops@gmail.com, mpaviation@mp.gov.in
5.	Bid should remain valid for 180 days from the Bid due date.
6.	The Bidders are required to sign their Bids online using Class-III Digital Signature Certificate.
7.	Consortia: Consortium not Allowed
8.	Technical and Financial Bid should be submitted separately only on www.mpeproc.gov.in
9.	Bid Security Amount: Rs. 50,000/- (Rupees Fifty Thousand only). To be Deposited along with the Technical Bid.
10.	Format for Bid Security: Bank Guarantee (As per Annexure V) drawn in favor of ' The Commissioner Aviation, Madhya Pradesh ' payable at Bhopal
11.	a) Bid Security of all unsuccessful bidders shall be returned within 30 days of signing of Contract with the successful Bidder. b) The Bid Security of successful bidder shall be returned within 30 days of the receipt of approved manuals for the Directorate of Aviation. c) Bids not accompanied by the Bid Security shall be rejected.
12.	Bids must be submitted no later than: Friday the 31 st August 2018 by 15:00 hours.
13.	a) Date/ Venue of opening of Technical Bid: Thursday the 31 st August 2018 at 15:30 hours at the TIA's Office; The Commissioner, Directorate of Aviation, Raja Bhoj International Airport Bhopal – 462 030 b) The procedure for online opening of Technical Bids can be viewed at www.mpeproc.gov.in <i>Bidders have an option to attend the opening of the Technical Bids in person.</i>
14.	Expected date for opening of Financial Bid of eligible Bidders: To be notified.

E-PROCUREMENT GUIDELINES & INSTRUCTIONS TO BIDDER

S.No.	TITLE	DESCRIPTION
1.	Website	Bidders can have access to free view of tenders by using centralizer Govt. of Madhya Pradesh portal (www.mpeproc.gov.in) of various departments.
2.	Live Tenders	To Download / View the tender notifications and corrigendum free of cost from website, follow the steps given below: - <ol style="list-style-type: none"> 1. Click on “TENDER” after opening the e-Procurement website. 2. Provide all or any one of the options like “Tender Number”, “Region”, “Estimated Cost”, “Purchase of Tender Date (from and to)”, “Bid Submission End date” or “any key words from Tender Description”. 3. Click “Submit” to view the results. A list of tenders will appear on the screen. 4. Click to print the notification. 5. Click to view the cost free documents.
3.	Registration	For all the users it is mandatory to register themselves on MP e-procurement portal. Bidders are requested to follow the below steps for registration: - <ol style="list-style-type: none"> 1. Click “Register”, fill the online registration form. 2. Pay the amount of 500/- through Internet Payment Gateway. Any of the Master / Visa card will be accepted. 3. Send the acknowledgment copy to eproc_helpdesk@mpsdc.gov.in for verification or call Toll free No 18002588684 4. As soon as the verification is being done the e-Procurement user id will be enabled. 5. Before making the payment the Bidder will have to upload the following documents in scanned form in the website: - <p>Documents to upload: -</p> <ol style="list-style-type: none"> a) Company Address Proof b) PAN Card c) Company Registration Certificate
4.	Participation in the Tender	After viewing the Tender Notification, if bidder intends to participate in tender, he has to use his e-Procurement User Id and Password which has been received after registration and acquisition of DSCs.
5.	Login	If any Bidder wants to participate in the tender he will have to follow the instructions given below: - <ol style="list-style-type: none"> 1. Insert the PKI (which consist of your Digital Signature Certificate) in your System. (Note: Make sure that necessary software of PKI be installed in your system). 2. Click / Double Click to open the Microsoft Internet Explorer (This icon will be located on the Desktop of the computer). <p style="text-align: center;">Or</p> <ol style="list-style-type: none"> 1. Go to Start > Programs > Internet Explorer.

		<ol style="list-style-type: none"> 2. Type www.mpeproc.gov.in in the address bar, to access the Login Screen. 3. Enter e-Procurement User Id and Password, click on “Go”. 4. Click on “Click here to login” for selecting the Digital Signature Certificate. 5. Select the Certificate and enter DSC Password. 6. Re-enter the e-Procurement User Id Password. 7. Select the Departments from the drop box with which intends to participate in the tender.
6.	Online Request for the Tender	<p>To make an request for Tender Document Bidders / Suppliers will have to follow below mentioned steps: -</p> <ol style="list-style-type: none"> 1. Click “Un Applied” to view / apply for new tenders. 2. Click on for online request. 3. Pay the Tender Fee / Processing Fee online. 4. Click “Select Department” to switch over from one department to another.
7.	Download Documents	<p>After making the request Bidders will receive the Tender Documents which can be checked and downloaded by following the below steps:</p> <p>-</p> <ol style="list-style-type: none"> 1. Click to view the tender documents which are received by the user. 2. Tender document screen appears. 3. Click “Click here to download” to download the documents
8.	Upload files – Technical Sheet / Price Sheet / EMD / mandatory documents	<p>To upload the supporting documents Bidders will have to follow the below mentioned steps: -</p> <ol style="list-style-type: none"> 1. Click “Click here to Attach the General Documents” to upload all the documents which are already saved in the vendor profile. This is the important and first step to be performed to avoid disqualification. 2. Click “Click here to enter EMD Details” to feed the EMD details and upload the scanned EMD. 3. When the user finishes with the payment of EMD, the “Red colour” will automatically turn to “Black colour” which reflects that the user is two steps ahead for the submission. 4. Click “Click here to Download Empty Document” to download the Technical / Price Sheet and fill the same without changing the “File Name” and save on to the computer. 5. Click “Click here to Upload the Filled File”, select the filled file which was already filled and saved in the same name. Click “OK” to upload the filled Technical / Price Sheet to the tender. 6. Note that when the user uploads the filled Technical / Price Sheet, the “Red colour” will automatically turn to “Black colour” which reflects that user is ready for the final submission. 7. Provide the entire mandatory documents (if any) requested by the official.
9	To Upload / attach the additional documents	<p>Once the supporting documents are uploaded, these are to be attached with tender by following steps: -</p> <ol style="list-style-type: none"> 1. To attach the additional documents to any tender click “Document Library” and upload the same.

		2. Attach the required documents to the concerned tenders from general document section to the tender document screen.
10.	To Submit the Tender	After completing all the formalities Bidders will have to submit the tender and they must take care of following instructions: - 1. Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not because once submitted bids cannot be revised. 2. Note down / take a print of bid control number once it displayed on the screen
11.	To participate for the opening	1. Tender opening event can be viewed online. 2. Competitors bid sheets are available in the website for all.
12.	e-Procurement Help Desk	Help Desk Contact Details: - Toll free no's : 18002588684 E-mail : eproc_helpdesk@mpsdc.gov.in

1 INTRODUCTION

The Aviation Department Government of Madhya Pradesh had been established in the year 1982 to provide air transport facilities for the dignitaries of the State/ Central Government within India under the provisions of CAR Sec 3, Ser C, Part X, Issue 1, dtd 02/06/2010, Rev 3 dtd. 24th January 2018 vide Operating Permit No. 07 of 2012; while aviation is the subject and concern of the Central Government but the Government of M.P has its own Aircrafts to promote the use of aviation.

The activities of the Department

- To facilitate the Government Aircrafts to distinguished persons and to take care of Maintenance and Operations of the government Aircrafts.
- To promote the use of aviation in the state; develop the air strips in the state by its own resources; providing state owned airstrips to private players selected through tender and incentives to encourage Inter/ Intra State air connectivity.

1.1 Availability of this Tender Documents

The tender document will be available from 1200 hrs on 18th July 2018 to 1800 hrs on 31st August 2018 on the e-procurement website www.mpeproc.gov.in and for viewing only on www.mpaviation.nic.in

1.2 Single Stage Bidding Process

- a) Tender document is available for online purchase at www.mpeproc.gov.in. The bidders are required to register on www.mpeproc.gov.in prior to the submission of bids. Bidders are also required to have a Digital Signature Certificate (DSC) with encryption from one of the Government of India Certifying Authorities in order to submit a Bid online at the website www.mpeproc.gov.in. The list of the authorized Certifying Authorities can be found http://cca.gov.in/cca/?q=licensed_ca.html.
- b) Since the bidders are required to sign their bids online using class-III Digital, Signature Certificates with encryption, they are advised to obtain the same at the earliest.
- c) For further information regarding issue of Digital Signature Certificate, the bidders are requested to visit website www.mpeproc.gov.in. Please note that it may take up to 7 to 10 working days for issue of Digital Signature Certificate. TIA will not be responsible for delay in issue of Digital Signature Certificate.
- d) If bidder is bidding for the first time for e tendering, then it is obligatory on the part of the bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- e) Bidders are requested to visit our e-tendering website regularly for any clarifications and/ or due date extension and/ or corrigendum.
- f) Bidder must positively complete the online e-tendering procedure at www.mpeproc.gov.in
- g) TIA shall not be responsible in any way for any delay/ difficulties/ inaccessibility of the downloading facility from the website for any reason whatsoever.
- h) For any type of clarifications Bidders can visit www.mpeproc.gov.in and the help desk **contact No. 18002588684**.
- i) Interested bidders may attend the free training program at Bhopal at their own cost. For further query please contact help desk.

- j) All time (hours or hrs.) mentioned in this bid document is, IST – Indian Standard Time (UTC/GMT +5:30 hours).

1.3 Address for Communication

The Commissioner Aviation

Directorate of Aviation, Govt of M.P.

Raja Bhoj International Airport.

BHOPAL – 462 030, MP

Cont: 0755 2556831, 0755 2641277

1.4 Clarification on the Tender Document

In the event that any Bidder requires any clarification on this tender, such bidders are expected to send their queries on the address for communication in writing by Post/ Email at least 24 (twenty four) hours prior to the time of the Pre-Bid Conference in order to enable the Directorate of Aviation to have adequate notice of the said queries so that the same may be addressed at the Pre Bid Conference.

Nothing in this section shall be taken to mean or read as compelling or requiring the TIA to respond to any questions or to provide any clarification to a query. The TIA reserves the right not to respond to questions it perceives as non-relevant which may be raised by a Bidder or not to provide clarifications if the TIA in its sole discretion considers that no reply is necessary.

No extension of Deadline for Submission of Bids will be granted on the basis or grounds that the TIA has not responded to any question or provided any clarification to a query.

Format for Pre bid Queries

S. No.	RFP Reference	RFP Clause	Query
1	Clause No.____, Sub Clause No.____(if any), Page No.____		
2			
3			
4			

1.5 Bid Language

The Bid with all accompanying documents (the 'Documents') and all communication in relation to or concerning the Selection Process shall be in English Language and strictly on the forms provided in this Tender.

No supporting document or printed literature shall be submitted with the Bid unless specifically asked for.

1.6 Bid Currency

The Bidder are allowed to quote the Online Financial Bid in Indian Rupees only.

2 GENERAL CONDITIONS

- a. Bids are invited from Companies/ Firms/ Private Limited Organizations possessing sufficient experience of preparation of manuals mentioned at scope of work and approval by the DGCA. All documents submitted by the Bidder(s) will be treated as confidential, and will not be returned to the Bidder(s), except stated otherwise in this document.
- b. TIA reserves the right to accept or reject any or all tenders, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the Bidder(s). TIA also reserves the right not to award or enter into any contract or agreement with any Bidder(s), and may terminate the procurement process at any time without thereby incurring any liability to any Bidder.
- c. Failure by any Bidder(s) to provide all of the information required in the Bid or any additional information requested by TIA may lead to rejection of the Bid in its entirety.
- d. Bidder(s) have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of its Contract at any stage.
- e. Wherever required by applicable laws, TIA shall deduct taxes at source, from the amounts payable, and shall provide to the Bidder the appropriate tax deduction certificate evidencing payment of such taxes.
- f. The Bidder is expected to examine all instructions, forms, terms and specifications in the tender. The Bid should be precise, complete and in the prescribed format as per the requirement(s) of the tender.
- g. Bidders are advised that the selection of the Bidder shall be on the basis of an evaluation by the TIA through the Selection Process specified in this Tender. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the TIA's decisions are without any right of appeal whatsoever. The decision of the TIA shall be final and binding on all participating Bidders.
- h. Bidders should note the Bid Due Date, as specified in Data Sheet, for submission of Bids. Except as specifically provided in this tender, no supplementary material will be entertained by the TIA, and that evaluation will be carried out only on the basis of Documents received within Bid Due Date. Bidders will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected. For the avoidance of doubt, the TIA reserves the right to seek clarifications under and in accordance with the provisions of this Tender document.
- i. The TIA reserves the right to verify all statements, information and documents, submitted by the Bidder in response to the Tender. Any such verification or the lack of such verification by the TIA to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the TIA there under.
- j. **Force Majeure:-** If the selected Bidder fails to successfully complete the awarded job in the time frame mentioned Scope of Work, owing to any reason beyond their control, the TIA may consider granting further extension of time as it may deemed fit for the successful completion of the task.

3 SALIENT POINTS OF THE CONTRACT TO BE SIGNED BETWEEN TIA AND SELECTED BIDDER

- a. The selected bidder shall comply with all obligations mandated by the competent authorities to obtain approval from the DGCA within reasonable time.

- b. The Directorate of Aviation shall provide the necessary technical documents etc. that may be necessary for the preparation of the manuals including the existing manuals held by the Directorate.
- c. The Selected Bidders shall be provided the required assistance by the Technical Personnel of the Directorate for the preparation of the manuals.

4 SCOPE OF WORK (SOW)

The Department of Aviation, Government of Madhya Pradesh desires to procure the following Manuals as per the provisions of the related Civil Aviation Requirements (CARs) of DGCA:

- i) Operations Manual (Aeroplane); **Type - Super King Air B200.**
- ii) Operations Manual (Helicopter); **Type - EC155 B1 and Bell 407.**
- iii) Flight Safety Manual.
- iv) Flight Safety Documentation System Manual.

4.1 The Commissioner Aviation, Tender Inviting Authority (TIA) intends to procure these Manuals **approved by the DGCA**, India through an open competitive bidding process in accordance with the procedure set out herein. The subsequent paragraphs state general terms and conditions, eligibility criteria and evaluation process in gist.

4.2 **The successful Bidder will have to supply soft copy (editable) and two (02) sets of hard copies of approved manuals** mentioned above within three month from the date of signing of the contract by the TIA. It shall be deemed that by submitting the Bid, the Bidder has:

- a) Made a complete and careful examination of the Tender;
- b) Received all relevant information requested from the TIA;
- c) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the Tender or furnished by or on behalf of the TIA;
- d) Satisfied itself about all matters, things and information, necessary and required for submitting an informed Bid and performance of all of its obligations thereunder;
- e) Agreed to be bound by the undertaking provided by it under and in terms hereof.

4.3 BILL OF MATERIAL (BOM)

S. No.	Item	Sets
1.	Operations Manual (Aeroplane); Type - Super King Air B200	2
2.	Operations Manual (Helicopter); Type - EC155 B1 and Bell 407	2
3.	Flight Safety Manual	2
4.	Flight Safety Documentation System Manual	2
5.	Security Manual	2

Note: supply of soft copy (editable) and defined nos. of sets of hard copies of approved manuals

5 DELIVERY SCHEDULE

T- Date of signing of contract (Timelines in Months)

Activity	Timelines	Onus
Preparation of Manuals	T+1	Success Bidder
Vetting and validation of Manual and submission for approval from DGCA	T+1.5	Success Bidder
Approval from DGCA	T+3	Success Bidder/ DCGA

6 PAYMENT TERMS

All the payments for the supply of Manuals for the Directorate of Aviation and approval from DGCA, as well as, all associated services shall be paid in Indian Rupees only; by the TIA. Following Milestones have been proposed for release of payments to the selected bidder.

S. No.	Payment milestone	Percentage release of payment
1	Initial payment against the valid Bank Guarantee from scheduled commercial Bank in favor of TIA. (immediately after signing of contract)	10% of the amount mentioned in the Financial Bid.
2	An Intermediate payment after supplying the required in hard and soft copies of manuals to TIA against the valid Bank Guarantee from scheduled commercial Bank in favor of TIA.	40% of the amount mentioned in the Financial Bid.
3	Upon receipt of Approval(s) from the DGCA in respect of the manuals mentioned at Scope of Work.	Remaining 50% of the amount mentioned in the Financial Bid.

I. Payment Conditions

The Bank Guarantees mentioned in RFP shall be valid for one year. These Bank Guarantee mentioned in RFP will be released upon receipt of Approval from the DGCA in respect of the manuals mentioned at Scope of work.

II. Entire document

The following documents along with all addenda issued thereto shall be deemed to form and be read and construed as integral parts of the agreement and in case of any contradiction between or among them the priority in which a document would prevail over another would be as laid down below beginning from the highest priority to the lowest priority:

- i. Agreement;
- ii. Annexes of Agreement;
- iii. Tender document; and
- iv. Letter of Acceptance.

7 SERVICE LEVEL AGREEMENT (SLA)

Activity	Penalty
Preparation of Manuals	1 Week of Delay = No Penalty Violation of more than a week = INR 5,000 per Week (Applicable in case delay lies for a Month) Violation of more than a month = INR 10000 per Week
Approvals of Manual from the DCGA	1 Week of Delay = No Penalty Violation of more than a week = INR 5000 per Week (Applicable in case delay lies for a Month) Violation of more than a month = INR 10,000 per Week

Note:

1. Penalties shall be calculated against the specified delivery schedule of the RFP.
2. In case penalty reaches to the value of the project then TIA may take a decision to terminate the contract and forfeit the bank guarantee.
3. In case of delay not attributed by successful bidder than competent authority may take a decision to revoke the penalty from success bidder.

8 COST OF TENDER PREPARATION

- 8.1 The Bidder shall be responsible for all of the costs associated with the preparation of its Tender and its participation in the tendering process. Directorate of Aviation will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the tendering process.
- 8.2 It would be deemed that by submitting the Tender, the Bidder has received all relevant information requested from the Directorate of Aviation.
- 8.3 The Directorate of Aviation shall not be liable for any mistake or error on the part of the Bidder in respect of the above.

9 AMENDMENT OF TENDER DOCUMENT

At any time before the deadline for submission of Bid, TIA may, for any reason, whether at its own volition or in response to a clarification requested by a prospective Bidder, modify the tender by amendment. Any amendments/ modifications to the tender Document, which may become necessary for any reason, shall be through issue of addendum(s) to the tender which shall set forth the said amendments/ modifications there to {hereinafter referred to as the Addendum(s)}. All prospective Bidders who have purchased the tender document shall be informed of such Addendum(s) in writing by E-mail and/ or Registered post, and the contents, terms and conditions of all such Addendums(s) shall be binding on Bidders. If required, in order to allow prospective Bidders reasonable time in which to take the Addendum(s) into account in preparing their respective Bids, TIA, reserves the right to extend the deadline for the submission of Bids. However no request from the prospective Bidder(s), shall be binding on the TIA for the same.

10 **BID VALIDITY PERIOD**

10.1 Bid shall remain valid for a period 180 days from the Bid Due Date.

10.2 In exceptional circumstances, TIA may solicit the Bidder's consent for an extension of the period of Bid validity. Any such request by the TIA and the response thereto shall be made in writing and such extension of Bid validity period by the Bidder should be unconditional. A Bidder may refuse TIA's request for such extension without forfeiting the Bid Security. A Bidder accepting the request of TIA shall not be permitted to modify its Bid.

10.3 After issuing of Letter of Acceptance (LOA), the Tender Validity Period for successful bidder shall deem to have been extended till the date of completion of the whole process.

11 **ELIGIBILITY CRITERIA FOR THE BIDDER**

S. No.	Prequalification Criteria	Documentary proof
1.	Bidding entity should be a firm or Company registered in India	Company Registration Certificate/ Certificate of Incorporation
2.	Firm should have experience of at least 02 years in preparation of the manuals mentioned at Scope of Work in last 5 years	<ul style="list-style-type: none">• Work Order/ Work Completion certificate from Client/ Self Certification signed by Statutory Auditor confirming the Work allotment/ Completion in last 5 years• Project Citation in the format defined in Annexure X
3.	The Bidder should have experience of preparing at least 2 Operations Manual for Aeroplane (Twin Turbo Prop) and Helicopters (Single and Twin Turbine).	<ul style="list-style-type: none">• Work Order/ Work Completion certificate from Client/ Self Certification signed by Statutory Auditor• Project Citation in the format defined in Annexure X
4.	The Bidder should have solicited Approval from the DGCA for the Manuals as per SOW	Documentary evidence
5.	The Bidder should have Valid GST Registration	Copy of Registration

6.	The Bidder should not have been debarred to participate in the tender by the Government of India/ Government of Madhya Pradesh or any other State Government in or any of its Undertaking, Corporation, Board or should not have been barred by any law.	Undertaking of Blacklisting
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12 PREPARATION AND SUBMISSION OF BID

- 12.1 The Bidders shall submit a digitally signed, encrypted and complete Bid comprising the documents and forms as mentioned in this tender document. The submission can be done electronically through the website and in accordance with the procedures specified in this tender document. Bids submitted by any other means will be rejected.
- 12.2 The Bidder shall digitally sign the submission letters in the required format for both the Technical Bid and Financial Bid.
- 12.3 Once the Bid is uploaded on the portal, the system will generate a unique identification number with the stamped submission time. The unique identification number with the time stamp represents an acknowledgement of the Bid submission. Any other system's functionality requirements are specified in this tender document.
- 12.4 The Technical Bid (Online) shall contain following annexures and documents duly filled in and digitally signed by the Bidder:

S. No.	Name of The document	Annexure
1.	Checklist for Eligibility Criteria	Annexure-I
2.	Covering Letter	Annexure-II
3.	Tender form	Annexure-III
4.	Anti-Collusion Certificate	Annexure-IV
5.	Format for Bank Guarantee for Bid Security	Annexure - V
6.	Financial Bid	Annexure – VI
7.	Undertaking of Compliance	Annexure – VII
8.	Undertaking on Non-Blacklisting	Annexure – VIII
9.	Format for Power of Attorney	Annexure – IX
10.	Similar Nature of Experience	Annexure – X
11.	Format for Project Citations	Annexure – XI

- 12.4.1 The scanned copy of the Bid Security (Bank Guarantee) of the required value and in approved format in a separate folder duly marked as Bid Security should be placed under the ONLINE technical bid.
- 12.4.2 The Technical bid should accompany the required additional documents mentioned or alluded in the respective annexure.

13 BID EVALUATION

- 13.1 Prior to evaluation of Bids, the TIA will determine whether each Bid is responsive to the requirements of the Tender. The TIA may, in its sole discretion, reject any Bid that is not responsive hereunder. A Bid shall be considered responsive only if:
- a. The Technical Bid is received in the form as specified in the RFP;
 - b. Bid is received by the Bid Due Date and Time including any extension thereof.
 - c. It is accompanied by the Bid Security as specified in **clause 15- Bid Security** of this tender document;
 - d. It contains all the information (complete in all respects) as requested in the Tender;
 - e. It does not contain any condition or qualification; and It is not non-responsive in terms hereof.
- 13.2 The TIA reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the TIA in respect of such Bids.
- 13.3 The TIA shall subsequently examine and evaluate Bids in accordance with the Selection Process specified and the criteria set out in this Tender.
- 13.4 After the technical evaluation, the TIA shall prepare a list of short listed Bidders in terms of opening of their Financial Bids. A date, time and venue will be notified to all Bidders for announcing the result of evaluation and opening of Financial Bids. Before opening of the Financial Bids, the list of short listed Bidders will be read out. The opening of Financial Bids shall be done in presence of respective representatives of the Bidders who choose to be present. The TIA will not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.
- 13.5 The Bidders are advised that Selection shall be entirely at the discretion of the TIA. The Bidders shall be deemed to have understood and agreed that the TIA shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.
- 13.6 Any information contained in the Bid shall not in any way be construed as binding on the TIA, its agents, successors or assigns, but shall be binding against the Bidder if the Procurement is subsequently awarded to it.
- 13.7 Method of Selection of the successful bidder will be **on Least Cost Basis** among the technically qualified bidders as mentioned above. The bidder who shall quote the minimum of total cost as mentioned in the Financial Bid shall be considered for selection depending upon fulfilment of other conditions of the tender and agreement.
- 13.8 The Bids shall be exclusive of statutory taxes and duties.
- 13.9 In the event that two or more Bidders quote the same amount, The TIA may:
- o Invite fresh Bids from the Bidders; or

- Take any such measure as may be deemed fit in its sole discretion, including annulment of the Tendering process.
- 13.10 The TIA's evaluation committee shall conduct the opening of the Technical Bids online immediately after the Bids submission deadline at 15:30 Hrs. and following the procedure described in this tender document. The folder with the Financial Bid shall remain unopened, encrypted and shall be securely stored on the portal.
- 13.11 Subject to provision mentioned in this tender document, the evaluators of the Technical Bids shall have no access to the Financial Bids until the date and time of opening of financial bids.
- 13.12 The Financial Bids shall be opened online by the TIA's evaluation committee as described in in the tender document. At the opening, the names of the technically qualified Bidders shall be read aloud first. The Financial Bids shall be then opened, the total prices read aloud. The records of the opening shall remain on the portal for the information of the Bidders who submitted Bids.
- 13.13 Financial Bids of those Bidders whose Technical Bids did not meet the minimum qualifying criteria shall not be opened. The Bidder's attendance at the opening of the Financial Bids (online, or in person, if such option is indicated in the Data Sheet) is optional and is at the Bidder's choice. If the Data Sheet provides an option of attending in person, the opening date should allow the Bidders sufficient time to make arrangements for attending the opening.
- 13.14 Financial Bid should be filled online only at www.mpeproc.gov.in. In case, Financial Bid is mixed with Technical Bid or submitted/ scanned/ digitally signed with Technical Bid, TIA will reject the Bid at any stage.
- 13.15 Scanned copy of the bid security will be uploaded with Technical Bid and Original Hard copy must reach TIA's office within 7 days from the bid submission date, failing which TIA may reject the Bid at its discretion.
- 13.16 Address for forwarding Bid Security (Bank Guarantee):
- The Commissioner Aviation.
Directorate of Aviation.
Raja Bhoj International Airport.
Bhopal – 462 030 MP.**

14 **BID REJECTION**

Bid(s) shall be liable for rejection by TIA in following circumstances.

- a) Conditional bid.
- b) The bid is non-responsive.
- c) False or concealment or misrepresentation of facts in the bid.

15 **BID SECURITY**

- 15.1 The Bidder has to submit a Bid Security denominated in n Rupees of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Bank Guarantee drawn in favor of 'The Commissioner Aviation, Madhya Pradesh' payable at Bhopal or Bank Guarantee, issued by a scheduled commercial bank in the form provided in Annexure IV and valid for 45 days beyond the validity of the bid.
- 15.2 Any bid from a Bidder, not secured in accordance with the provisions stated above will be summarily rejected by the TIA, as non-responsive.

15.3 Discharge of Bid Security of unsuccessful Bidder(s) The Bid Security of unsuccessful Bidders will be discharged / returned as promptly as possible after the expiry of Bid validity and latest by the 30th (thirtieth) day of the signing of the contract with the Successful Bidder.

15.4 Discharge of Bid Security of Successful Bidder The Bid security of successful bidder shall be retained as interest free security till the manuals are prepared for the Directorate of Aviation, Govt. of M.P and shall be returned within 30 days of the receipt of approved manuals by the DGCA.

15.5 Forfeiture of Bid Security

The Bid Security of a Bidder shall be forfeited in the following events:

- a. If a Bidder withdraws or amends the bid during the period of Bid validity or,
- b. In the case of a Successful Bidder, if the Bidder fails to sign the contract.
- c. In case of misrepresentation or submission of false and fabricated documents along with the Bid.
- d. If the successful Bidder violate any of the terms and conditions of the Contract, the Bid Security shall be liable for forfeiture, wholly or partly, as decided by the TIA.
- e. In the case of any other situation as may be specified in the tender document such as SLA.

15.6 Release of Bid Security

- a. The TIA will release the Bid Security without any interest to the successful Bidder on receipt of DGCA approved soft and 02 set of hard copies of the manuals mentioned in Scope of Work in respect of The Directorate of Aviation, Govt of M.P.

16 **AWARD OF CONTRACT**

The bidder whose total cost quoted in the Financial Bid is adjudged to be the lowest amongst the shortlisted Bidders shall be considered as the preferred bidder for the award of contract.

17 **SIGNING OF CONTRACT**

The successful Bidder would be required to execute the contract in accordance with terms and conditions contained herein, in the form to be shared later, with such modifications thereto/ therein as may be mutually agreed upon by the TIA and the Bidder. It is clarified that the issuance of the LoA shall be followed by signing of the contract (as aforesaid) for timely supply of the Manuals mentioned in Scope of Work.

18 **INCIDENTAL EXPENSES**

Any and all incidental expenses of execution of the contract shall be borne by the Successful Bidder.

19 **ANNULMENT OF AWARD**

Failure of the Successful Bidder to comply with the requirements set forth in this tender Document and /or the provisions of the contract to be entered later shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

20 **MISCELLANEOUS**

20.1 The Selection Process shall be governed by, and construed in accordance with, the laws of and the Courts at Bhopal shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.

20.2 The TIA, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

(a) Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;

(b) Consult with any Bidder in order to receive clarification or further information;

(c) Retain any information and/or evidence submitted to the TIA by, on behalf of and/or in relation to any Bidder; and/or

(d) Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.

20.3 It shall be deemed that by submitting the Bid, the Bidder agrees and releases the TIA, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

20.4 All documents and other information supplied by the TIA or submitted by a Bidder shall remain or become, as the case may be, the property of the TIA. The TIA will not return any submissions made hereunder. Bidders are required to treat all such documents and information as strictly confidential.

20.5 The TIA reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.

ANNEXURE – I

Checklist for Eligibility Criteria and Other Requisites

S. No.	Criteria	Documentary proof	Enclosed (Yes/ No)
1.	Bidding entity should be a firm or Company registered in India	Company registration Certificate/ certificate of incorporation	
2.	Firm should have experience of at least 02 years in preparation of the manuals mentioned at Scope of Work in last 5 years	<ul style="list-style-type: none"> • Work Order/ Work Completion certificate from Client/ Self Certification signed by competent authority confirming the Work allotment/ Completion in last 5 years • Project Citation in the format defined in Annexure X 	
3.	The Bidder should have experience of preparing at least 2 Operations Manual for Aeroplane (Twin Turbo Prop) and Helicopters (Single and Twin Turbine).	<ul style="list-style-type: none"> • Work Order/ Work Completion certificate from Client/ Self Certification signed by competent authority • Project Citation in the format defined in Annexure X 	
4.	The Bidder should have solicited Approval from the DGCA for the Manuals as per SOW	Documentary evidence	
5.	The Bidder should have Valid GST Registration	Copy of Registration	
6.	The Bidder should not have been debarred to participate in the tender by the Government of India/ Government of Madhya Pradesh or any other State Government in or any of its Undertaking, Corporation, Board or should not have been barred by any law.	Undertaking of Blacklisting	
7.	Power of Attorney	As per format defined in Annexure IX	
8.	Project Citations	As per Annexure XI	
9.	Details of Similar Nature Experience	As per Annexure X	

ANNEXURE-II
(To be submitted in Online)

COVERING LETTER
(On the firm's letter head)

To,
The Commissioner Aviation.
Directorate of Aviation. Government of Madhya Pradesh.
Raja Bhoj International Airport. Bhopal – 462 030.

Ref: Supply of DGCA approved Manuals for the Directorate of Aviation GoMP.

Sir,
With reference to your Tender Document Vide no.....Bhopal dated, I, having examined the RFP and understood their contents, hereby submit our Tender for supplying soft (editable) and 02 sets of hard copies of DGCA approved Manuals mentioned at Scope of Work for the Directorate of Aviation, GoMP. The Bid is unconditional and unqualified.

1. All information provided in the Tender and in the Appendices is true and correct and all documents accompanying this Tender are true copies of their respective originals.
2. I shall make available to the TIA any additional information it may deem necessary or require for supplementing or authenticating the Tender.
3. I acknowledge the right of the TIA to reject our Tender without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. I declare that I have examined and have no reservations to the Tender Documents, including any Addendum issued by the TIA;
5. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Tender that you may receive nor to select the bidder, without incurring any liability to the Bidder.
6. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the TIA [and/ or the Government of Govt of Madhya Pradesh] in connection with the Purchase of aeroplane or in connection with the Selection Process itself.
7. The Bid Security of Rs. 50,000 (Rupees Fifty Thousand only) in the form of a Bank Guarantee is attached, in accordance with the Tender document.
8. I agree and understand that the Bid is subject to the provisions of the Tender document. In no case, shall I have any claim or right of whatsoever nature if the purchase of the aeroplane is not awarded to us or our Bid is not opened or rejected.

9. I agree to keep this offer valid for 180 (one hundred eighty) days from the Bid Due Date specified in the Tender.
10. In the event of my firm being selected as the preferred Bidder, I agree to enter into a Contract in accordance with the terms and conditions of this Tender.
11. The Financial Bid is being submitted as mentioned in para 10.2. This Technical Bid read with the Financial Bid shall constitute the Bid which shall be binding on us.
12. I agree and undertake to abide by all the terms and conditions of the Tender Document. In witness thereof, I submit this tender under and in accordance with the terms of the Tender Document.

I am enclosing our tender including other required information of the Tender Document and the Financial Bid for your evaluation.

Dated this.....Day of.....,2018

Name of the Bidder

.....

Signature of the Authorized person

ANNEXURE –III

(To be submitted in Online)

TENDER FORM

(To be submitted and signed by the Authorized person)

1. Name of the Bidder :
(Company/ Firm/ Private Limited Organisation)
2. Complete Registered office address :
3. Address for communication :
4. Address of Office :
5. a. Telephone No. of the office :
b. Mobile No.
c. Fax No.....
d. E-mail Address :
6. PAN No.
7. GST. No.
8. TAN No.
9. Bank details of the Bidder
 - a. Name of Beneficiary.
 - b. Name of Bank Branch :
 - c. Account No.
 - d. IFSC code :
10. All such documents which are required to be filed under terms and conditions are submitted herein.
11. We the undersigned declare that the statement made herein and the information provided in enclosed form is true and correct with all respect.
12. We hereby confirm that we have read and understood all the detailed terms and conditions of this tender as required.
13. This form is submitted with the understanding that,
 - a. At the time of submission of the Tender, all the information shall be subject to verification.
 - b. The TIA reserves the right to reject or accept any or all the Tenders or Tender process.
 - c. The TIA shall not be responsible for any of the above mentioned action and shall not be bound to give any information in this regard.

Date:

Place:

Name and signature of the Bidder

Name and Signature of the Authorized person

ANNEXURE – IV
(To be submitted in Online)

ANTI-COLLUSION CERTIFICATE

We hereby certify and confirm that in the preparation and submission of this Tender, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant Tender.

Dated this.....Day of....., 20.....

Name of the Bidder

.....

Signature of the Authorized person

.....

Name of the Authorized person

ANNEXURE V
(To be submitted in Online)

Format for Bid Security (Bank Guarantee)
FORMAT FOR BANK GUARANTEE FORMAT FOR BID SECURITY
(To be valid for 180 days from the Bid Due Date)
UNCONDITIONAL AND IRREVOCABLE BANK GUARANTEE

To,
The Commissioner Aviation.
Directorate of Aviation. Government of Madhya Pradesh
Raja Bhoj International Airport. Bhopal – 462 030

Whereas (insert the name of the bidder) (hereinafter called the “Bidder”) has submitted its tender Bid dated (insert date) for supply of DGCA approved Manuals for the Directorate of Aviation GoMP (hereinafter called the “Tender”) against the Tender (Insert Tender reference number) issued by Commissioner Aviation, Govt. of Madhya Pradesh (hereinafter called “Authority”).

Know all persons by these presents that we (insert name of the bank) of (insert address of the bank) (Hereinafter called the “Bank”) having our registered office at (insert regd. office address of bank) are bound unto <insert the name and address of the procuring authority> (hereinafter called the “Authority”) in the sum of (insert guarantee amount) for which payment will and truly to be made to the said Authority, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20____.

The conditions of this obligation are:

1. If the Bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this Bid.
2. If the Bidder having been notified of the acceptance of his Bid by the Authority during the period of its validity:-
 - a. fails or refuses to furnish the performance security for the due performance of the contract. or
 - b. fails or refuses to accept/execute the contract. or
 - c. if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged

We undertake to pay the Authority the above amount upon receipt of its first written demand, without the Authority having to substantiate its demand, provided that in its demand the Authority will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of forty-five days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our..... branch at.....* (Name & Address of the* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

* the Branch of the bank should be at Bhopal.

Signature of the Authorised Officer of the Bank)
Name and Designation of the Officer
Seal, name & Address of the Bank and the Branch

ANNEXURE –VI
(To be submitted in Online only)

FINANCIAL BID FORMAT

S. No	Details of Manual	Amount (in INR)	
		(In figures)	(In words)
1.	Operations Manual (Aeroplane)		
2.	Operations Manual (Helicopter)		
3.	Flight Safety Manual		
4.	Flight Safety Documentation System Manual		
5.	Security Manual		
Total Cost			
<i>The Bids shall be exclusive of statutory taxes and duties.</i>			

I have gone through the terms and conditions and guidelines as mentioned in the tender document and I shall abide by them.

Note: This Financial Bid should be fill online only at www.mpeproc.gov.in. In case of financial bids mixed with technical bid or submitted/ scanned/ digitally signed with technical bid, TIA will reject the bid at any stage.

Undertaking of Compliance

To,

The Commissioner Aviation.

Directorate of Aviation. Government of Madhya Pradesh
Raja Bhoj International Airport. Bhopal – 462 030

We hereby confirm that the information and documents furnished against Eligibility criteria and other terms & conditions of RFP; are factual and precise. In case, any anomalies or issues identified in provided information then Department of Aviation may undertake any necessary legal actions against us.

We hereby also confirm to abide with the terms and conditions of RFP.

(Signature)

Name of Authority -

Designation of Authority -

ANNEXURE –VIII

{To be provided in letter head of the firm}

Undertaking on Non-Blacklisting

To,

The Commissioner Aviation.

Directorate of Aviation. Government of Madhya Pradesh
Raja Bhoj International Airport. Bhopal – 462 030

Subject: Self-Declaration on non-Blacklisting

In response to the RFP No. _____ dated _____
for quoting against the RFP as an Director of
M/s _____, I / We hereby declare that our Company /
Firm is:

1. Not under a Declaration of Ineligibility for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices or blacklisted by any of the State Government/ Central Government or PSU.
2. Not under the Breach of general or specific instructions for bidding, general and special conditions of contract with Government of Madhya Pradesh (any of its department / Agency), or any of its other Client organization during the past 3 years.

Yours faithfully,

Authorized Signatory _____

Name _____

Designation _____

Company name _____

ANNEXURE –IX

(To be provided in original as part of the proposal on stamp paper of value required under law duly signed)

Format for Power of Attorney

Dated:

POWER OF ATTORNEY

TO WHOMSOEVER IT MAY CONCERN

Know all men by these presents, we (Name and Registered office address of the Bidder) do hereby constitute, appoint and authorize Mr..... (Name of the Person(s)), domiciled at (Address), acting as..... (Designation and the name of the firm), as Authorized Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of Agreement “Request for proposal to supply of DGCA approved manuals for the directorate of aviation, GOMP ”, Department of Aviation, Government of Madhya Pradesh, vide Invitation for RFP no: dated, issued by the Department.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For ----- (Signature)

(Name, Title and Address) Accept

(Attested signature of Mr .)

(Name, Title and Address of the Attorney)

Notes:

To be executed by the Bidder

- a. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- b. Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executants(s).

Experience in Similar Nature of Project

S. No.	Name of the Department with address, Name of contact person and telephone numbers	Description of project	Responsibility or Role of the bidder in the project	Order Value (Rs)	Completion Date

Authorized Signatory_____

Name_____

Designation_____

Company name_____

ANNEXURE –XI

Format for Project Citations

1.	Assignment Name	
2.	Approx. Value of Services (In Rupees)	
3.	Name of State/ UT	
4.	Name, Address and Contact no of Client(s)	
5.	Status of Project	
6.	Start date of Project (month/ year)	
7.	Completion date of Project (month/year)	
8.	Description of Project and Actual Service Provided	

Note: Please enclose separate sheet for each completed project; labeling the sheets as XI (a)/ (b)/ (c).