

Government of Bihar
Directorate of Civil Aviation
Cabinet Secretariat Department
Patna Airport Patna -14

Letter No: CBN (miscellaneous) ...1.5.2-

Patna, Dated ..2.8.13 / 13

Tender Notice

Sealed tenders are hereby invited from DGCA approved companies /firm/Public enterprise/ Organization for preparation and approval from DGCA of operation manuals, safety manuals, standard operation procedure (SOP) Safety Management System (SMS), Security Manual, Maintenance Organization Exposition (MOE) and Minimum Equipment List (MEL) on or behalf of Civil Aviation Directorate, Govt. of Bihar.

Terms and Conditions


1. The tender must reach the Director (Operation), Civil Aviation, Airport, Patna on or before **02.04.2013**, at 5:00 P.M. by register or speed post only.
2. Bidders should submit their offer in two separate sealed envelopes labelled as 'Technical Bid' and 'Financial Bid'. These two bids should be kept in another big envelop which will be sealed and subscribed as "Tender for preparation of various manuals for Directorate of Civil Aviation, Govt. of Bihar".

Technical Bid-

- a. Technical bid should contain authorization certificate from DGCA, validity of licence & experience of preparation of such manuals (proofs to be attached), income tax return of last three years, a certificate that the company has not been black listed by any organization and a Bank Draft amounting to ₹ 5,000/- (Rs. Five thousand) as security money payable to 'Director-Cum-Chief Pilot, Directorate of Civil Aviation, Govt. of Bihar Patna' along with the estimated time to complete the aforesaid manuals. Security money of Unsuccessful bidder will be refunded immediately after the final selection.

Financial Bid-

- c. Financial bid should contain the rate quoted, its validity. Minimum validity of the rate should be **30.04.2014**. Financial bid should include boarding, lodging and transportation charges of the personnels engaged in the work. Bidders are required to submit other charges i.e. tax payable, fee and other charges of DGCA. It will be the duty of the awardee bidder to get the said manuals approved by DGCA. Financial bid will be opened only of those tenderers whose technical bid will be found in order.
3. The tender will be opened on **05.04.2013 at 3:00 P.M** before the committee headed by Principal Secretary, Cabinet Secretariat Department, Bihar, Patna or by an officer so authorized by him before representative of firms/ Companies / Public enterprises.
4. Awardee bidders will have access to previous available manuals. The successful tenderer will have to sign an agreement with Directorate as per Bihar Financial Rule.
5. In case of any dispute, the matter will be decided within the judicature of High Court at Patna.
6. The Principal Secretary, Cabinet Secretariat Department, Bihar, Patna reserves the right to reject / cancel any or all tenders without assigning any reason thereof.
7. The details of Tender notice can be seen on the department's website "www.csd.bih.nic.in".


Dipak Kumar Singh
Director (Operation)