

# **CIVIL AVIATION DEPARTMENT, GOVERNMENT OF HARYANA**

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Tender ref no.: Ref. No.: CAD/ OPS/2026/

dated: 02.02.2026

E-tender Id: 2026\_HRY\_497848\_1

Re-tender Id: 2026\_HRY\_497848\_2

**Civil Aviation Department, Government of Haryana invites Technical and Financial Bids from eligible bidders for Preparation, Submission, Approval, Revision and Maintenance of all relevant Manuals as required by DGCA/BCAS/MOCA Etc.**

Civil Aviation Department, Government of Haryana invites Technical and Financial Bids from eligible bidders for **Preparation, Submission, Approval, Revision and Maintenance of all relevant Manuals as required by DGCA/BCAS/MOCA Etc.**

To apply/bid submission, please visit <https://etenders.hry.nic.in/>

The terms & condition are as follows:

1. Sealed tenders are invited by the Advisor, Civil Aviation, Government of Haryana on behalf of the Governor of Haryana, for PREPARATION, REVISION, APPROVAL & MAINTENANCE of all relevant manuals as required by DGCA/BCAS etc. related work as per the scope defined in this document.
2. The Tender/Purchase Committee shall reserve the right to accept or reject any tender without assigning any reason thereof.
3. The tenders will be opened by the proposed tender committee on **10.02.2026 at 1100** hours.
4. The tenderers are required to submit their offer in a two-bid system; viz (a) Technical bid (Annexure-I) and (b) Financial bid (Annexure-2) of this tender document.
5. The copy of all the uploaded documents will be received up to **1700 hours on 09.02.2026** in the office of Advisor, Civil Aviation, Government of Haryana.
6. Tender document fee (Non-refundable) of Rs 1000/- (Rs One thousand only) plus GST must be paid online at <https://etenders.hry.nic.in/>
7. The Earnest Money Deposit must be paid online at <https://etenders.hry.nic.in/> . The consultants registered as MSME company are exempted from submission of EMD

and tender fees as per the Gazette notification dated 23 Mar 2012 issued by Govt. of India.

8. The Civil Aviation Department, Govt of Haryana shall not be responsible for any delay in receipt or non-receipt of the tender on any account after the due date/ time.
9. The Tender committee will evaluate the technical bid, i.e. Annexure-I of all the tenderers only of those tenders whose earnest money has been deposited along with the technical bid. Consultants registered as MSME company are exempted from submission of EMD and tender fees as per the Gazette notification dated 23 Mar 2012 issued by Govt. of India.
10. The Financial bid (Annexure-2) of only those tenderers shall be opened who qualify the norms of the technical bid.
11. The earnest money deposited by the successful tenderer shall be returned after receipt of PBG of required value. The earnest money of the unsuccessful tenderer shall be refunded upon receipt of written request on the tenderer's letter head after finalization of the tender.
12. The department is responsible for maintenance and operations of aircraft owned by Government of Haryana. At present, the State's fleet comprises of fixed wing B200GT Fusion VT-HCA and rotary wing EC145 C2 VT-HRY and H145 D3 VT-HYR.
13. The tenderer must submit following information/ documents along with tender;
  - (a) Name/Title of consultancy Firm/agency, specifications of the organization, all relevant technical details, permits, certificates, with all the relevant supporting documents. i.e., GST Certificate, MSME Registration Certificate
  - (b) Bidder Must be a registered consultant (GST Registration) having experienced and Qualified Professionals and must have the past experience (with completion letters received from Clients) for assisting Indian Air operators (Central/State Govt./PSU) for preparation, revision, maintenance and approval of concerned manuals from DGCA/BCAS etc.
  - (c) List of qualified Technical Expertise/evaluators employed, indicating their professional qualifications and past experience of assignments of similar nature.
  - (d) An experience for preparation and approval of manuals for similar type of aircrafts as mentioned in Para 12 with DGCA may be given a Weightage.
  - (e) Bidder must provide P&L account & balance sheet, GST and Income tax returns for the last 3 Years.
  - (f) Bidder must provide background of company including nature of business

and certificate of registration of Business.

14. **The consultancy fee** quoted by the successful bidder shall be released in four parts i.e. quarterly on the basis of recommendation of Accountable Manager.
15. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform the Govt. of Haryana, detailing the conflict in writing as an attachment to this Bid.
16. Any queries relating to the tender document, organization details and the terms and conditions contained therein should be addressed to the Tender Inviting Authority at: email: [cavation@hry.nic.in](mailto:cavation@hry.nic.in)

Invitation for Bid

### **Introduction of the Project**

- a. The Civil Aviation Department, Government of Haryana has decided to select an agency to perform all activities related to PREPARATION, REVISION, APPROVALS & MAINTENANCE of all relevant manuals as required by DGCA/BCAS/MOCA etc. used by CIVIL AVIATION DEPARTMENT, GOVERNMENT OF HARYANA.
- b. The Civil Aviation Department, Government of Haryana has entrusted this task of Preparation, Revision, Approvals & Maintenance of all relevant manuals as required by DGCA/BCAS/MOCA etc. through e-Tendering process.
- c. The e-Bid document is available on e-tender portal <https://etenders.hry.nic.in/>. Interested Bidders may download the e-Bid document, Corrigendum and clarifications from the e- tender portal.
- d. The e-Bids shall be submitted **online only** on e-tender portal <https://etenders.hry.nic.in/> up to the date and time mentioned.

### **Issuer of the TENDER**

The Advisor, Civil Aviation Department,  
Government of Haryana,  
3rd Floor, 30 Bays Building, Sector 17, Chandigarh, India - 160017  
Email: [cavation@hry.nic.in](mailto:cavation@hry.nic.in)

Tel: 172- 2709386

Any proposal received by CAD Haryana after the deadline for submission of proposals mentioned in the Key Events & Dates will be summarily rejected. CAD Haryana shall not be responsible for any delay, technical fault or non-receipt of the documents. No further correspondence on the subject will be entertained.

### About the Tender Document

- a. This document contains procedure regarding the Service to be provided, Scope of Work, Technical requirements and other related information to the Bidder(s).
- b. It details the General Terms & Conditions with respect to the Bid process management to be adopted for the proposed Project.

The Bidders are expected to examine all instructions, forms, terms, Project requirements and other information in the e-tender documents. Failure to furnish all information required by the TENDER documents or submission of a proposal not substantially responsive to the TENDER documents in every respect will be at the Bidder's risk and may result in rejection of the proposal and forfeiture of the Earnest Money Deposit (EMD).

### KEY EVENTS & DATES

S. No.	Event	Target Date
1	Bid Processing Fee (NIC)	INR 1,000/- plus GST (non-refundable) online at <a href="https://etenders.hry.nic.in/">https://etenders.hry.nic.in/</a>
2	Publication date of the Tender	03.02.2026 0900 hrs
3	Last date for submission of Bids	09.02.2026 1700 Hrs
4	Date of opening of Technical Bids	10.02.2026 1100 Hrs
5	Bid Security/ Earnest Money Deposit	INR 40,000/- (Rupees Forty thousand only) online at <a href="https://etenders.hry.nic.in/">https://etenders.hry.nic.in/</a>
6	Performance Bank Guarantee (PBG)	Equivalent to 5% of Order Value from a Scheduled Bank in the prescribed format, payable on demand valid for 12 Months from Successful tenderer.
7	Duration of the Project	The Project shall be initially for a period of ONE YEAR, extendable up to TWO years on yearly renewal based on satisfactory services.

### AMENDMENT OF TENDER DOCUMENT

At any time till 2 days before the deadline for submission of Bids, CAD Haryana may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by amendment. All the amendments made in the document would be informed through the e-tender portal <https://etenders.hry.nic.in>. All such amendments shall be binding on all the Bidders. The Bidders are also advised to visit the afore-mentioned website on a regular basis to check necessary updates. CAD Haryana also reserves the right to amend the dates mentioned in this tender for Bid process.

## SCOPE OF WORK

The successful tenderer shall prepare and obtain all necessary approvals from DGCA/BCAS/MOCA, and any other regulatory authority for Preparation, Submission, Approval, Revision and Maintenance of all relevant manuals as required by the department as per revised DGCA/BCAS/MOCA rules and regulations and incorporate corrections, if any, as may be required by the DGCA/BCAS/MOCA/WPC.

The required manual are as under:-

1. Operation Manual (Fixed Wing)
  2. Operation Manual (Rotor Wing)
  3. Flight Safety Manual
  4. PBN/RNAV approvals for VT-HRY, VT-HYR & VT-HCA
  5. Security Manual
  6. FSDS Manual
  7. Safety Management System Manual
  8. Aircraft Search Procedure checklist (For each Type of aircraft)
1. Payments shall be made after approval of prepared/amended/revised manual, reports and post approval from the competent authority like DGCA/BCAS/MOCA/WPC or any other regulatory agency and submit the final approved reports & manuals both in soft (editable) and hard copies (2 sets) to the office of Advisor, Civil Aviation, Government of Haryana, Chandigarh.
  2. Force Majeure: - If the successful tenderer fails to successfully complete the awarded job in the time frame given by DGCA/BCAS/MOCA/WPC or any other regulatory agency, owing to any reason beyond their control, the department may consider granting further time as it may deem fit for successful completion of the work.
  3. In case of any violation of tender terms and conditions and any delay other than as mentioned in para-16 under force majeure, department may consider imposing a suitable penalty up to maximum 10% of the contract value. The decision of Advisor, Civil Aviation Haryana shall be final.
  4. All types of correspondence with the DGCA regarding initial approvals/Amendments/Revisions and Temporary Revisions of manual shall be sole responsibility of consultant.
  5. The undersigned reserves the right to reject any or all received tenders, alter the date of receipt/opening of the tender or cancel/suspend the whole tender process, without assigning any reason.
  6. In case of any dispute, the jurisdiction of the Courts situated at Chandigarh, India shall be final.
  7. Technical Bid be filled up placed at Annexure-I and Financial Bid at Annexure-II

Interested bidders can start to submit their technical and Financial bids online on 03.02.2026 0900 Hrs .

The last date for submission of e-bids is 09.02.2026 1700 Hrs

The e-bid will be opened on 10.02.2026 1100 Hrs

Advisor,  
Civil Aviation Department, Haryana.

**Annexure-I**  
**TECHNICAL BID**

1	Name/Title of consultancy Firm /agency, specifications of the organization, all relevant technical details, permits, certificates, with all the relevant supporting documents.*	
2	Bidder Must be a registered consultant (GST Registration) having experienced and Qualified Professionals and must have the past experience (with appreciation/completion letters received from Clients) for assisting Indian Air operators (Indian-Govt./PSU) for preparation, revision, maintenance and approval of concerned manuals from DGCA/BCAS/MOCA/WPC etc.*	
3	List of qualified Technical Expertise /evaluators employed, indicating their professional qualifications and experience of assignments of similar nature. *	
4	Must provide GST and Income tax returns for last 3years.*	
5	Must provide Average Turn over for last 3 years (C.A. Certificate to be submitted)	
6	Must provide background of company including nature of Business and certificate of registration of Business.*	
7	Tender document fee (Non-refundable) of Rs 1000/- (Rs One thousand only) plus GST online at <a href="https://etenders.hry.nic.in/">https://etenders.hry.nic.in/</a>	
8	Bid Security/ EMD amount of Rs.40,000/- (Rupees Forty thousand only) online at <a href="https://etenders.hry.nic.in/">https://etenders.hry.nic.in/</a> . The consultants registered as MSME company are exempted from submission of EMD and tender fees as per the Gazette notification dated 23 Mar 2012 issued by Govt. of India.	
9	A copy of the Board Resolution and/or an appropriate Power of Attorney in favour of the Authorized Signatory of the Bidder. *	

\* All required documentary proof must be uploaded on <https://etenders.hry.nic.in> website and Hardcopy in support of the claim is to be submitted at CAD Haryana

Annexure-II

**Financial Bid Terms & Conditions:**

- a. All the prices are to be entered in Indian Rupees only (% values are not allowed).
- b. **The quote is inclusive of all GST or any other taxes, Duties etc.**
- c. **Comparison will be made on the bases of Total Quoted Rate**(of all manuals required by DGCA and BCAS i.e., Operation Manual (Fixed Wing), Operation Manual (Rotor Wing), Flight Safety Manual, Security Manual, FSDS Manual, Safety Management System Manual, etc.)
- d. CAD Haryana reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated.
- e. Deductions of Taxes ITDS/ GSTTDS from bills shall be made as per prevailing rates.

**BOQ Table**

<b>Name of the Bidder/Bidding Firm / Company</b>	<b>Value with Tax</b>	<b>Value without Tax</b>
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Note:-Financial quote shall be finalized on the Basis of total cost given by the firm.

## **“INSTRUCTIONS FOR ONLINE BID SUBMISSION”**

The bidders are required to submit soft copies of their bids electronically on the **Central Public Procurement Portal, Haryana** (CPP Portal, Haryana), and using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, Haryana, to prepare their bids as per the requirements and to submit their bids online on the CPP Portal, Haryana. More information useful for submitting online bids on the CPP Portal, Haryana may be obtained at <https://etenders.hry.nic.in>

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal Haryana (URL: <https://etenders.hry.nic.in>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal Haryana.
- 2) As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid e-mail addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal Haryana.
- 4) Upon enrollment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /nCode / eMudhra, etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) The Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built-in the CPP Portal Haryana (<https://etenders.hry.nic.in>), to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine several search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc. to search for a tender published on the CPP Portal Haryana.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal Haryana to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk (24x7 CPP Portal Haryana help desk).

## PREPARATION OF BIDS

- 1) Bidders should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Bidder should go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please mention the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100dpi with black and white options which helps in reducing the size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents that are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. annual reports, auditor certificates, etc.) has been provided to the bidders. Bidders can use “MySpace” or “Other Important Documents” are available to them to upload such documents. These documents may be directly submitted from the “MySpace” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

## SUBMISSION OF BIDS

- 1) Bidder should login to the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission deadline. Bidder will be responsible for any delay in the submission of a bid.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.
- 3) The bidder has to select the payment option as “online” to pay the **Bid Security** as applicable and enter details of the instrument.
- 4) Bidder should prepare the bid security as per the instructions specified in the bidding document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission, or as specified in the bidding documents. The details of the DD physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided in Part IV and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it, and complete unprotected cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. The price schedule format shall not be modified or altered. If the Price Schedule file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders and opening of bids, etc. The bidders should follow the server time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption technique to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of the bid opening. The confidentiality of the bids is maintained by using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive field is done. Any bid document that is uploaded to the server is subject to symmetric encryption using a system-generated symmetric key. Further, this key is subject to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e.. after clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all other relevant details.
- 9) The bid summary must be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal, Haryana, in general, may be directed to the 24x7 CPP Portal, Haryana Helpdesk.

**Tel:** 0120-4200462/ 4001002/ 4001005 (for CPP Portal, Haryana)

**Mobile:** 8826246593

**E-mail:** Support-eproc[at]nic[dot]in