

No. 8/25/2011- L II
Government of India
Directorate General of Civil Aviation
Ministry of Civil Aviation

Dated 22nd June 2012

Notice inviting Expression of Interest for processing of application for licensing in DGCA

1. Invitation for submission of Expression of Interest

Directorate General of Civil Aviation, an attached office of Ministry of Civil Aviation invites Expression of Interest from registered firms who are willing to undertake the work of processing of applications for licensing in DGCA as per terms and conditions as to be laid down in final bidding notice.

2. Background

DGCA is authorised to issue following types of licences

- i. Pilot licences (PPL/ CPL/ ATPL)
- ii. Instrument Ratings
- iii. Assistant Flight Instructors Ratings
- iv. Flight Instructor's Ratings (Aeroplanes/ Gliders)
- v. Helicopter/ Glider Pilot Licences
- vi. Flight / Student Navigators Licences
- vii. Flight Radio Telephone Operators licences

Requirement for outsourcing is felt for processing of the applications for the above purposes so that DGCA could discharge its functions in above areas in transparent and effective manner.

3. Broad Scope of Work/Service

- Receipt of Application
 - For issue of CPL, FRTOL, ATPL etc at Delhi, Mumbai and Kolkata and Chennai (approximately 150 per month)
 - For renewal of pilot licences at Delhi, Mumbai, Kolkata and Chennai (approximately 700 per month)
 - For issue of AME, Flight Engineering Licensing at Delhi (approximately 100 per month)
 - For renewal/ endorsement of AME, Flight Engineering Licence at Delhi, Mumbai, Kolkata, Chennai, Bangalore and Hyderabad (approximately 1000 per month)
- Scrutinising the appropriateness of documents as per checklist prescribed by DGCA for each type of application
- Organising the documents
- Placing documents in transparent envelope and indicating the serial number and other relevant details needed to identify the application
- Delivery of applications to the authorised/ designated persons in various DGCA offices
- Receipt of fee subscribed for issue of licences etc
- Deposit of the collected fee at a prescribed office.
- Collection of documents after their processing from DGCA offices and delivery to the respective applicants.

4. Inputs to be provided by DGCA

- List of licences for which applications will be received

- The Checklist for each type of application
- Details of addresses for all concerned offices of DGCA
- A list of nodal officers in all concerned offices of DGCA

5. Eligibility and pre qualification criteria

- The agency should be firm registered with the Government for all statutory requirements
- Should have annual turnover of Rs 10 lakhs and above
- Hold a good track record in the area of work
- Presentation of process flow of the proposed work being outsourced
- The agency should not have been blacklisted

6. Past Experience in similar work

- Minimum of 3 years of experience in similar area

7. Procedure for submission of EoI

The proposal in sealed envelope containing EoI should be addressed to Shri B. K. Srivastava, Dy Director (Admn), DGCA, Aravindo Marg , New Delhi so as to reach on or before 30-07-2012. The proposal may also be sent on the e-mail id bksrivastava.dgca@nic.in.