

**RFP FOR SELECTION OF CONSULTANT**

**FOR**

**Preparation of Tender Document and execution  
of the bid process for Inviting Bids for  
Construction of Hangar  
for Aero Sports Hub**

**AT**

**AMRELI AIRSTRIP**

**GUJARAT STATE AVIATION INFRASTRUCTURE CO. LTD.**

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## SECTION 1. LETTER OF INVITATION (LOI)

Dear Sir/Madam

1. Govt. of Gujarat is planning to set up a Aero Sports Hub At Amreli Airfield of state Govt. with all necessary infrastructure required for the Aer sports.
2. GUJSAIL intends to appoint a consultant to prepare a tender document for inviting bids for Establishment of Infrastructure required for Aero sports Hub in Amreli.
4. The bidder shall submit Technical and Financial Proposals ONLINE on [www.nprocure.com](http://www.nprocure.com), (Tender ID) as per the Standard Bid Forms provided in Section 4 and 5 of the RFP document.

Note: The Financial Proposal shall be submitted ONLINE only. Technical Proposal shall be submitted both ONLINE and in HARD COPY also. Any bid in the hard copy along with the Financial Proposal shall be rejected.

5. The Consultant will be selected based on their Technical Qualification and Financial Proposal. However, the decision of the Authority pertaining to the selection of Consultant will be final in this regard.
6. This RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Instructions to Consultants
  - Section 3 - Terms of Reference
  - Section 4 - Technical Proposal - Standard Forms
  - Section 5 - Financial Proposal - Standard Forms

Please acknowledge receipt of this RFP.

Should you require any clarifications/additional information, please contact:

Capt. Ajay Chauhan  
Director, Civil Aviation  
GUJSAIL Complex, SVPI  
Airport, Ahmedabad.  
Ph- 079-22882068  
Email id- pa\_dire@cadgog.org

## SECTION 2. INSTRUCTIONS TO BIDDERS

### BID DATA SHEET

2.1	Name of the assignment:  Preparation of Tender Document and execution of the bid process for Inviting Bids for Construction of Infrastructure required for aero sports hub at Amreli.
2.2	Proposals must remain valid till 90 days after the last date of submission
2.3	Proposal shall be available on <a href="http://www.nprocure.com">www.nprocure.com</a> (from 06/03/2019 to 01/04/2019 up to 1810 hrs.
2.4	Proposal Security of Rs. 1,00,000/- (Rs. One Lakh) shall be submitted in the form of irrevocable Bank Guarantee in favor of “Gujarat State Aviation Infrastructure Company Limited” payable at Ahmedabad. Validity of the proposal security shall not be less than 180 days from proposal due date.
2.5	Bid Processing Fee (non-refundable) of Rs. 5000/- (Rs. Five Thousand) shall be submitted in the form of Bank Demand Draft in favour of “Gujarat State Aviation Infrastructure Company Limited” payable at Ahmedabad.
2.6	Pre Bid Meeting: 25.03.2019. at Conference Room, GUJSAIL Complex, Nr. Torrent Sub Station, SVPI Airport Ahmedabad – 380 004
2.7	Opening of Technical proposal: 03.04.2019
2.8	Evaluation pattern:  Qualification Requirement for Technical Proposal: Minimum 70% marks in overall Technical Proposal  However, Authority reserves the right to shortlist the number of bidders whose Financial Proposals will be opened based on the scores obtained by the bidders in the Technical Proposals  Financial Proposal: The consultant would be selected based on the Quality and Cost Based Selection (QCBS) method with <u>60% weightage to Technical Proposals</u> and <u>40% weightage to Financial Proposal</u> .
2.9	Technical Evaluation Criteria Relevant project experience of the Bidders:  a) Lead consultant should have experience in Structural design field for minimum 15 years and should be a registered structural engineer with any of the municipal corporations.

	<p>b) Lead consultant should have designed and completed at least one aircraft hangar.</p> <p>c) Should have experience in developing aerodrome master plan or aviation related infrastructure.</p> <p style="text-align: right;">Total points for project experience: 60 (40% - qualification &amp; experience of the project team; 20% - firm's experience)</p> <p>d) Project Presentation</p> <p style="text-align: right;">Total points for presentation 40 (approach methodology, time schedule &amp; work plan)</p> <p style="text-align: right;">Grand Total 100</p> <p>Authority reserves the right to shortlist the number of bidders whose Financial Proposals will be opened based on the scores obtained by the bidders in the Technical Proposals.</p>
2.10	<p>Financial Evaluation</p> <p>After the technical evaluation is completed, the Authority shall inform in writing the bidders, who have been shortlisted for opening of their Financial Proposals, the date, time and location for opening the Financial Proposals. The Financial Proposals of all other bidders shall be returned unopened before opening of the financial bids of the shortlisted technically qualified bidders.</p> <p>Financial Proposals shall be opened in presence of the bidders' representatives, who choose to attend, and the total prices read aloud and recorded.</p>
2.11	<p>Bid Award Criteria:</p> <p>The offers shall be evaluated in QCBS method. In this system, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The Financial Proposal (F) shall be the arithmetic sum of Total Costs, as indicated in Financial Proposal.</p> <p><math>Sf = 100 \times Fm / F</math>, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration. Proposals will be ranked according to their combined technical score (St) and financial score (Sf) using the weights (T = the weight given to the Technical Proposal and P = the weight given to the Financial Proposal; T + P = 1)</p> <p><math>S = St \times T + Sf \times P</math>.</p> <p>The weights given to the Technical and Financial Proposals are:</p> <p>T = 0.60, and P = 0.40</p>

	<p>The bidder achieving the highest combined technical and financial score (F1 bidder) will be invited for negotiations, and if negotiations failed with highest ranked consultant then second highest ranked consultant may be called for negotiations.</p>
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1. Introduction

1.1 The bidders are invited to submit a Technical Proposal as per the formats given in Section 4 and a Financial Proposal as per the formats given in Section 5 in two separate sealed covers.

1.2 Bidders should familiarize themselves with local conditions and take them into account in preparing their Proposals.

1.3 Bidders shall bear all costs associated with the preparation and submission of their proposals and contract negotiation including the site visit to obtain firsthand information on the assignment. Authority is not bound to accept any proposal, and reserves the right to reject any or all the proposals submitted and also to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the bidders.

1.4 Consortium / joint venture is permitted in this project.

2. Conflict of Interest

2.1 Bidders shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the Assignment in the best interest of Client.

2.2 Bidders shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the Assignment in the best interest of Client.

2.3 Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Project, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

3 Proposal Validity

3.1 The Technical and Financial Proposal to be submitted by the Bidder should be firm and valid for a period of 90 days from the last date of submission of the proposal.

4 Clarification and Amendment of RFP Documents

4.1 Bidders may request a clarification of any of the RFP documents before the proposal submission date. Any request for clarification must be sent in writing at the address indicated in the LOI. Authority will respond in writing to such requests and will send copies of the response to all invited bidders who intend to submit the proposal. Consultant shall write query on [qm-cad@gujsail.org](mailto:qm-cad@gujsail.org) /[director-cad@guajrat.gov.in](mailto:director-cad@guajrat.gov.in) or contact on 07922882044/2000.

5 Proposal Security and Bid Processing Fees

5.1 of the Technical Proposal, the Bidder would be required to submit Proposal Security in the form of an unconditional and irrevocable Bank Guarantee as mentioned in the Bid Data Sheet.

5.2 The Proposal Security of unsuccessful bidders would be returned after Authority has signed the Agreement with the successful bidder. The Proposal Security shall be submitted in original along with hardcopy of the Technical Proposal.

5.3 The Proposals that does not contain the Bid Processing Fees and Proposal Security would be considered non-responsive and would be returned without undertaking any further evaluation.

6 Submission, Receipt, and Opening of Proposals

6.1 The original proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidders themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 4, and FIN-1 of Section 5.

6.2 An authorized representative of the Bidders shall initial all pages of the TECH-I & FIN-I of original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the

representative has been dully authorized to sign. The signed Technical and Financial Proposals shall be marked “ORIGINAL”.

The Proposals must reach to Authority latest as per Bid Data Sheet delivered in person or by Registered Post or by Courier. Any proposal received by Authority without Online submission shall be rejected.

Authority shall open the Technical Proposal as per Bid Data Sheet.

## 7 Preparation of Technical Proposal

Your proposal shall be prepared in two separate parts, as follows:

1: Technical Proposal

2: Financial Proposal

The information shall be furnished in the formats prescribed in Section 4 & 5.

### 7.1

Technical Proposal

The envelope containing Technical Proposal shall contain all the information in the format prescribed in Section 4.

TECH-1 Technical Proposal Submission Form

TECH-2 Bidder’s Organization and Experience

Bidder’s Organization

Bidder’s Experience

TECH-3 Comments or Suggestions on the Terms of Reference

TECH-4 Description of the Approach and Methodology for performing the Assignment

TECH-5 Manning Schedule (Team Composition and Task Assignments)

TECH-6 Curriculum Vitae (CV) for proposed Professional Staff

TECH-7 Work Plan

TECH-8 Bid Processing Fees & Proposal Security

The technical proposal must not include any financial information.

### 7.2

Financial Proposal

#### 7.2.1

The Financial Proposal shall contain all the information in the format prescribed in Section 5.



## FIN-1 Financial Proposal Submission Form

### FIN-2 Summary of Costs

7.2.2 The Financial Proposal shall contain all the information in the format prescribed in Section 5.

1. All the costs associated with the Assignment shall be included in the proposal. These shall normally cover remuneration for all the staff (foreign and local, in the field, office etc.) and Out of pocket Expenses (OPEs) including accommodation, transportation, equipment, printing of documents, surveys, etc. The total amount indicated in the financial proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the financial proposal, it shall be considered non-responsive and liable to be rejected.

2. The financial proposal shall take into account all types of the tax liabilities and any other.

3. Costs (including break up of costs) shall be expressed in Indian Rupees

8 Evaluation of Technical Proposals Authority shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Bid Data Sheet.

## 9 Public Opening and Evaluation of Financial Proposals

9.1 After the technical evaluation is completed, Authority shall inform the Bidders who have submitted proposals about the responsiveness of their Technical Proposal. Those Bidders whose Proposals did not meet the minimum qualifying mark, will be notified, that their Financial Proposals will be returned unopened after completing the selection process. Bidder's attendance at the opening of Financial Proposals is optional.

9.2 Financial Proposals shall be opened publicly in the presence of the Bidder's representatives who choose to attend. The Financial Proposal of the Bidders who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened.

These Financial Proposals shall be then opened, and the total prices recorded.

9.3 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail.

9.4 Authority will select the Consultant on the basis of evaluation criteria described in data sheet.

9.5 After finalization of the preferred bidder, Authority would enter into suitable contract with the preferred bidder. The successful bidder would also be required to submit a bank guarantee equivalent to 5% of the total Fees for the Consultancy Work in favour of Authority as Security Deposit. The Security Deposit shall remain valid for the duration of the assignment.

10 Availability of Professional staff/experts

10.1 Authority will require assurances that the Professional staff will be actually available as mentioned in Proposal Data. Authority will not consider substitutions during the Contract unless both parties agree in writing to any substitution. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate.

11 Payment Schedule

11.1 The Payment to the Consultant toward discharge of services would be as per payment schedule.

12 Confidentiality

12.1 The Consultant shall keep all the information pertaining to the Assignment CONFIDENTIAL and shall not provide/disclose any information of the assignment to anybody except on specific instructions from Authority.

13 Property Rights of Assignment Outputs

13.1 Consultant shall handover all the working papers, report, drawings and images workable Financial Models with all linkages as developed for the Assignment, Business Plans and all related workings & outputs of the Assignment generated for executing the Assignment as & when requested by Authority and on successful completion of the assignment in editable soft & hard copies.

13.2 Such working papers, drawings and images related outputs are the Sole Property of Authority and the Consultant shall treat all these information

Confidential and shall not share with anybody else except on specific instructions.

### **SECTION 3. TERMS OF REFERENCE**

#### 1. Objectives

Preparation of Tender Document and execution of the bid process for Inviting Bids for Construction of Infrastructure for Aero Sports Hub

The Infrastructure will include:

- (a) Hangar Facility
- (b) Classroom for training
- (c) Administration cell

## **SECTION 4 - TECHNICAL PROPOSAL - STANDARD FORMS**

- TECH-1    Technical Proposal Submission Form
  
- TECH-2    Bidder's Organization and Experience
  - A   Bidder's Organization – brief description
  - B   Bidder's relevant project Experience
  
- TECH-3    Comments and Suggestions on the Terms of Reference
  
- TECH-4    Description of the Approach and Methodology for performing the Assignment
  
- TECH-5    Manning Schedule (Team Composition and Task Assignments)
  
- TECH-6    Curriculum Vitae (CV) for Proposed Professional Staff
  
- TECH-7    Work Plan
  
- TECH-8    Bid Processing Fees

**Form: TECH-1 Technical Proposal Submission Form**

To:

Capt. Ajay Chauhan  
Director, Civil Aviation  
GUJSAIL Complex, SVPI  
Airport, Ahmedabad.

Dear Sir:

We, the undersigned, offer to provide the services of Consultant for Preparation of Tender Document and execution of the bid process for Inviting Bids for Construction of Infrastructure for Aero Sports Hub at Amreli Airstrip of Govt. of Gujarat. in accordance with your Request for Proposal dated 06.03.2019. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

The enclosed Technical proposal includes the Power of Attorney in the name of the Authorized Signatory and Consent letters from organization, in Original.

We are submitting our Proposal in association with: [Insert the list of Bidder with full name and address]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., 90 days from the last date of proposal submission, we undertake to negotiate on the basis of the proposal.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than 3 days from the date of appointment. We further understand that you are not bound to accept any Proposal you receive.

Thanking You,

Yours Sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**Form: TECH-2 Bidder’s Organization and Experience**

A - Bidder’s Organization - Brief Description

[Provide here a brief description of the organization, business activities and experience of your organisation for this assignment.]

A B. - Bidder’s Experience<sup>1</sup>(<sup>1</sup> The bidders must submit proof of the Work Experience for each assignment mentioned. )

[Using the format below, provide information on each assignment for which your organization and each associate for this assignment, was legally contracted, during the last 7 years, for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name:	Approx. value of the contract (in Rs.):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in Rs.):
Start date (month/year): Completion date (month/year):	N <sup>o</sup> of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	

\_\_\_\_\_

**FORM: TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE**

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment. Such suggestions should be concise and to the point, and incorporated in your Proposal.]

**FORM: TECH-4 DESCRIPTION OF APPROACH AND METHODOLOGY FOR PERFORMING THE ASSIGNMENT**

Technical Approach and Methodology. In this form, you should explain your understanding of the nature of the project, objectives of the assignment, approach to the services, implementation approach, methodology for carrying out the activities and obtaining the expected output, technical competitiveness, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodology you propose to adopt and highlight the compatibility of the methodology with the proposed Work Plan and the proposed resources.



**FORM: TECH-5 MANNING SCHEDULE (TEAM COMPOSITION AND TASK ASSIGNMENTS)**

Manning Schedule (Organization and Staffing). In this form, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

Professional Staff											
Name of Staff	Firm	Area of Expertise	Position Assigned	Tasks Assigned	No of weeks						Proposed total input in weeks
					1	2	3	4	5	..... n	

**FORM: TECH-6 CURRICULUM VITAE (CV) FOR PROPOSED STAFF**

1. Proposed Position [only one candidate shall be nominated for each position]: \_\_\_\_\_

2. Name of Firm [Insert name of firm proposing the staff]: \_\_\_\_\_

3. Name of Staff [Insert full name]: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

5. Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

\_\_\_\_\_

6. Membership of Professional Associations: \_\_\_\_\_

\_\_\_\_\_

7. Other Training [Indicate Significant training since degrees under 5- Education were obtained]:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Countries of Work Experience: years]:[List countries where staff has worked in the last ten

\_\_\_\_\_

9. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

10. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

11. Detailed Assigned Tasks

[List all tasks to be performed under this assignment]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: .

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: \_\_\_\_\_

**FORM: TECH-7 WORK PLAN**

Work Plan. In this form, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible work plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

Task No.	Activity <sup>1</sup>	Duration <sup>2</sup> (No of Weeks)					
		1	2	3	4	5	..... n
1							
2							
3							
4							
5							

- 1 Indicate all main activities of the assignment, including delivery of reports, viz., inception, draft final report and final report, and other benchmarks such as Client approvals.
- 2 Duration of activities shall be indicated in the form of a bar chart.

**SECTION 5. FINANCIAL PROPOSAL - STANDARD FORMS**

FIN-1      Financial Proposal Submission Form

FIN-2      Summary of Costs

**FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To:

Capt. Ajay Chauhan  
Director, Civil Aviation  
GUJSAIL Complex, SVPI  
Airport, Ahmedabad.

Dear Sir:

We, the undersigned, offer to provide the services of Consultant for Preparation of Tender Document and execution of the bid process for Inviting Bids for Construction of Infrastructure for Aero Sports Hub at Amreli Airstrip of Govt. of Gujarat. in accordance with your Request for Proposal dated 06.03.2019. Our attached financial proposal is for the sum of Rs [Insert amount(s) in words and figure] inclusive all taxes except service tax.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. 90 days from the last date of submission of this Proposal.

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

Thanking You,

Yours Sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

## FIN-2 SUMMARY OF COSTS

Cost break-up of Total Consultancy Fees

Sr. No.	Price Component	Rs. Inclusive all taxes.
1.	Professional Fees	
2.	Out of Pocket Expenditure	
	Total Price	

The prices quoted are lump sum, firm and inclusive of all taxes and duties for the Scope of Work and Terms of Reference as agreed and mentioned in document, Out of Pocket Expenses are including all expenses for personnel services, visits, transport charges, cost of collecting required data, etc. and all the necessary services, obtaining necessary approvals/NoC materials, stationary, computer services, typing, printing, photocopying etc. to fulfil the requirement of the scope. No change in the prices will be allowed on any account except for changes in any taxes/duties.

Note:

1. All the prices quoted above must be inclusive of all taxes and duties
2. No escalation would be allowed due to changes in taxes and duties
3. No conditions should be attached to the price proposal
4. In case of any discrepancies in the prices mentioned in the figures and words, the prices mentioned in the words.