

CIVIL AVIATION DEPARTMENT, HARYANA  
(CAD)

INVITES

EXPRESSION OF INTEREST

To select Private Sector Partner (PSP)  
for Operation and Maintenance of Airstrips  
and Flying Training Institutes in Haryana  
on Public Private Participation (PPP) basis

June,2018

Civil Aviation Department

30 Bays Building, Sector 17-B, Chandigarh, 160017 | [www.haraviation.gov.in](http://www.haraviation.gov.in) | 172 2709386

## Table of Contents

Document Control Sheet .....	3
1. Introduction .....	4
1.1 Background .....	4
1.2 Purpose .....	4
2. Scope of work.....	4
2.1. Envisaged role of the Private Sector Partner (PSP) .....	4
2.2. Role of CAD .....	5
3. Eligibility criteria of the PSP's.....	6
3.1. Eligibility of organizations.....	6
3.2 Prospective Business Models .....	6
3.3 Submission of Proposal.....	7
3.4 Language of EOI .....	7
3.5 Format and Signing of application.....	8
3.6 EOI due date .....	8
3.7 Clarifications from Organizations .....	9
4. APPENDIX.....	10
4.1 Details of CAD existing Infrastructure at each location.....	10
4.2 Letter of Submission .....	12
4.3 Expression of Interest for Operation and Maintenance of Airstrips and Flying Training Institute/s in the state of Haryana.....	13
4.4 Form 2 – General Information and Documents to be submitted.....	14
4.5 Form 3 – Format of Curriculum Vitae for Key Staff .....	17

To select Private Sector Partner (PSP) for Operation and Maintenance of Airstrips and Flying Training Institutes  
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## Document Control Sheet

#	Information	Details
1	EOI No. and Date of availability of EOI	EOI No. : Date: 02 <sup>nd</sup> July 2018
2	Submission of queries through mail (Date/Time & Email-id)	Date: 10 <sup>th</sup> July 2018 (3pm) Email-id: cavation@hry.nic.in
3	Query Resolution conference (Date/Time & location)	Date: 23 <sup>rd</sup> July 2018 (3pm) Location: <b>In Office Room of Director Industries cum Adviser Civil Aviation, Industries &amp; Commerce Deptt, 1<sup>st</sup> floor, 30 bays building, sector -17/B, Chandigarh</b>
4	Issue of clarification to the PSP's (Date)	Date: 27 <sup>th</sup> July 2018
5	Submission date and time for EOI	3 <sup>rd</sup> August 2018 (4pm)
6	Contact Person	Name: Sh. Ashok Sangwan Designation: Advisor Email: cavation@hry.nic.in Ph.: 0172 2709386
7	Submission mode	Soft copy of EOI to be submitted on cavation@hry.nic.in Hard copy of EOI to be submitted to the following: Kind Attn: Sh. Ashok Sangwan Advisor, Civil Aviation 30 Bays Building, Sector 17-B, Chandigarh, 160017 Email: cavation@hry.nic.in Ph.: 0172 2709386

## 1. Introduction

### 1.1 Background

Civil Aviation Department (CAD), Haryana was established on 1st November, 1966. At present, the CAD has 5 civil airstrips in Hisar, Bhiwani, Karnal, Narnaul and Pinjore. In addition, two Defense Aerodromes are also located at Sirsa and Ambala. There are three Flying Training Institutes being operated by the Haryana Institute of Civil Aviation (HICA) based at Hisar, Karnal and Pinjore imparting training for Private Pilot License (PPL) and Commercial Pilot License (CPL) licenses as well as hobby flying.

Due to its proximity to the National Capital and advantageous geographical position, Haryana enjoys a premium position for locating Flying Training Institutes. Over the last few years there is an increasing demand for fresh pilots as well as continuous training and up gradation of existing pilots. In view of this, the Civil Aviation Department (CAD) has adopted a proactive strategy to upgrade and augment its Flying Training Institutes for imparting state of the art flying training to aspiring pilots and providing exciting opportunities for aero-sports.

### 1.2 Purpose

The Civil Aviation Department (CAD) intends to evoke response from interested Private Sector Partners (PSPs) for Operation and Maintenance of Airstrips and Flying Training Institutes in the state including augmentation of flying training infrastructure (such as aircrafts, simulators and similar infrastructure) with an aim to impart state of the art flying training and skills to the citizens and also offer its aviation infrastructure for aero-sports activities.

Overall objective of this EOI is to obtain responses from prospective bidders for the proposal of the State government to engage a PSP leading to floating of Request for Proposals (RFP) to select suitable partner(s) to carry out the activities as stated above.

## 2. Scope of work

### 2.1. Envisaged role of the Private Sector Partner (PSP)

- 2.2.1 Operation and maintenance of airstrips and world class flying training institute/s as per guidelines of Director General Civil Aviation, India (DGCA) & Dept. of Civil

To select Private Sector Partner (PSP) for Operation and Maintenance of Airstrips and Flying Training Institutes in Haryana on Public Private Participation (PPP) basis

Aviation, GoH

- 2.2.2 Compliance with the Civil Aviation Requirements (CAR) for Flying Training Institute/s relating to infrastructure, rules/regulations, procedures and manpower issued from DGCA, New Delhi.
- 2.2.3 Obtain all necessary statutory clearances / licenses / approvals / permissions from the respective regulatory bodies including Director General of Civil Aviation, Government of India, for running the institute.
- 2.2.4 Deployment of adequate trained staff for training, services, operation and maintenance as per requirements of DGCA & Dept. of Civil Aviation, GoH.
- 2.2.5 Undertake recurring expenditure and all necessary activities to operate and maintain the facility including aircrafts and ancillary infrastructure/facilities etc.
- 2.2.6 Ensure that the Airstrips and all the facilities, being operated and maintained by the PSP be allowed to be used for the Aircraft of CAD and other operators who would have been permitted by CAD or by any agency of the state government.
- 2.2.7 Arrange security / firefighting and other safety measures at the Airstrips and its building structures at PSP's own cost.
- 2.2.8 Obtain insurance coverage for all the facilities and the staff working with the PSP for the adequate amount. The CAD shall not be responsible for any claim for loss or damage of property or life in any way.

## 2.2. Role of CAD

The CAD shall provide the following facilities to the Private Sector Partner (PSP):

- 2.3.1 Allow the PSP to utilize the assets including existing aircraft, tools and equipment, airstrips and existing civil infrastructure on mutually agreed terms for the period and manner prescribed. The PSP is expected to bring its expertise to draw a good business model to ensure maximum utilization of the infrastructure in furtherance to the aims and objectives of this EOI.
- 2.3.2 Allow use of hangars, wherever available, for the purpose of maintenance and housing the Aircrafts for the period and manner prescribed herein above.

To select Private Sector Partner (PSP) for Operation and Maintenance of Airstrips and Flying Training Institutes in Haryana on Public Private Participation (PPP) basis

2.3.3 Allow the use of terminal building, wherever available for the period and manner prescribed herein above.

### 3. Eligibility criteria of the PSP's

#### 3.1. Eligibility of organizations

To be eligible for evaluation of its EOI, the Organization shall fulfill the following Minimum Eligibility Criteria:

It should be:

- a) A Company / Partnership Firm / Joint Venture formed under any law of India or States of India or society registered under the Societies Registration Act, 1860; or
- b) Overseas Corporate Bodies (OCB); or
- c) Central Government or a State Government Undertaking owned or controlled by either of the said Governments.
- d) A foreign company having its registered office in India, duly authorized to operate and undertake such operations in India by DGCA and RBI.

**Having the requisite experience and capabilities to carry out the scope of work.**

Note: In case of a Joint Venture(JV) or Consortium, there can be a maximum of 3 participating entities. The lead partner/member of the JV/ Consortium shall be evaluated as per the pre-qualification criteria.

#### 3.2 Prospective Business Models

- a) Lease-Develop-Operate (LDO) - In this business model, the government retains ownership of the infrastructure facility and receives payments in terms of a lease agreement with the PSP.

##### Areas of Discussion

- i. Lease Period
- ii. Lease Amount
- iii. The responsibility of maintenance of existing infrastructure of CAD, Haryana during the lease period

To select Private Sector Partner (PSP) for Operation and Maintenance of Airstrips and Flying Training Institutes in Haryana on Public Private Participation (PPP) basis

- iv. Only the existing infrastructure will be leased out. The PSP would have to bring in infrastructure such as aircrafts and all other items required to operate and maintain the Flying Training Institute/s
- b) Management contract - According to this business model, the selected PSP has the responsibility for a full range of investment, operation and maintenance functions. He has the authority to make daily management decisions under a **revenue-sharing or fixed-fee arrangement**.

Areas of Discussion

- v. Agreement Period
  - vi. In revenue sharing model, % revenue to be shared with CAD, GoH
  - vii. In Fixed-Fee arrangement, fixed fee / month to be shared with CAD, GoH
- c) Any other model recommended by the PSP shall be deliberated during the review of EOI.

### 3.3 Submission of Proposal

- a) The EOI document can be downloaded from the CAD website([www.haraviation.gov.in](http://www.haraviation.gov.in)).
- b) The EOI document can also be obtained from the office of Civil Aviation, Government of Haryana
- c) The interested PSP shall submit their previous project credentials along with the EOI
- d) The interested PSP shall submit the CVs of the staff they are planning to employ along with the proposal in the format attached, indicating past experience and competency to set up and run a Flying Training Institute/s.
- e) The interested PSP should submit their EOI to the Advisor, Civil Aviation, Government of Haryana in a sealed cover. The EOI shall be submitted with necessary details.
- f) The Organization shall bear all costs associated with the preparation and submission of its EOI. CAD will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the EOI process.

### 3.4 Language of EOI

The application and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Organization with the application may be in any other language provided that they are accompanied by

To select Private Sector Partner (PSP) for Operation and Maintenance of Airstrips and Flying Training Institutes in Haryana on Public Private Participation (PPP) basis

appropriate translations of the pertinent passages in the English language, duly authenticated and certified by the Organization. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the application, the English language translation shall prevail.

All communication provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words. In case of difference in amounts stated in figures and words, the amount stated in words only will be taken as correct and final.

### 3.5 Format and Signing of application

The proposal shall provide all information sought under this EOI.

The proposal shall be typed or written in indelible ink, stamped (Company/firm stamp or seal) and signed by the Authorized signatory of the Organization who shall also initial each page. In case of printed and published documents, only the cover shall be initialled. All the alterations, omissions, additions or any other amendments made to the application shall be initialled by the person(s) signing the application. The proposal shall contain page numbers and shall be in pdf format only.

### 3.6 EOI due date

Proposal/Applications should be submitted before time mentioned in Document control sheet (on page 3) in the manner and form as detailed in this EOI.

In the event that the due date for the application submission is a holiday for the authority, the next working day (at same time) will be the date of submission.

The Authority may, in its sole discretion, extend the application due date by issuing an Addendum uniformly for all Organizations.



To select Private Sector Partner (PSP) for Operation and Maintenance of Airstrips and Flying Training Institutes in Haryana on Public Private Participation (PPP) basis

### 3.7 Clarifications from Organizations

- a) The EOI shall be reviewed on the basis of the Proposal and the supporting documents submitted by PSP. CAD shall not be under any obligation to seek any further information or clarifications.
- b) Without prejudice to the above, in order to assist in the evaluation of EOI, CAD may, at its sole discretion, ask any Organization for any clarification on its Proposal which shall be submitted within a stated reasonable period of time.
- c) If a PSP does not provide clarifications requested by the date and time set forth in such request for clarification, its proposal shall be evaluated based on the information and documents submitted in the EOI at first instance.

## 4. APPENDIX

### 4.1 Details of CAD existing Infrastructure at each location

Civil Aviation Department came into existence in Joint Punjab after China's aggression in the year 1962. It had played significant role during Indo-Pak wars of 1965 & 1971. After the formation of Haryana on 1<sup>st</sup> November, 1966 Civil Aviation Department continued to function and has been imparting flying and gliding training to the boys and girls of Haryana domicile since then, through three Aviation Clubs situated at Hisar, Karnal and Pinjore which were merged into Haryana Institute of Civil Aviation w.e.f. 1<sup>st</sup> April 1999.

Presently there are three Civil Aerodromes in the State viz. Hisar, Karnal, Pinjore and two Civil Airstrips Bhiwani and Narnaul. Simulator Training is also being imparted to the Pilot Trainees at Civil Aerodrome, Karnal.

Sr. No	Name of Aerodromes	Total land/area	Whether land falls in controlled area	Whether night flying electrification facilities are available or not	Length and widening of runway (in Feet)	Status of buildings available at aerodromes i.e. Hangar, Admn. Block, Hostel, VIP lounge etc and aircrafts
1.	Pinjore.	96 Acres.	No	No	3000'x120'	<ul style="list-style-type: none"> <li>• Two Hangars (100'x75' each )</li> <li>• Tarmac</li> <li>• Admn. Block</li> <li>• Two Officers residential accommodations.</li> <li>• VIP Lounge</li> <li>• Hostel</li> <li>• Class room &amp; Library</li> </ul> <p><b><u>Present Aircraft Fleet</u></b>                      1. Cessna-172 R Aircraft - 02                      2. Cessna-152 Aircraft - 01</p>
2.	Karnal.	104 Acres.	Yes	Night Landing Facility	3000' x 150'	<ul style="list-style-type: none"> <li>• One Hangar</li> <li>• Tarmac</li> <li>• Admn. Block</li> <li>• Two Officers residential accommodations.</li> <li>• VIP Lounge</li> <li>• Hostel</li> <li>• Library</li> <li>• Rotating Beacon</li> <li>• One Classroom equipped with</li> </ul>

To select Private Sector Partner (PSP) for Operation and Maintenance of Airstrips and Flying Training Institutes in Haryana on Public Private Participation (PPP) basis

						computer and L.C.D. for ground training to the pilot trainee.  <b>Present Aircraft Fleet</b> 1. Cessna-172 R Aircraft - 01 2. Cessna-152 FA Aircraft - 01
3.	Hisar.	180 Acres.	No	Night Landing Facility available with Goose Neck.	4000'x150'	<ul style="list-style-type: none"> <li>• Two Hangars (85'x72') &amp; ( 96'x 70'),</li> <li>• Admn. block</li> <li>• VIP Lounge</li> <li>• Hostel ( old)</li> <li>• Control Tower</li> <li>• Tarmac</li> <li>• One class room along with library</li> <li>• Hostel</li> <li>• One Small Dormitory</li> </ul> <b>Trainer Aircrafts</b> 1. Cessna-172 R Aircraft - 01 2. Cessna-152 FA Aircraft - 01
4.	Bhiwani	125 Acres.	No	No.	3517'x75'	One Hangar, 1 VIP Lounge.
5.	Narnaul.	58 Acres.	No	No.	3000'x75'	One Hanger, Admn.- Cum-VIP Lounge.

To select Private Sector Partner (PSP) for Operation and Maintenance of Airstrips and Flying Training Institutes in Haryana on Public Private Participation (PPP) basis

#### 4.2 Letter of Submission

[Letterhead paper of the Organization including full postal address, and telephone, facsimile and e-mail address]

Date: \_\_\_\_\_

Sir,

- a) We hereby certify that all the statements made and information supplied in the enclosed forms 'and accompanying statements are true and correct.
- b) I/We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
- c) I/We submit the following documents in support of our suitability, technical know-how and capability.

Certificate from Signature of the Authorized Signatory  
Enclosures

Date of submission

Seal of Organization

To select Private Sector Partner (PSP) for Operation and Maintenance of Airstrips and Flying Training Institutes in Haryana on Public Private Participation (PPP) basis

4.3 Expression of Interest for Operation and Maintenance of Airstrips and/or Flying Training Institute/sin the state of Haryana (Organizations may indicate the location when submitting their EOI)

Having examined the details given in EOI document for the above project, I/ we \_\_\_\_\_, JV / Company / Partnership Firm / \_\_\_\_\_ hereby submit the relevant information for considering my EOI for operation and maintenance of airstrips and Flying Training Institute/s in the state of Haryana at .....[ name of the location/ locations to be mentioned]

I/We also authorize Advisor of Civil Aviation, Haryana or his authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.

Authorized Signature

Name and Title of Signatory

Name of Firm

Address:

Email ID

Telephone No (s)

#### 4.4 Form 2 – General Information and Documents to be submitted

1. Name of the Principal firm submitting the EOI

\_\_\_\_\_

(Attach photocopy of Certificate of Registration)

2. Legal Status of the firm: Individual Company / Partnership Firm / Joint Venture firm / Others (Attach Memorandum and Article of Association / Partnership Deed / JV Agreement / Bylaws etc.)
3. Registered Address, telephone No., fax no. e-mail ID, website

\_\_\_\_\_

4. Contact Person, Designation and address including contact no. and e-mail ID.

\_\_\_\_\_

5. Organizational Profile (attach relevant document in their support):

- a) Its existing Business
- b) Details of experience in aviation industry
- c) Organization Structure
- d) Names of Directors of the Board and Chairman / Chief Executive Officer, their nationality, passport details, address and other details as per DGCA norms for necessary security clearance
- e) Details of the shareholding of the company;
- f) Percentage share of foreign nationals or company, if any, in the capital of the company ;
- g) A copy each of the certificate of incorporation and Memorandum and Articles of Association
- h) Valid GSTIN registration no.
- i) A certificate from the statutory auditor regarding the annual turnover of last 5 years and profitability of the firm(Balance sheet, Profit/Loss Statement)

To select Private Sector Partner (PSP) for Operation and Maintenance of Airstrips and Flying Training Institutes in Haryana on Public Private Participation (PPP) basis

- j) Details of Necessary clearances / licenses / approvals / permissions from the respective regulatory bodies including Director General of Civil Aviation, Government of India, for setting up Flying Training Institute/s
6. Financial resources
    - a) Authorized equity capital; Subscribed equity capital
    - b) Other resources (attach supporting documents such as balance sheet, bank certificates etc.)
    - c) Project profitability (a copy of feasibility study may be enclosed)
  7. Curriculum Vitae of Key Professionals (in the format given in EOI Document)
  8. Certificate of Net Worth
  9. Approach paper on methodology for Operation and Maintenance of Airstrip and / or setting up Flying training Institute/s
  10. Organizations plans for proposed training Institute i.e. Project Report giving complete details regarding:
    - a) Proposed Organizational setup
    - b) Proposed maintenance facilities with details of organization, equipment and approved programme
    - c) Manpower to be employed and no. of instructors for each type of training& details of their licenses
    - d) Source of flight and ground instructors and engineers; Main base of the training institute
    - e) Training Plan i.e. types of training to be provided, batch size, number of batches to be conducted for each type of course.
    - f) Proposed utilization of Airstrips (number of hours) i.e. Schedule
    - g) Proposed firefighting and security arrangements
    - h) Infrastructure to be acquired viz.
      - Class room,
      - Library,
      - Other office infrastructure,
      - Vehicles,

To select Private Sector Partner (PSP) for Operation and Maintenance of Airstrips and Flying Training Institutes in Haryana on Public Private Participation (PPP) basis

- Hangars for Aircraft parking,
- Parking for other vehicles
- Navigation equipment,
- Proposed types of aircrafts, their number, year & make, and where to be purchased / leased.
- Radar & Control Mechanisms
- Details of number of Aircrafts, their age and date of purchase
- All other facilities required to be setup for Grant of Approval from DGCA, New Delhi
- Any other information that is necessary for setting up a Flying School / Training Institute or operation and maintenance of Airstrips

11. Details of aircraft proposed to be operated:

- a) In case of aircraft lease, Name and address of Owner/ Lessor for the purpose of registration of aircraft,
- b) Number and type of aircraft ; Passenger capacity of each type; Maximum all up weight
- c) Whether the aircraft is type certified to FAA or JAA requirements

12. State if the organization has at any time contravened any provision of the Aircraft Act, 1934 and/or the rules made there-under. If so, give details.

13. By what time the flying training activities are proposed to be started

Signature of the Authorized Signatory



To select Private Sector Partner (PSP) for Operation and Maintenance of Airstrips and Flying Training Institutes in Haryana on Public Private Participation (PPP) basis

4.5 Form 3 – Format of Curriculum Vitae for Key Staff

1. Proposed Position of the group				
2. Name of Person				
3. Date of Birth				
4. Years with Firm (in years)				
5. Total experience(in years)				
6. Total No. of flying hours ( in India)				
7. Total No. of flying hours (International flights)				
8. Single Engine Experience				
9. Multi- Engine Experience				
10. Professional Qualifications (Name of Degree – Graduation onwards, University, Year of Passing)	<b>Year</b>	<b>Name of Institution</b>	<b>Degree</b>	
11. Key achievements				
12. Specialization & Expertise				
13. Training courses and workshops attended (Give description of course, year in which held, duration and name of organization who has organized the Workshop)	<b>Year</b>	<b>Name of organization</b>	<b>Description of course</b>	<b>Duration</b>

To select Private Sector Partner (PSP) for Operation and Maintenance of Airstrips and Flying Training Institutes in Haryana on Public Private Participation (PPP) basis

14. Languages		<b>Speak</b>	<b>Read</b>	<b>Write</b>
	English			
	Hindi			
	<Other>			
15. Employment Record& Present Commitments				
From	to	Employer	Position Held	
16. Certification:				

I, the undersigned, certify that to the best of my knowledge and belief, this Bio data correctly describes my qualification, my experience and myself.

Signature

Date: