

**Expression of Interest (EOI) for Engagement of Consulting Agency
for
e- Governance of Civil Aviation (e-GCA) Project
of
Directorate General of Civil Aviation (DGCA)**

Glossary

| | |
|-------------|---|
| CEC | Consultancy Evaluation Committee |
| CEO | Central Examination Office |
| CPGRAM | Centralized Public Grievance Redress and Monitoring System |
| CPPP | Central Public Procurement Portal |
| CVC | Central Vigilance Commission |
| DC | Data Centre |
| DGCA | Directorate General of Civil Aviation |
| DRC | Data Recovery Centre |
| eGCA | e Governance of Civil Aviation |
| EOI | Expression of Interest |
| GFR | General Financial Rules, 2017 |
| GeM | Government e-Marketplace |
| Gol | Government of India |
| KPI | Key Performance Indicator |
| MeitY/MEITY | Ministry of Electronics and Information Technology, Government of India |
| MTNL | Mahanagar Telephone Nigam Ltd |
| NIC | National Informatics Centre |
| PFMS | Public Financial Management System |
| O&M | Operations and Maintenance |
| QCBS | Quality Cost Based System |
| RFP | Request for Proposal |
| SI | Service Integrator |
| SPARROW | e-Office, Smart Performance Appraisal Report Recording Online Window |

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Important dates - Table 1

| S. No | Particular | Date/Time |
|--------------|---|----------------------|
| 1. | Start date of issuance / sale of EOI document | 22.09.2017 |
| 2. | Last date for Submission of Pre-Bid Queries | 29.09.2017 |
| 3. | Pre-Bid Conference | 04.10.2017 (1500Hrs) |
| 4. | Issue of Corrigendum | 06.10.2017 |
| 5. | Last date for issuance / sale of EOI Document | 10.10.2017 |
| 6. | Last date and time for EOI Submission | 16.10.2017 (1500Hrs) |
| 7. | Date for opening of EOI | 17.10.2017 (1500Hrs) |

1. Advertisement for Expression of Interest

The details of the advertisement published on Central Public Procurement Portal (CPPP) at <https://www.eprocure.gov.in> and DGCA website at <http://www.dgca.gov.in> for Invitation to expression of interest to shortlist prospective bidders for undertaking consultancy work for implementing e-GCA Project of Directorate General of Civil Aviation (DGCA).

2. Invitation for Expression of Interest

DGCA invites EOIs from reputed Consulting Agencies (hereafter referred as 'Agency/ Agencies') to provide Consultancy services required to execute the e-Governance of Civil Aviation Project (eGCA). The project information and the broad scope of work are detailed in the succeeding paragraphs.

It may be noted that the information in this EOI is indicative only and is liable to change. The actual Scope of Work will be available in the Request for Proposal (RFP) document which will be issued to the eligible/ short listed bidders selected through this EOI. Only bidders short listed through this EOI will be eligible to respond to the RFP.

3. Introduction to the Project

3.1. Background and Objective

3.1.1. Background

The Directorate General of Civil Aviation (DGCA) is a regulatory body in the field of Civil Aviation in India. It is responsible for regulation of air transport services to/ from/within India and enforcement of civil aviation regulations. It also interfaces with all the regulatory functions of International Civil Aviation Organization.

DGCA has several directorates and divisions under its purview to carry out its functions and services. Existing processes and functions performed by them are to a great extent paper based/ manual in nature and result in tedious paperwork and information redundancy.

The DGCA performs many important, process oriented and paper work intensive functions which are critical for safe and efficient air travel throughout India. The details about DGCA and its functions are available at website <http://www.dgca.gov.in>

Currently most of the work, business processes and the services provided to the internal and external stakeholders are done manually and are not IT enabled, which puts significant constraints on DGCA officials for timely processing of various activities. It is with this view and a strong desire to provide efficient, effective and speedy services to the stakeholders that DGCA has embarked on the eGCA project.

3.1.2. Objectives

The eGCA project is envisaged to achieve the following objectives:

- (i) Enhanced Service Delivery - Provide online and technology based services to stakeholders with speed and certainty by adhering to the timelines specified in Aircraft Rules, CARs (Civil Aviation Requirements) etc.
- (ii) Speedy Processing - Efficient technology automation of processes, application verification, approval, issue, audit and support functions.
- (iii) Greater coordination through cross functional integration and cross entity interfacing - Create a central, secure electronic repository of all records and enable an integrated work flow across functions of different directorates.
- (iv) Effective Surveillance & Enforcement – Generate MIS Reports/ Historical Track record and Analysis.
- (v) Single Data Entry/Retrieval source – Integration of various directorate functions and the presence of a central repository will ensure that there is a single point of entry for data, once data is created it will be a single view for various touch points trying to access that data.
- (vi) Ease of Data access - With a digitized environment and an automated workflow it shall be very easy to access data by all the stakeholders.
- (vii) Intra Directorate functions - The IT enablement and process re-engineering would speed up the execution of functions within a directorate and ensure seamless flow of information across all the directorates.
- (viii) Automatic generation of meaningful Management Information System (MIS) Reports: The statistics and the data critical to the DGCA for their internal process improvements, audits and forecasts would be available through automated periodical reports containing the required information in a structured way.

3.2. Geographical coverage of the project

The project is primarily to be executed at DGCA Headquarters located Opposite to Safdarjung Airport, New Delhi. Apart from Headquarters, DGCA has Central Examination Office (CEO) located at RK Puram, New Delhi and Regional/ Sub Regional Offices at various locations in the country. These offices are to be electronically interconnected so that they are able to communicate, share and constantly work hand in hand with Headquarters and amongst each other in an efficient way. The existing locations of these offices are as under:

DGCA Headquarters

1. Opposite Safdarjung Airport, New Delhi
2. RK Puram, New Delhi

Deputy DGCA, Northern Region

3. IGI Airport New Delhi
4. Safdarjung Airport, New Delhi
5. Lucknow Airport, Lucknow
6. HAL Airport, Kanpur
7. Patiala Airport, Patiala

Deputy DGCA, Western Region

8. Mumbai Airport, Bhopal
9. Bhopal Airport, Bhopal
10. Gliding Centre, Hadapsar, Pune

Deputy DGCA, Southern Region

11. Chennai Airport, Chennai
12. Begampet Airport, Hyderabad

Deputy DGCA, Bengaluru Region

13. Bengaluru, Airport, Bengaluru
14. Kochi Airport, Kochi

Deputy DGCA, Eastern Region

15. Kolkata Airport, Kolkata
16. Guwahati Airport, Guwahati
17. Bhubaneswar Airport, Bhubaneswar
18. Patna Airport, Patna

However, these locations and number of offices may change depending upon requirements of DGCA.

3.3. Availability of funding of the project

eGCA Project will be funded by the DGCA.

3.4. Timelines for the project

It is envisaged that the Agency will complete the processes inter alia consisting of As-Is, To-Be, FRS, RFP preparation, Bid Management, award of contract etc. to the System Integrator/ other Service Providers in a period of about 6 Months. The agency is also required to act as PMU for a period of around 8 months during project implementation up to Go Live and thereafter for a period of 5 Years post Go Live which would be its Operations & Maintenance phase. This should not be construed as an assessment of the purchaser on development/ implementation efforts on the part of selected agency/ other service provider. The bidder is solely responsible for carrying out due diligence while assessing the complexity and quantum of work involved, resource requirement etc while submitting the bid.

4. Broad Scope of Work for Consulting Agency

The broad work scope of the scope Agency and the expected deliverables are as under

- (i) To establish a program management framework and practice including deployment of necessary software tools to manage traceability matrix of requirements, project documents, project management, change management, test scenarios, test results, test defects, user feedbacks, action items and issues.
- (ii) To map As-Is process of all existing internal and external processes in the DGCA and carry out Gap Assessment.
- (iii) To develop detailed To-Be processes addressing all bottlenecks, duplications and gaps identified in As-Is process for automation and digitization.
- (iv) To deliver a concept of the To-Be product, technical architecture, wireframes and user interface/ screen layouts that will form an input to the system integrator's (SI) and other Service Providers' scope of delivery including interfacing with existing software such as PFMS, GeM, CPGRAM, e-Office, SPARROW, examination software used by CEO, DGCA, wherever technically feasible and permitted as per policy of the respective Owner(s)/ Service Providers.
- (v) To frame EOI/RFP for engagement of Service Integrator / other Service Provider(s), as applicable.
- (vi) To develop Functional Requirement Specifications (FRS) to achieve the objective of single window online platform covering all business processes, including identification of system interfaces with external entities/stakeholders (Aircraft Operators, Airport Operators, Aircraft Maintenance Organisations (AMO), Aviation training organizations, Aviation Personnel, etc.), Service Providers/ Vendors such as NIC, MTNL, RAILTEL etc. for DC/ DRC/Cloud, Connectivity, Digitization, etc. and development of wireframes for each of these processes.
- (vii) To develop MIS Architecture, MIS Process flow in respect of To-Be process and application flow in FRS document.
- (viii) To carry out Bid Management for identification/selection of a suitable System Integrator for implementation of the project within the guidelines given in documents/ manuals elaborated at Table 2 of this EOI.
- (ix) To develop a roadmap (with timelines) for implementation of the re-designed processes keeping in view the impact and complexity of the processes and develop a priority matrix for implementation.
- (x) To establish project management Unit (PMU) for project implementation (up to Go-Live) and award of other contracts.

- (xi) To establish Project Management Unit (PMU) for monitoring the deliverables by Service Integrator/ other Services Providers during Operations and Maintenance period covering inter alia aspects of change control, time and cost management, risk management, communication, software change management processes etc.
- (xii) To deploy certain minimum numbers of resources/ manpower on full time basis for performing various activities at each stage of the project.

5. Instructions to the Bidders

5.1. Completeness of Response

- a) Bidders are advised to study all instructions, forms, requirements and other information in the EOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.
- b) The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its proposal.
- c) The bidder may, at their discretion, submit their suggestions on the objectives and scope of the work or service, timelines projected in the enquiry along with their interest. Suggestions and inputs so received in the EOI may not form part of evaluation and shortlisting criteria. However, the purchaser reserves the right to accept/ reject any or all suggestions/ inputs while framing the RFP for short listed bidders. The bidders/ shortlisted bidders shall have no right or claim in this regard.
- d) The complete process of project implementation including but not limited to activities such as framing of RFP, Bidding process, contract management etc., whether undertaken by the purchaser, consultant or any other contractor, would have to be under taken in accordance with the following provisions/guidelines:

Table 2

| | | Remarks/ Reference URL |
|-------------------------|---|---|
| I – Statutory Framework | The Constitution of India Indian Contract Act, 1872; Sale of Goods Act, 1930 and Mercantile Laws Laws relevant to Public Procurement (Right To Information Act, 2005; The Micro, Small and Medium Enterprises Development Act, 2006; | http://Indiacode.nic.in and respective sites |

| | | |
|--|---|---|
| | Prevention of Corruption Act, 1988) | |
| II- Rules and Regulations | General Financial Rules, 2017 | http://doe.gov.in/order-circular/GENERAL%20FINANCIAL%20RULES |
| | CVC Guidelines | http://cvc.nic.in |
| | Any other financial, vigilance, security, safety, counter- trade and other regulatory aspects; orders and guidelines of the Government on the subject of Public Procurement | |
| III- Ministry of Finance Manual | (i) Manual for Procurement of Goods - 2017 (ii) Manual for Procurement of Consultancy and Other Services 2017 | http://doe.gov.in/manuals |
| IV Standards and Model Bidding Documents by Ministry of Communication & Information Technology | (i) Guidance Notes & Model RFP Templates for Selection of Consulting Agencies. | http://meity.gov.in/writeraddata/files/consulting-services.pdf |
| | (ii) Guidance Notes & Model RFP Templates for Selection of Implementing Agencies | http://meity.gov.in/writeraddata/files/implementing-services.pdf |
| | (iii) Standards for e Governance applications | http://eGovstandards.gov.in |

Documents at lower levels of hierarchy must conform to the documents higher up in hierarchy. Relationships of Bidders/Suppliers/contractors/ service providers with procuring entities are solely governed by the law of the land and the relevant bid/ contract/ registration document(s). Other documents at hierarchy levels II and III mentioned above shall have no locus standi in such relationships.

Appropriate Quality and Cost Based Selection (QCBS) criteria would be incorporated in the RFP for evaluation of the bids subsequent to the EOI.

- e) Appropriate additional weightage will be assigned to bidder having national/ international experience in the relevant aviation sector or to have key personnel who have worked on such national/ international projects on its roles.
- f) Evaluation of bids at the EOI/RFP stage would be based on submission of documentary evidences therefor. Non submission of such documentary evidence will render the relevant claim ineligible for evaluation, including weightages, if any, as per QCBS. This would be applicable irrespective of any third party agreement of any kind, including those pertaining to confidentiality or non-disclosure clauses which prohibit such submission or disclosure to the DGCA for the purpose of EOI/RFP.

5.2. **EOI Proposal Preparation Costs & related issues**

- a) The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by DGCA to facilitate the evaluation process. DGCA will in no case be responsible or liable for such costs, regardless of the conduct or outcome of the bidding process.
- b) This EOI does not commit DGCA to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI.
- c) All materials submitted by the bidder will become the property of DGCA and may be returned completely at its sole discretion.

5.3. **Pre-Bid Meeting**

1. DGCA shall hold a pre-bid meeting with the prospective bidders on date and time reflected in the Table 1 at the following address:

Venue : Conference Hall

Address : Directorate General of Civil Aviation
Opposite Safdarjung Airport, New Delhi -110003

2. The Bidders will ensure that their queries reach on or before the date and time as mentioned in table 1 to:

Director (IT),
Directorate General of Civil Aviation,
Opposite Safdarjung Airport,
New Delhi-110003
Email id: it.dgca@nic.in

3. All queries to be raised in the pre-bid meeting will relate to the EOI alone and no queries related to detailed analysis of Scope of Work, Payment Terms and Mode of Selection will be entertained. These issues will be amply clarified at the RFP stage.

5.4. **Responses to Pre-Bid Queries and Issue of Corrigendum**

- a) Director (IT), the Nodal Officer notified by the DGCA, will endeavour to provide timely response to all queries. However, DGCA makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does DGCA undertake to answer all the queries that have been posed by the bidders.

- b) At any time prior to the last date for receipt of bids, DGCA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the EOI Document by a corrigendum.
- c) The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and DGCA website at www.dgca.gov.in and emailed to all participants of the pre-bid conference.
- d) Supplemental information to the EOI: If DGCA deems it appropriate to revise any part of this EOI or to issue additional data to clarify an interpretation of provisions of this EOI, it may issue supplements to this EOI. Any such corrigendum, supplements & clarifications shall be deemed to be incorporated into this EOI.
- e) In order to provide prospective bidders reasonable time for taking the corrigendum/ Supplemental information into account, DGCA may, at its discretion, extend the last date for the receipt of EOI Proposals.

5.5. **Right to Terminate the Process**

- a) DGCA may terminate the EOI process at any time and without assigning any reason. DGCA makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This EOI does not constitute an offer by DGCA. The bidder's participation in this process may result in short listing the bidders.

5.6. **Submission of Responses**

- 1. Online Submission on e-Procurement portal
 - a) Bidders should submit their responses to an EOI as per the procedure specified only on e-Procurement portal www.eprocure.gov.in. Generally, the items to be uploaded on the portal would be as under:
 - i. Pre-qualification response
 - ii. Additional certifications/documents e.g. Power of Attorney, CA certificates on turnover, etc.
 - b) However, each of the above documents must be uploaded in the format specified for this purpose and as per the specified folder structure in the e-Procurement portal.
 - c) The bidder must ensure that the bid is digitally signed by the Authorized Signatory of the bidding firm and has been duly submitted within the submission timelines. DGCA will in no case be responsible if the bid is not submitted online within the specified timelines.

- d) All the pages of the proposal document must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bidder's Proposal.
2. Response submitted by any other mechanism or on any portal other than CPPP will not be considered and will be summarily rejected without any intimation to the bidder.

5.7. Bid Submission Format

The entire proposal shall be strictly as per the format specified in this Invitation for Expression of Interest and any deviation may result in the rejection of the EOI proposal.

5.8. Deadline for Submission

The response to EOIs must be submitted only on the e-Procurement portal <https://www.eprocure.gov.in> by the date and time specified for the EOI. Any proposal submitted on the said portal after the deadline will not be accepted and shall be automatically rejected. Purchaser shall not be responsible for any delay in the submission of the documents.

5.9. Short listing Criteria

1. DGCA will shortlist bidders who meet all the Pre-Qualification criteria mentioned in this Invitation to Expression of interest.
2. Any attempt by a bidder to influence the bid evaluation process may result in the rejection of its EOI Proposal.
3. Only short listed bidders will be eligible to respond to the RFP.

5.10. Evaluation Process

- a) Selection of agency shall be done based in 2 stages:.
 - (i) Stage 1 (EOI)
 - (ii) Stage 2 (RFP)

These stages are elaborated below;

Stage 1

In this stage, bids shall be evaluated based on the pre-qualification criteria listed in this EOI and only those bids which are found eligible against the required criteria, shall be shortlisted. Only the shortlisted bidders will be considered for the Stage 2, which involves Technical evaluation and financial evaluation.

Stage 2

In this stage, bids shall be evaluated for technical and financial scores based on the parameters to be defined in the RFP and shall be based on QCBS methodology. It may be noted that only the bidders shortlisted in Stage 1 will be considered eligible for this stage.

- b) The responses of the bidders will be evaluated by the Consultancy Evaluation Committee (CEC) constituted by the DGCA.
- c) The CEC shall evaluate the responses to the EOI and all supporting documents & documentary evidence within the specified time. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the EOI proposal.
- d) Each of the responses shall be evaluated to validate compliance of the bidders according to the Pre-Qualification criteria, Forms and the supporting documents specified in this document. The status of the document and information with the proposal shall be evaluated as on date of opening of bids. Any change subsequent to the opening of bid will not be accepted.
- e) The decision of the Consultancy Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the evaluation process of the committee.
- f) The CEC may ask for presentations/ meetings/ supplementary information with the bidders to evaluate its suitability for the Consulting assignment.
- g) The Consultancy Evaluation Committee reserves the right to reject any or all proposals.

5.11. **Consortiums**

Consortium/Joint-Venture/ Sub-contracting shall not be permitted for this engagement of Consulting Agency for the project. However, in order to bridge the competency gap in expertise towards aviation regulatory domain, the agency may hire respective domain experts manpower/ resources from any sources at their end.

5.12. **Payment Schedule**

- a) No payment shall be made to any of the participating bidders except to the bidder selected after stage 2(RFP) of the evaluation process. The same would be in accordance with Terms & Conditions and the payment schedule stipulated in the RFP.

- b) The selected agency may not be required to actually deliver the services meant to be provided by the SI or other Service Providers. However, it is pertinent to mention that the successful completion of the respective contract depends to a large extent upon the quality of the Terms & Conditions and other details provided in their Tender/ contract documents. The payment to the selected agency would be suitably defined in the RFP and would inter alia depend and appropriately linked to the following:
- (i) Deliverable by the selected agency itself; and
 - (ii) Deliverable by the SI or other Service providers - wherever the selected agency has prepared the EOI/FRS/ RFP for selecting the respective SI/ other Service Provider, or has been acting as PMU for the same.
- c) The delivery of Services by the System Integrator/ Service Provider will be considered complete only after their acceptance by the purchaser for which purchaser will establish an appropriate mechanism and the same would be elaborated in the RFP.
- d) The agency may submit, suggested milestone based payment plan for release of its payment suitably linked to deliverables by the agency and also the system integrator (SI)/ other Service providers, as applicable, along with EOI proposal

6. Pre-Qualification criteria

Table 3

| S. No. | Basic Requirement | Specific Requirements | Documents Required |
|---------------|-------------------------------------|--|--|
| 1. | Annual Sales Turnover in Consulting | Annual Sales Turnover generated from services related to Consulting during each of the last 3 (three) Financial Years (excluding current Financial Year) as per the last published Balance sheets), should be at least INR 50 (Fifty) Crores. This turnover should be on account of Consulting only and should not comprise of sales revenues related to supply of hardware/IT infrastructure, software development and their associated maintenance services, implementation of packaged software etc. | Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor |
| 2. | Technical Capability | Agency must have the experience of working on at least the following numbers of | Completion Certificates from the client; OR |

| S. No. | Basic Requirement | Specific Requirements | Documents Required |
|--------|----------------------------------|--|--|
| | | <p>consulting engagement of value specified herein:</p> <ul style="list-style-type: none"> • One project of similar nature not less than the amount of INR Eight Crores. <p>OR</p> <ul style="list-style-type: none"> • Two projects of similar nature not less than the amount of INR Six Crores each. <p>OR</p> <ul style="list-style-type: none"> • Three projects of similar nature not less than the amount of INR Four Crores each. <p>“Projects of Similar nature” will be considered as e-Governance project done in full/part with Central/ State Government and PSUs under Central/State Governments over the current Financial Year and the last three Financial years.</p> | <p>Work Order + Self Certificate of Completion (Certified by the Statutory Auditor);</p> <p>OR</p> <p>Work Order + Phase Completion Certificate from the client</p> |
| 3. | Debarment | As per GFR 2017, Rule 151 | A Self Certified letter that the bidder (or any of its successor) is not in the active debarred list published by DGS&D or Central Public Procurement Portal; or procuring Ministry / Department |
| 4. | Legal Entity | Should be Company registered under Companies Act, 1956/2013 or a partnership firm registered under LLP Act, 2008 Registered with the Service Tax Authorities Should have been operating for the last three years. | Copy of Certificate of Incorporation; and GSTIN no. along with the copy of ARN certificate |
| 5. | Other Documents and Certificates | | Power of Attorney in the name of the Authorized Signatory |

7. Conflict of Interest

The agency shall not receive any remuneration in connection with the assignment except as provided in the contract. The agency and its affiliates shall not engage in consulting or other activities that conflict with the Government entity/department under the contract. The contract shall include provisions limiting future engagement of the agency for other service resulting from or directly related to the agency's consulting services in accordance with following requirements:

The agency shall provide professional, objective, and impartial advice and at all times hold the Government entity/department's interests paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other Government entity/departments, or that may place them in a position of being unable to carry out the assignment in the best interest of the Government entity/ department. Without limitation on the generality of the foregoing consultants, consultants shall not be hired under the circumstances set forth below:

- (i) Conflict between consulting activities and procurement of goods, works or non-consulting services (i.e. services other than consulting services covered by these Guidelines) – Agency that has been engaged by the Government entity/ department to provide good, works, or non-consulting services for a project, or any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be disqualified from subsequently providing goods, works, or services (other than consulting services covered by these guidelines) resulting from or directly related to the consulting services for such preparation or implementation. This provision does not apply to the various firms (consultants, contractors, or suppliers) which together are performing the Contractor's obligations under a turnkey or design and build contract.
- (ii) Conflict among consulting assignments – Neither consultants (including their personnel and sub-consultants), nor any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be hired for any assignment that, by its nature, may be in conflict with another assignment.

- (iii) Relationship with Government entity/department's Staff – Agency (including its experts and other personnel, and sub-personnel) that have a close business or family relationship with a professional staff of the Government entity/ department (or of the project implementing agency) who are directly or indirectly involved in any part of:
- a) The preparation of the TOR for the assignment
 - b) The selection process for the contract
 - c) The supervision of such contract may not awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government entity/department throughout the selection process and the execution of the contract
 - d) A Consultant shall submit only one proposal, either individually or as a joint venture partner in another proposal. If a consultant, including a joint venture partner, submits or participates in more than one proposal, all such proposals shall be disqualified. This does not, however, preclude a consulting firm to participate as a sub-consultant, or an individual to participate as a team member, in more than one proposal when circumstances justify and if permitted by the RFP.
 - e) Unfair Competitive Advantage – Fairness and transparency in the selection process require that consultants or their affiliates convincing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Government entity/ department shall make available all the short listed consultants, together with the RFPs, all information that would in that respect give a consultant a competitive advantage.
 - f) Professional Liability - The agency is expected to carry out its assignment with due diligence and in accordance with prevailing standards of the profession. As the agency's liability to the Government entity/ department will be governed by the applicable law, the contract need not deal with this matter. The purchaser may, however, prescribe other liabilities depending on the requirement in each case without any restriction on agency's liability as per the applicable laws.

8. Disclaimer

DGCA reserves the right to formulate any Terms & Conditions while framing the RFP, even if these are in variance with the terms provided in this EOI. Further, the bidders shall have no claim in this regard.

Bid Submission Forms

The bidders are expected to respond to the EOI using the forms given in this section and all documents supporting Pre-Qualification / EOI Criteria.

Proposal / Pre-Qualification Bid shall comprise of following forms:

Form 1: Covering Letter with Correspondence Details

Form 2: Details of the Applicant's Operations and Consulting Business

Form 3: Compliance Sheet for Pre-Qualification Criteria

Form 1: Covering Letter with Correspondence Details.

Director (IT),
Directorate General of Civil Aviation (DGCA),
Opp. Safdarjung Airport,
New Delhi-110003
Email id: it.dgca@nic.in

Dear Sir,

We, the undersigned, offer to provide the consulting services for Engagement of ONE Consulting Agency for three phases for e-GCA Project of DGCA. Our correspondence details with regard to this EOI are:

| S. No | Information | Details |
|-------|--|---------|
| 1 | Name of the Contact Person | |
| 2 | Address of the Contact Person | |
| 3 | Name, designation and contact, address of the person to whom, all references shall be made, regarding this EOI | |
| 4 | Telephone number of the Contact Person | |
| 5 | Mobile number of the Contact Person | |
| 6 | Fax number of the Contact Person | |
| 7 | Email ID of the Contact Person | |
| 8 | Corporate website URL | |

We are hereby submitting our Expression of Interest via the Central Public Procurement Portal (CPPP) at www.eprocure.gov.in. We understand you are not bound to accept any Proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favours our company in the short listing process, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this EOI.

We hereby declare that our proposal submitted in response to this EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

(Filled by bidder)

<Applicant's Name with seal>

Name: <<Insert Name of Contact>>

Title: <<Insert Name of Contact>>

Signature: <<Insert Signature>>

Form 2: Details of the Applicant's Operations and Consulting Business

| S. No. | Information Sought | Details to be Furnished |
|---------------|---|--------------------------------|
| 1 | Name and address of the bidding Company | |
| 2 | Incorporation status of the firm (public limited / private limited, etc.) | |
| 3 | Year of Establishment | |
| 4 | Date of registration | |
| 5 | ROC Reference No. | |
| 6 | Details of company registration | |
| 7 | Details of registration with appropriate authorities for service tax | |
| 8 | Name, Address, email, Phone nos. and Mobile Number of Contact Person | |

Form 3: Compliance Sheet for Pre-Qualification Criteria

| S.No | Basic Requirement | Documents Required | Provided | Reference & Page Number |
|------|-------------------------------------|--|----------|-------------------------|
| 1. | Annual Sales Turnover in Consulting | Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor | Yes / No | |
| 2. | Technical Capability | Completion Certificates from the client; OR Work Order + Self Certificate of Completion OR Work Order + Phase Completion Certificate from the client | Yes/ /No | |
| 3. | Certifications | Copy of the Certification | Yes / No | |
| 4. | Debarment | A Self Certified letter that the bidder (or any of its successor) is not in the active debarred list published by DGS&D or Central Public Procurement Portal; or procuring Ministry / Department | Yes / No | |
| 5. | Legal Entity | Copy of Certificate of Incorporation; and Copy of Service Tax Registration Certificate | Yes / No | |
| 6. | Other Documents and Certificates | Power of Attorney in the name of the Authorized Signatory | Yes / No | |