



**GOVERNMENT OF ODISHA**

**GENERAL ADMINISTRATION DEPARTMENT**

**REQUEST FOR PROPOSAL**

**HIRING OF HELICOPTER**

Government of Odisha, General Administration Department desires to hire a twin engine helicopter (2 pilots+ 5/6 passengers) for a period of one year i.e. from 01.05.2017 to 30.04.2018 complying to all safety norms as prescribed by the DGCA from time to time for flying of VIPs like Governor, Chief Minister, Ministers and other high dignitaries. The hired helicopter will have to be stationed at Bhubaneswar.

Eligible and interested helicopter operators may download the Request for Proposal (RFP) document which contains the details of the requirement, from the Government of Odisha website:

<http://www.odisha.gov.in/portal/viewdetailstender.asp> or  
<http://www.gaodisha.gov.in/tenders> and submit their offer.

Proposals complete in all respect should reach the undersigned latest by **3:00 PM on 25.03.2017**. Bids received after the above deadline shall be summarily rejected. The authority reserves the right to reject any or all the proposals without assigning any reason thereof.

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**Additional Secretary to Government & Director of Aviation,**

**General Administration Department,**

**Government of Odisha**

## TENDER FOR HIRING OF HELICOPTER ON WET LEASE

1. Government of Orissa, General Administration Department desires to hire a **twin engine helicopter (2 pilots + 5/6 passengers)** for a period of one year i.e. from 01.05.2017 to 30.04.2018 compliant with all safety norms as prescribed by the Director General of Civil Aviation (DGCA) from time to time for flying of VIPs like Governor, Chief Minister, Ministers & other high dignitaries.

Government of Odisha, General Administration Department invites Requests for Proposal under dual bid system for hiring of the Helicopter on Wet Lease basis. The specifications and terms & conditions are as mentioned below:

2. Not more than one bid shall be submitted by a bidder. Not more than one concern in which an individual is interested as proprietor and/or partner shall participate in the tender. If they do so, all such tenders shall be liable to be rejected.

3. **SPECIFICATION AND SAFETY REQUIREMENT OF THE HELICOPTER:** The helicopter offered must have at least two engines. Seating capacity should be for 2 pilots and 5/6 passengers in VIP configuration. The Helicopter must be well equipped and fulfilling Instrument Flight Rules (IFR). The helicopter should also have all required other mandatory features for VIP operation such as Dual Communication and Navigation System, Weather Radar, Cockpit Voice Recorder (CVR), Flight Data Recorder (FDR), Dual Mode Transponder, Auto Pilot, Global Positioning System (GPS) etc. The Rotor Craft should have Air conditioning system and Cabin interior should be well furnished for VIP operation. The operator shall ensure that the helicopter offered is kept well maintained in optimal flying condition during the lease period meeting all mandatory requirements for VIP flying as prescribed by DGCA from time to time. The helicopter should not be more than 10 years old.

4. **STATION:** The helicopter will be stationed at Bhubaneswar during the period of contract and fly to any destination as per the direction of the State Government.

5. **BASE:** The operator shall have / arrange a base maintenance facility at Bhubaneswar during the period of Wet Lease with the State Government. The base maintenance approval for Bhubaneswar base for carrying out maintenance of the proposed helicopter to be used for VIP flight commitments shall be obtained from DGCA by the operator. The base facility, if not already available, shall have to be established within 30 days of commencement of the lease.

6. **SUBSTITUTE HELICOPTER:** If the dedicated helicopter is not available due to any factor beyond the control of the operator, a substitute helicopter shall be provided by the operator. The substitute helicopter so provided shall also be of the same class, provide similar service and should not be more than 10 years old. Failure to provide such a substitute helicopter shall be treated as default in service attracting suitable penalty as provided in the lease agreement.

7. **SCHEDULED INSPECTION:** Maximum two days in a month will be allowed for scheduled inspection and maintenance of the helicopter. The operator will intimate the dates in writing at least 15 days in advance to the State Government. If the operator does not avail the aforesaid two paid maintenance days in a month, it will lapse and it cannot be carried over to the subsequent month, neither it can be taken cumulatively.

8. **NON-AVAILABILITY OF THE HELICOPTER:** The operator shall ensure that the helicopter offered is available on all days in a month for VIP operation. In case the helicopter is not

available for any day excepting for scheduled inspection stated above, the operator shall make arrangement for a substitute helicopter. If the operator fails to make such arrangement, double the proportionate amount of the fixed monthly charges will be deducted for the days the operator fails to provide the helicopter for operation of reimburse the cost of hiring any other helicopter by the State Government whichever is higher.

9. **TRANSPORTATION OF VIPs INSIDE THE AIRPORT:** The operator shall provide a vehicle suitable for VIP use inside the Biju Pattnaik International Airport at his own cost for the transport of the passengers or Government officers on duty from boarding gate up to the helicopter and back to the Arrival hall of the Airport and extend necessary courtesies to them.

10. **TENURE (DURATION) OF LEASE:** The hiring will be for one year on Wet Lease basis. The lease tenure shall be for a period of one year i.e. from 01.05.2017 to 30.04.2018 and the operator will execute the lease agreement before this date. Lease can be renewed further by the State Government with the consent of the operator on terms and conditions as to be mutually agreed upon.

11. **TERMINATION OF LEASE:** Either party i.e. the State Government or the operator can terminate the lease at any time by giving one month's notice or payment of the one month's Fixed Monthly Charges to the other party in lieu of such notice. However, in case the operator terminates the lease he will not be eligible for the demobilization charges if any from Bhubaneswar to his base.

12. **ELIGIBILITY CRITERIA:** In order to be eligible for consideration, the bidder should be fulfilling all the requirements as indicated below:

- Should be a helicopter operator with valid Non Scheduled Operator's Permit (NSOP).
- Should have at least 2 serviceable twin engine helicopters in its fleet.
- The helicopter offered should not be more than 10 years old and should not have completed more than 6000 flying hours.
- Should have experience of operating helicopters for at least 5 years.
- Should have it's own maintenance facility.
- Should have pilots qualified for flying VIPs as per DGCA norms.
- Should have PAN of Income Tax.
- Should have Service Tax registration number.

13. **PILOT:** The helicopter must be flown by two experienced pilots having the required qualifications, rating and experience as prescribed by DGCA from time to time.

14. **TRAINING AND TECHNICAL SUPPORT:** All necessary trainings prescribed by the DGCA for the operational and technical personnel must be provided at the cost of Operator.

15. **SAFETY NORMS:** The operator shall abide by all safety norms as prescribed for VIP operations by the DGCA from time to time.

16. **PAYMENT:** Payment shall be made on a monthly basis on submission of Bills with user certificate and supporting documents in respect of any other charges claimed.

17. **CONSEQUENCES OF DEFAULT IN SERVICE:** Any default in service as indicated in this document and / or the lease agreement shall enable the State Government to terminate the lease upon which the operator shall not be entitled to demobilization charges, if any, apart from taking other penal actions as per the lease agreement.

18. **ACCOMODATION FOR PILOTS:** When the helicopter will be required to be

parked/stationed at places other than Bhubaneswar within the State of Odisha in the course of official tour of VIPs, the pilots and other crew members will be provided Government accommodation that is available on payment of charges prescribed for Government officers. In case the Government accommodation is not available or if the accommodation provided by the Government is not acceptable to them then they have to make their own arrangement of staying in private hotel at the cost of the operator.

19. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and responsibility he has to shoulder.

20. The contract will normally be awarded to the qualified and responsive bidder offering lowest evaluated bid in conformity with the requirements and specifications. The Accepting Authority shall be the sole judge in this regard. Government reserves the right to cancel the Tender without assigning any reason thereof.

21. Notification of award of contract will be made in writing to the successful bidder by the Accepting Authority or his representative. The contract will normally be awarded to the qualified and responsive bidder offering lowest evaluated bid in conformity with the requirements and the specifications.

22. Tender documents can be downloaded w.e.f. 10.03.2017 from the website of Government of Odisha and submitted in the office of Director of Aviation, Government of Odisha, Old Terminal Building, B.P. International Airport, Bhubaneswar between 10 AM and 4 PM on all working days except Sundays and public holidays along with Demand Draft of Rs. 1,500.00 (Rupees one thousand five hundred only) towards tender fee payable at Bhubaneswar in favour of the Director of Aviation, Government of Odisha either in person or through speed post/registered post. The last date of receipt of sealed tender by the Director of Civil Aviation, Government of Odisha is up to 03:00 PM on 25.03.2017. Offer received after the due date and time will not be entertained.

23. The tender will be in two parts i.e. Part-I (Technical Bid) and Part II (Financial Bid). Part -I should be submitted in a separate sealed envelope marked "Part-I Technical Bid" which should contain the following.

- Demand Draft of Rs.1500/- towards tender fee as mentioned at Point No 22.
- Power of Attorney/Authorization with seal of the company, of person signing the bid documents.
- Profile of the Company.
- Detailed technical specification of the helicopter to be offered for hiring. (Also indicate the Regd. No., Year of manufacture, Manufacturer's name, number of flying hours completed in respect of the helicopter to be offered on hire).
- Details of other twin-engine helicopters having good operational capability, reliability and easy maintainability characteristics available at the disposal of the operator.
- Current Certificate of Airworthiness for the helicopter offered with all mandatory modifications complied with.
- Proof that helicopter offered is equipped with dual radio communication and navigation equipment.

- Proof that helicopters offered are equipped with ILS Localizer glider path and marker receivers for safe landing.
  - Proof of the operator holding valid (NSOP) Non Schedule Operator Permit issued by DGCA, Govt. of India.
  - Proof of availability of maintenance facility as per DGCA requirement.
  - Copy of Certificate of incorporation issued by Registrar of Company.
  - Details of company strength relating to (i) No. of qualified Pilots for flying VIPs as per DGCA norms and (ii) No. of Licensed Aircraft Maintenance Engineers
  - Details of past performance in providing similar helicopter services on hire during the last five years (Provide the details like name & address of the Organization to which such hiring services have been provided, date of assignment, value of the assignment etc. with copies of the work orders/agreements in support of the past performance).
  - Copy of PAN.
  - Copy of Service Tax registration certificate.
  - In addition to the above points the tenderer has to furnish the technical information in the format given in the Annexure.
24. Part-II, should be submitted in a separate sealed envelope marked "Part-II –Financial Bid" in the following format:
- a) **Fixed Monthly Hire Charges** : (in INR)  
(Fixed monthly charges mentioned by the bidder x 12 Months. The fixed monthly charges also includes Hiring Charges including insurance, service of two pilots, engineers and other support staff, fuel for the helicopter, full maintenance support with spares and all other charges not specifically mentioned in the Financial Bid. )
  - b) **Hourly Flying Charges** : (in INR)  
(Hourly flying charges mentioned by the bidder x 17 hrs x 12 months)
  - c) **Mobilization /Demobilization Charges:** (in INR)  
(One time and actual Mobilization/Demobilization charges are framed to the selected bidder coming from its home station to Bhubaneswar and back.
  - d) **Service Tax** if any : (in INR)  
(At present , the Air Service Helicopter Operator is charging at 8.4% service tax, Swachha Bharat Cess at 0.3% and Krishi Kalyan Cess at 0.3%. During tender the Helicopter flying operator will submit the copy of service tax and other taxes certificates for evaluation.)
  - e) **Other Charges** if any (Please specify) : (in INR)  
(Average 4 times ground handling charges per month can be charged to evaluate the ground handling charges and 4 times of fuel positioning charges can also be charged to evaluate for fuel positioning charges respectively.)  
The other cost /charges if any not included in the tender will be borne by the operator and will not be paid or reimbursed by the Government.
25. Both the sealed covers (Part I & II ) mentioned above will be enclosed in a common sealed cover and should contain the following inscriptions on top of it: "TENDER FOR HIRING OF HELICOPTER ON WET LEASE"
26. Canvassing in any form in connection with the tenders is strictly prohibited and the tenders submitted by the operators who resort to canvassing are liable for rejection.

27. Part-I containing Technical Bid of the offer will be opened by the competent authority at 03:30 PM on 25.03.2017 in the office chamber of Director of Aviation near Old Terminal Building of B.P.I. Airport, Bhubaneswar in the presence of the tenderers or their authorized representatives who present themselves at the time of opening of the tender and wish to attend. Part-I of the tenders accompanied with requisite earnest money shall be scrutinized and processed to ensure whether the same are in conformity with the technical requirements. The bids which do not meet the minimum technical and safety requirements as mentioned at paragraph-3 above shall be liable for rejection. The competent authority will decide who are the bidders whose technical bids are in order and his decision cannot be questioned.

28. The envelope containing Financial Bid will be kept duly sealed and opened only of the technically acceptable tenderers. Normally opening of the financial bid will be done within one week of opening of the Technical Bid for which time and venue of opening the financial bid shall be intimated to the qualifying tenderers through FAX / letter / telephone / email and they may remain present at the time of opening of the Financial Bid. Financial Evaluation of the bids shall be done taking into consideration the components of offer as elaborated in Point No.24

29. The acceptance of the tender will be intimated to the successful tenderer by Government of Odisha and he will be asked to sign the contract/ MoU with the competent authority and should be in readiness to provide helicopter service.

30. In respect of service tax, as rate of tax will depend on sovereign legislation and shall not be fixed by an agreement. For comparing purpose the tax component shall be brought to the same level.

31. The bidders has to submit financial bid in clear unambiguous terms and send offer in INR in each and every items. Offers such as "actual" on *other charges* mentioned at Point No. 24(e) above or any such conditional offer without mentioning in terms of INR will not be accepted and the tender will be liable for rejection at the discretion of the competent authority.

32. The helicopter of the successful bidder should be available round the calendar at the sole disposal of Government of Odisha during the period of contract.

33. All completed bid documents and enquiries regarding clarification/interpretation in connection with this tender should be addressed to:

DIRECTORATE OF AVIATION,  
GOVERNMENT OF ODISHA  
OLD TERMINAL BUILDING,  
B.P. INTERNATIONAL AIRPORT,  
BHUBANESWAR -751020  
ODISHA

34. The competent authority at his discretion may negotiate with the successful/lowest tenderer regarding payment of fixed monthly charges of the helicopter with condition of providing free flying service of certain hours in a month and on any other such matter this action of the competent authority cannot be questioned.

35. The authority reserves the right to reject any or all offers without assigning any reason thereof. For any interpretation of the terms and the conditions, the decision of Government of Odisha will be final and binding.

36. Any dispute arising out of this bid shall be limited to the jurisdiction of Bhubaneswar Court.

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**Additional Secretary to Government**  
General Administration Department  
Government of Odisha

**Annexure**

Sl.No.	Technical Specification
1	Name of the Manufacturer with Regd. No. Type of Helicopter & Year of making
2	All up Weight (AUW)
3	Name of the Owner with address
4	Name of the Operator with address
5	NSOP License No. & validity from ____ to ____ (copy to be attached)
6	Certificate of Airworthiness validity from ____ to ____ (copy to be attached)
7	Helicopter total hours flown
8	Dual Engine with year of manufacture & total hours flown
9	Power of Each Engine
10	Cruising speed
11	Air conditioned (A.C.) or Non-A.C.
12	Maximum Altitude
13	Seating capacity & arrangement
14	Endurance with all seats occupied
15	VHF (Very High Frequency) Communication [DUAL/SINGLE]
16	VOR (VHF Omni Range) Navigation Single or Dual
17	ADF (Automatic Direction Finder) Single or Dual
18	DME (Distance Measuring Equipment) Single or Dual
19	Radio / Radar Altimeter
20	Weather Radar
21	G.P.S. (Global Positioning System)
22	ELT (Emergency Locator Transmitter)
23	Transponder
24	FDR/ CVR( Flight Data Recorder/ Cockpit voice Recorder)
25	Auto Pilot System (Automatic Flight Control System)
26	ILS (Instrument Landing System)
27	Remarks , if any

**PROFILE OF PILOTS**

Description
Name of the pilot with license No., validity & Date of Birth (Pilot should fulfill the DGCA requirement for VIP flight operation)
Total Hour Flown
Total Hour Flown in type of helicopter
Total Hour Flown since last six months in type of helicopter
Total Hour Flown since last one month in type of helicopter
Total Hour Flown as PIC (Pilot in command in type of helicopter)
Total Hours on night flying in type of helicopter
Remarks

**PROFILE OF ENGINEERS**

Name of the Engineer with License No., validity & Category
Total Year of Experience
Total Year of Experience in type of helicopter