



**TAMILNADU INDUSTRIAL DEVELOPMENT CORPORATION LTD  
(TIDCO)**

**RFP for Selection of Consultant for Preparation of Detailed  
Project Report (DPR) and Detailed Estimate for  
Development of Basic Infrastructure at Kovilpatti Airstrip  
in Thoothukudi District, Tamil Nadu**

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**Reference No. TIDCO/TNDIC/FTO/KOVILPATTI/2024–25**

**Managing Director**

**Tamil Nadu Industrial Development Corp. Ltd,**

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**30<sup>th</sup> January 2025**

## **Disclaimer and Terms of Use**

The information contained in this Request for Proposal (“RFP”) document, as well as any information subsequently provided to Bidders—whether verbally, in writing, or in any other form—by or on behalf of Tamil Nadu Industrial Development Corporation Ltd. (“TIDCO”) or any of its employees, representatives, or advisors (collectively referred to as “TIDCO Representatives”), is furnished to Bidders strictly on the terms and conditions set forth in this RFP document and any other applicable terms under which such information is provided.

This RFP document does not constitute an agreement, nor does it constitute an offer, invitation, or solicitation by TIDCO to prospective Bidders or any other party. The sole purpose of this RFP document is to provide interested parties with information to assist them in formulating their proposals.

This RFP document is not exhaustive and may not contain all the information that each Bidder may require. Bidders are expected to conduct their own independent due diligence, investigations, and analysis, and to verify the accuracy, reliability, and completeness of the information contained herein. Bidders are advised to seek independent professional advice as they deem necessary.

TIDCO Representatives make no representations or warranties, express or implied, and shall not be liable under any law, statute, rule, or regulation for the accuracy, reliability, or completeness of the RFP document or any information deemed to form part of it. TIDCO shall not be liable for any matters related to the award of the assignment, the information provided, or any issues arising from the selection process.

Prospective Bidders shall be solely responsible for all obligations pertaining to their staff, including but not limited to payment of wages, compliance with labor laws, the Minimum Wages Act, and any other applicable legislation relevant to the employment and working conditions of their staff. Under no circumstances shall TIDCO be held liable for any non-compliance by the Bidder with statutory requirements related to their staff.

TIDCO reserves the right, at its sole discretion but without any obligation, to update, amend, or supplement the information contained in this RFP document at any time. Bidders will be duly notified of any such changes. TIDCO further reserves the right to accept or reject any or all proposals without providing any reasons for such acceptance or rejection.

This bidding process shall be governed by the laws of India, and the courts in the State of Tamil Nadu shall have exclusive jurisdiction over any matters arising out of or in connection with this RFP document.

By participating in this bidding process, Bidders acknowledge and agree to the terms and conditions set forth in this RFP document.

## **Letter of Consent e-Tendering**

1. I/we hereby agree to abide by all the detailed specifications, terms, and conditions stipulated by the Tamil Nadu Industrial Development Corporation Limited ("TIDCO"), which I/we have thoroughly read and understood.
2. I/we certify that I/we have fully read and understood the instructions provided by TIDCO for online bid submission. I/we acknowledge that any failure to properly submit the bid in accordance with these instructions will result in the rejection of the submitted bid.
3. I/we certify that the tender is submitted without any alteration, addition, or omission to the terms and conditions specified in the tender document.
4. I/we certify that all the conditions of the tender are accepted without reservation.
5. I/we agree that TIDCO shall not be held responsible for any data corruption that may occur during the transmission or uploading of data on the website, or due to disruptions in communication, errors, or technical issues arising from my/our tender submission.
6. I/we agree that TIDCO reserves the right to modify the schedule for opening the tender or to take any necessary corrective actions to resolve any technical issues or errors that may arise during the e-tender opening process.
7. I/we certify that I/we are solely responsible for uploading the correct and complete copies of scanned documents as per the e-tender procedure prescribed by TIDCO. I/we understand that any errors or omissions in this process may result in the summary rejection of my/our tender by TIDCO.
8. In the event of any failure on my/our part to comply with all the requirements set forth in this tender document, I/we unconditionally agree that TIDCO shall be at liberty to reject my/our tender without any obligation to provide reasons for such rejection.

By signing this Letter of Consent, I/we acknowledge and accept the terms and conditions outlined above.

**Signature of Bidder**

## **e-Tendering – Instructions to Bidder for Online Submission**

1. The above tender notice is available on the website <https://tidco.com> and <https://tntenders.gov.in>.
2. The intending bidder may visit <https://tntenders.gov.in> website & upload the tender documents on or before the due date and time as mentioned in the Data Sheet.
  - i. The Bidders should download the documents which is digitally signed only from this website <https://tntenders.gov.in>.
  - ii. The downloaded documents should be converted to word document and edited at suitable places for filling the required information like
    - a) Letter of consent
    - b) Letter of application
    - c) Financial proposal
  - iii. The necessary download option for free software converting .pdf to MS. word format is available on the website itself.
3. The bidders are requested to digitally sign the Bid Document and convert them to .pdf format.
4. The bidders are requested to use the Digital Signature (e-token) for registration and e-submission through the website <https://tntenders.gov.in>.
5. The scanned copies of the following list of documents are also to be uploaded by the bidders at the time of submission of the bid through the website by converting the documents to .pdf form.
  - i. Earnest Money Deposit:
    - a) The online payment gateway has been enabled for TIDCO in TN Tenders Portal (<https://tntenders.gov.in>). All the payments for the tenders like EMD etc., will be carried out by the bidders only through online payment mode.
    - b) The EMD amount should be the exact amount and no excess or less amount should be transferred through online payment gateway. If excess or short, the tender status will be shown as invalid.
  - ii. The other needed documents like Registration details, Experience / Completion Certificates, Annual turnover, Balance sheet, Profit & Loss A/c, Income tax, Registration- GSTIN (as mentioned).
  - iii. All the necessary documents mentioned above joined together and converted to zip files and uploaded as single file on the website.
6. The Digital Signature Certificate / e-token may be obtained by the bidders individually at the risk and cost of the bidder.

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## A. LETTER OF INVITATION

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### Attention – All Bidders

30<sup>th</sup> January 2025

Sir / Madam,

### **Sub: RFP for Selection of Consultant for Preparation of Detailed Project Report (DPR) and Detailed Estimate for Development of Basic Infrastructure at Kovilpatti Airstrip in Thoothukudi District, Tamil Nadu**

Government of Tamil Nadu has mandated Tamil Nadu Industrial Development Corporation Limited (TIDCO) to establish Flying Training Organization (FTO) at Kovilpatti airstrip Thoothukudi district. In this regard, TIDCO intends to select a consultant to prepare a master plan and detailed engineering services for development of basic infrastructure at Kovilpatti airstrip.

Interested Consultants can download the RFP from the website [www.tidco.com](http://www.tidco.com) and <https://tntenders.gov.in>. The Terms of reference, Qualification criteria, terms and conditions including evaluation criteria and other conditions are provided in the RFP.

The Request for Proposal (RFP) includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Bidders

Section 3 - Data Sheet

Section 4 - Background to the RFP

Section 5 - Eligibility criteria and evaluation methodology

Section 6 - Terms of Reference

Section 7 - Standard Forms

We hereby request you to kindly submit the bid duly completed as per the requirements of this RFP **on or before 3:00 PM on 14.02.2025.**

Thanking You,

Yours faithfully,

## B. INFORMATION TO BIDDERS

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### 1 GENERAL

- 1.1. The TIDCO/Client will select a successful Bidder/Consultant from among those who responded to the Letter of Invitation, in accordance with the method of selection indicated in the Data Sheet. The detailed description of the objectives, scope of services, deliverables, and other requirements pertaining to this consultancy are specified in this RFP. The bidder, for participation in the selection process, may be a single entity or a group of entities {a "Consortium" where the number of members in a consortium shall not exceed 2 (two)}, coming together to execute the assignment. The term 'Bidder' means the Single Entity or the Consortium, as the case may be. The manner in which the proposal is required to be submitted, evaluated and accepted is explained in this RFP.
- 1.2. In case of Consortium, the bidder who form part of the consortium shall not be allowed to bid for the project individually. Further, one party cannot be a part of more than one consortium. It is explicitly declared that such bids will be treated as non-responsive and shall not be considered for the project; and the bid security of both the consortiums shall be forfeited.
- 1.3. In case of Consortium, it shall comply with the following additional requirements:
  - i. Number of members in a consortium shall not exceed 2 (two).
  - ii. The Proposal/Application should contain the information required for both members of the Consortium; The application should include a brief description of the roles and responsibilities of individual members.
  - iii. Members of the Consortium shall mutually nominate one member as the lead member (the "Lead Firm"). The nomination(s) shall be supported by a Power of Attorney, as per the format in this RFP, signed by both members of the Consortium.
  - iv. Members of the Consortium shall enter into a binding "Joint Bidding Agreement", for the purpose of submitting a Proposal. The Joint Bidding Agreement is to be submitted along with the Application. The duties, responsibilities and powers of Lead firm and each firm shall be specifically included in the Joint Bidding Agreement. It is expected that the Lead Firm would be authorized to incur liabilities and to receive instructions and payments for on behalf of the Consortium. The Client expects that Lead Firm should have maximum responsibility pertaining to execution of the Assignment.
  - v. No change in the composition of the Consortium will be permitted by the Client during the Selection Process and during the subsistence of the contract (in case the successful bidder is a consortium)
- 1.4. TIDCO will select a consultant/ successful bidder among those whose proposals are accepted, in accordance with the evaluation methodology indicated in the RFP.
- 1.5. The assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. When the assignment includes several phases, the performance of the /bidder under each phase must be to the satisfaction of TIDCO before beginning the work for the next phase.



- 1.6. The bidder must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first-hand information on the assignment and on the local conditions, /bidder may visit the Site/TIDCO before submitting a Proposal. The Bidder may contact the official named in the Data Sheet to obtain any relevant / additional information on the Assignment.
- 1.7. Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the sites & or TIDCO are not reimbursable as a direct cost of the assignment; and (ii) TIDCO is not bound to accept any of the Proposals submitted.
- 1.8. TIDCO reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for TIDCO's action.
- 1.9. TIDCO also reserves the right to terminate the contract on the grounds of negligence of obligations as per the accepted bid conditions and/or any other reasons not attributable to TIDCO and/or on account of any Force Majeure events that may be decided solely at the discretion of TIDCO. In case of termination of the contract on the ground of negligence the compensation shall be restricted to the amount of work done by the Consultant/ Bidder and no claim whatsoever for any compensation shall be entertained by TIDCO. Further in case of termination of contract due to fraud or voluntarily non-compliance after reminders, then TIDCO may take appropriate action against the Performance security and will stop the payment.
- 1.10. A Bid Security deposit for an amount of Rs. 1,00,000 /- (One lakh only) will be carried out by the Bidders only through online payment mode (<https://tntenders.gov.in>). The EMD amount should be the exact amount and no excess or less amount should be transferred through online payment gateway.

#### **EMD/Bid Security Exemption for SSI Units**

**As per Tamil Nadu G.O. (Ms.) No. 390, Finance (BPE) Department, dated 27.09.2013, Small Scale Industrial (SSI) units are eligible for exemption from payment of EMD/Bid Security under the following conditions:**

#### **Eligibility Criteria for Exemption:**

- a. The bidder must be an SSI unit located within Tamil Nadu and registered with SIDCO or NSIC.
- b. For units located outside Tamil Nadu, the bidder must be registered with NSIC.
- c. The exemption applies only to the items for which the bidder holds a valid registration certificate, provided the tender pertains to those items.

#### **Supporting Documents:**

To claim the exemption, the bidder must submit the following documents along with their proposal:

Udyam Aadhar, NSIC certificate, or EM-II certificate with registration in the relevant category for which the tender is called.

An EMD declaration on the bidder's letterhead, duly signed by the authorized representative, in the prescribed format provided in the tender document.

Consortium Bidders:

In the case of a consortium, the lead bidder must fulfill the SSI criteria. The EMD exemption declaration will apply on behalf of the entire consortium. However, in the event of any default, appropriate action will be taken against all consortium members.

- i. The bid security shall be paid via (tntenders.gov.in) only through online payment mode.
- ii. The Bank Guarantee/DD will not be accepted towards Earnest Money Deposit.
- iii. Any Bid not accompanied by the Bid Security but accompanied by an Exemption (MSME or other applicable exemptions along with proofs) shall be verified before declaring as a responsive bidder.
- iv. The bank transaction details submitted along with the proposal i.e., Technical Bid (Pre-qualification tender application) not accompanied with the scanned copy of bank transaction details of Bid Security will be rejected as Non-Responsive Tender.
- v. The bid security of the unsuccessful bidders shall be refunded through e-procurement portal.
- vi. The Bid Security of the successful tenderer will be refunded after the tenderer has furnished the required Performance Security and signed the contract.
- vii. If the tenderer withdraws his bid after issue of work order or after acceptance of work order or failure to execute the contract or fails to pay the required Performance Security amount within the time specified in the work order, the Bid Security submitted with the Technical Bid will be forfeited.
- viii. TIDCO shall not be liable to pay any interest on the Bid Security and the same shall be interest free.
- ix. TIDCO is entitled to cause forfeiture of the Bid Security if the Bidder revokes / withdraws the Bid during the period of its validity and / or fails to comply with the conditions of the Letter of Award.

## 2 CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS

- 2.1 Bidder may request clarification on any item of the RFP document up to the date indicated in the Data Sheet before the Proposal submission date. Any request for clarification must be sent in writing by electronic mail (e-mail) to TIDCO's address indicated in the Data Sheet. TIDCO's responses to the pre-bid queries would be uploaded on <https://tntenders.gov.in> & <https://tidco.com>
- 2.2 At any time before the submission of Proposals, TIDCO may, for any reason, whether at its own initiative or in response to a clarification requested by any firm, modify the RFP documents by issuing an Addendum/Corrigendum. Addenda/ Corrigenda shall be uploaded on <https://tntenders.gov.in> & <https://tidco.com>. TIDCO may at its discretion extend the deadline for the submission of proposal by issuing an Addenda/ Corrigenda.

## 3 PREPARATION OF PROPOSAL

- 3.1 Bidder is requested to submit a proposal written in the English language.
- 3.2 The original proposal (technical and financial) shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the person or persons who sign(s) the Proposals. An authorized representative of the firm initials all pages of the Proposal. The representative's authorization is confirmed by a written power of attorney accompanying the Proposal.
- 3.3 TIDCO reserves the right to accept or reject any proposal without assigning any reason and no request for alteration, modification, substitution, or withdrawal will be entertained by TIDCO in respect of such Proposals. However, TIDCO reserves the right to seek clarifications or additional information from the Bidder during the evaluation process. TIDCO will subsequently examine and evaluate Proposals in accordance with the Selection Process detailed out in the RFP.

### A-TECHNICAL PROPOSAL

- 3.4 In preparing the Technical Proposal, bidders are expected to examine all the documents given in this RFP in detail. Material deficiencies in providing the information requested may result in rejection of Proposal.
- 3.5 While preparing the Technical Proposal, bidder must give particular attention to the following:
- i. 50% of the project team composition should be permanent employees of the sole firm. Team leader should be permanent employee. Among other members of the team, it is preferred **Pavement Design Engineer (Roads/Runway expert) shall be permanent** from any member of consortium.
  - ii. Proposed Project Core Team members must have the minimum years of experience indicated in **SELECTION PROCESS** of the RFP.
  - iii. Alternative key professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

- iv. Bidder is to ensure that the time allocated for the proposed key staff does not conflict with the time allocated or proposed for any other assignment. TIDCO reserves the right to request a workload projection (including time spent on other projects) for the key staff.
  - v. The composition of the proposed Team and Task Assignment to individual personnel shall be clearly stated.
  - vi. No such key personnel shall be proposed for any position if the CV of the personnel does not meet the requirements of the ToR.
  - vii. The key personnel shall remain available for the period as indicated in the RFP.
  - viii. Each CV needs to have been signed by the key personnel and countersigned by the Authorized Signatory of the Bidder. At the time of submission of bid proposal, scanned copies of the signature of key personnel will be allowed but at the time of signing of contract, the original signature will be required. However, in both cases, original counter signature of Authorized Signatory shall be required in original.
  - ix. TIDCO's certifications or contract copy for the projects listed under the experience section must contain the project attributes (size, fee, duration etc.) and the scope of work on the projects.
- 3.6 The Bidder should form a Joint Venture/ Consortium with his Associate if it intends to submit the proposal using the experience/ strength of the Associate.
- 3.7 If the Bidder being a Consortium is qualified on the strength of the experience of a member which is a foreign company or Indian company/ entity, requisite key personnel from that foreign company or Indian company/ entity shall be fielded.
- 3.8 The bidder should note the proposal submission date, as specified in Data Sheet, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by TIDCO, and that evaluation will be carried out only on the basis of documents received by the closing time of Proposal Submission Date as specified in Data Sheet. Bidders will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected. For the avoidance of doubt, TIDCO reserves the right to seek clarifications on any aspects.
- 3.9 The Proposal shall be accompanied by a certified copy of a legally binding Joint Bidding Agreement in case of consortium, in the format provided in this RFP, signed by all firms/entities.
- 3.10 The Technical Proposal should provide the following information using the attached Standard Forms:
- i. A brief description of the bidder's organization
  - ii. Recent assignments of similar nature, the outline indicating inter alia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement.
  - iii. Detailed Approach and Methodology and Activity Schedule for undertaking the current Assignment.
  - iv. List of the proposed staff team by specialty, the tasks that would be assigned to each staff team member.

- v. CVs signed by the proposed key professional staff and the authorized signatory of the Bidder submitting the proposal.

3.11 The Technical Proposal shall not include any financial information.

## **B- FINANCIAL PROPOSAL**

- 3.12 In preparing the Financial Proposal, bidders are expected to take into account the requirements and conditions of the RFP documents. The Financial Proposal should follow the Standard Forms provided in this RFP.
- 3.13 The Financial Proposal should be a lump sum proposal inclusive of all the costs except applicable taxes associated with the assignment. Bidder shall express the price of their services in Indian Rupees. Exchange rate risk, if any, shall be borne by the Bidder.
- 3.14 The Data Sheet indicates the duration for which the proposals must remain valid after the submission date. During this period, the bidder is expected to keep available the professional staff proposed for the assignment. TIDCO will make its best effort to complete negotiations within this period. If TIDCO wishes to extend the validity period of the proposals, the bidders who do not agree have the right not to extend the validity of their proposals.

## **4 PRE-BID MEETING**

- 4.1 Pre-bid Meeting of the Bidders will be convened at the date, time, place, and mode of the meeting indicated in the data sheet.
- 4.2 A maximum of two representatives from each firm interested in bidding will be allowed to participate. Participation requires the production of an authorization letter from the respective firm.
- 4.3 During pre-bid meeting, the Bidders may seek clarifications and make suggestions for TIDCO's consideration.
- 4.4 TIDCO will endeavor to provide clarifications and any additional information it considers appropriate, in its sole discretion, to facilitate a fair, transparent, and competitive selection process.

## **5 SUBMISSION, RECEIPT AND OPENING OF PROPOSALS**

- 5.1 The bid should be submitted through <https://tntenders.gov.in> portal only.
- 5.2 Tenders should be submitted in two parts: Technical bid and financial bid.
- 5.3 Tenderers should ensure submission of all documents along Technical and Financial bid as per the RFP.
- 5.4 The Technical Bid (i.e.) Pre-Qualification Tender together with the bank transaction details for payment of Bid Security shall be submitted. The Financial bid should be prepared as per the financial bid Format.
- 5.5 Proposals must be submitted on or before the date indicated in “Section 3 – Data Sheet” through <https://tntenders.gov.in>.
- 5.6 The Price should be quoted in the financial bid only, in case found in technical bid the tender will be rejected.
- 5.7 Evaluators of Technical bids shall have no access to the financial bid until the technical evaluation, including its approval by Competent Authority of TIDCO is obtained.
- 5.8 From the time the Proposals are opened to the time the Contract is awarded, if any bidder wishes to contact TIDCO on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence TIDCO in TIDCO's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the bidder's proposal.
- 5.9 Prior to evaluation of Proposals, TIDCO will determine whether each Proposal is responsive to the requirements of the RFP at each evaluation stage. TIDCO may, at its sole discretion, reject any Proposal that is not responsive hereunder.
- 5.10 The consultant would be selected based on the Quality and Cost Based Selection (QCBS) method with 70% weightage to Technical Proposal and 30% weightage to Financial Proposal.
- 5.11 As part of the evaluation, the technical proposal submission shall be checked to evaluate whether the Bidder meets the prescribed Minimum Qualification Criteria listed in the RFP. Subsequently the Technical Proposal of the Bidders, who meet the Minimum Qualification Criteria, shall be checked for responsiveness in accordance with the requirements of the RFP and only those Technical Proposals which are found to be responsive would be further evaluated in accordance with the criteria set out in this RFP document.
- 5.12 TIDCO reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal will be entertained by TIDCO in respect of such Proposals. However, TIDCO reserves the right to seek clarifications or additional information from the Bidder during the evaluation process. TIDCO will subsequently examine and evaluate Proposals in accordance with the Selection Process detailed out in the RFP.

## 6 TECHNICAL PROPOSAL EVALUATION

- 6.1 The evaluation committee appointed by TIDCO as a whole, and each of its members individually shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub- criteria and point system specified in the RFP. Each responsive proposal will be given a mark (T). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score.
- 6.2 In this stage, Technical Proposal will be evaluated on the basis of bidder's experience, proposed approach and methodology and Work Plan, and the experience of Key Persons. Only those bidder's whose Technical Proposals score 70 marks or more out of 100 shall qualify for further consideration. The bidder who secures highest marks (TH) shall be given a technical score of 100. The technical scores of other bidders shall be computed as follows:

$$\text{Technical score of the bidder } ST = 100 \times (T / TH)$$

T= Marks secured by the respective Bidder

TH= Highest Marks secured.

### A-SHORT LISTING OF CONSULTANTS

- 6.3 Consultants scoring 70 or more marks in technical evaluation shall be qualified and short-listed for financial evaluation in the next stage.
- 6.4 After the evaluation of quality is completed, TIDCO shall notify those bidders whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference and those bids that were summarily rejected and the same may be published in the portal <https://tntenders.gov.in>.
- 6.5 TIDCO shall simultaneously notify the consultants that have secured the minimum qualifying mark or more, indicating the date and time set for opening the Financial Proposals.



## **B-OPENING OF BIDS**

- 6.6 All Technical Bids received online by the due date and time will be opened online at TIDCO Office in the presence of TIDCO Tender Committee members, Bidder's designated representatives and anyone who chooses to attend. This can also be viewed by the Bidders online.
- 6.7 The Financial Bids shall remain unopened in the e-Procurement System, until the subsequent public opening, following the evaluation of the Technical Bids.
- 6.8 In all cases, the technical bid without the bank transaction details for bid security payment will be declared non-responsive and summarily rejected.
- 6.9 The Bidders' names, the presence of Bid security, and such other details as the Committee members may consider appropriate, will be recorded as Technical Part Bid opening summary.
- 6.10 The Technical Bid opening summary will be uploaded on the e-Procurement Portal. Only Technical Bids that are opened at Bid opening shall be considered for further evaluation.
- 6.11 In the event of the specified date of bid opening being declared a holiday, the bids will be opened at the appointed time and location on the next working day.

## C-EVALUATION OF TECHNICAL AND FINANCIAL PROPOSALS RANKING

- 6.12 The evaluation committee appointed by TIDCO as a whole, and each of its members individually shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub- criteria and other relevant eligibility if any specified in the RFP.
- 6.13 Evaluation of Technical Bid with respect to Pre- qualification criteria shall be taken up.
- 6.14 TIDCO tender committee will determine whether each Bid (a) has been properly signed; (b) meets the qualification criteria defined and (c) is substantially responsive to the requirements of the bidding documents.
- 6.15 After completion of Evaluation of Technical Bid and a list will be drawn up of the qualified bidders whose financial bids will be eligible for opening. The result of evaluation of the Technical Bids shall be made public on e-Procurement Portal.
- 6.16 Following the results of evaluation of the Technical Bid being made public, TIDCO shall notify Bidders whose Technical Bids have been evaluated as substantially responsive as under: (a) their Bid has been evaluated as substantially responsive to the bidding document and met the Qualification Criteria; (b) notify them of the date and time of the online/public opening of the Financial bids; and (c) their Financial bid will be opened online.
- 6.17 The e-Procurement System automatically calculates and inserts the total Bid Price in the BOQ Schedule on the basis of quantities provided in the BOQ Schedule. The System also automatically populates the amount in words from the amount in figures. Therefore, there is no scope of discrepancy and need for arithmetic correction.
- 6.18 During the detailed evaluation of Financial Bid, the substantial responsiveness of the Bids will be further determined with respect to those bid conditions that were not examined in evaluation of technical Bids, i.e., Financial Part, and Priced Bill of Quantities.
- 6.19 If a Bid is not substantially responsive, it will be rejected by TIDCO, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.
- 6.20 In the next stage, the financial evaluation will be carried out. Each Financial Proposal will be assigned a financial score (F). The evaluation committee will determine whether the Financial Proposals are complete, unqualified, and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. The Financial Proposal with lowest cost (FL) will be given a financial score (SF) of 100. The Financial Scores of other proposal will be computed as follows:

$$\text{Financial score of the bidder SF} = 100 \times (\text{FL} / \text{F})$$

(F = Amount of Financial Proposal)

- 6.21 TIDCO shall compare the evaluated costs of all substantially responsive Bids established in accordance with tender conditions to determine the Bid that has the highest score.

#### **D- VALUATION METHODOLOGY AND RANKING**

- 6.22 Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$\text{Combined score } S = ST \times TW + SF \times FW$$

Where S is the combined score, and TW and FW are weights assigned to Technical and Financial Proposals that shall be 0.70 and 0.30 respectively.

- 6.23 The bidder having the highest Combined Score (S) shall be declared as first ranked Bidder.

### **7 NEGOTIATIONS**

- 7.1 Negotiations will be held at the address indicated on the Data Sheet with the selected bidder. The aim is to reach agreement on all points and sign a contract. Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. TIDCO and firm will then work out final Terms of Reference, staffing, and charts indicating activities, staff, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract.
- 7.2 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, TIDCO expects to negotiate a contract on the basis of the availability of experts named in the Proposal. Before contract negotiations, TIDCO will require assurances that the experts will be actually available. TIDCO will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the bidder may be disqualified.
- 7.3 TIDCO reserves the right to conduct negotiations on the financial proposal as well.

## 8 AWARD OF CONTRACT

8.1 A Letter of Award (LOA) will be issued to the selected bidder and the same will be notified in the e-procurement portal.

8.2 The successful bidder shall, **within 5 (Five) working days of the receipt of the LoA, sign and return the duplicate copy of the LoA in acknowledgement thereof.** In the event the duplicate copy of the LoA duly signed by the Successful Bidder is not received within the stipulated date, TIDCO may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Bidder.

8.3 **Performance Security:** Performance security equivalent to **5% (Five percent)** of the total cost of Financial Proposal shall be furnished from a Nationalized / Scheduled Commercial Bank, within ten (10) working days from the date of issue of LoA and before signing of the contract, in the form of a Bank Guarantee in the format specified the validity of performance security shall be for the entire Contract Period plus an additional 180 (One Hundred Eighty) days beyond the completion of the Assignment.

The Performance Security will be retained by TIDCO until the completion of the Assignment by the Consultant and will be released 180 (One Hundred Eighty) days after the successful completion of the Assignment, subject to the Consultant fulfilling all contractual obligations and deliverables as per the terms of the Agreement.

8.4 **Execution of Contract:** The consultant/Successful Bidder shall execute the contract **within 5 (five) working days** from the date of furnishing the performance security. The Successful Bidder shall not be entitled to seek any deviation in the Contract. Reports shall be furnished periodically as required in Milestone Payments specified in the RFP.

8.5 **Commencement of Assignment:** The consultant/successful bidder shall **commence the services within 5 (five) working days** from the date of signing of contract.

### 8.6 Consequences of Non-Compliance

In the event that the **Consultant/Successful Bidder** fails to:

1. Furnish the Performance Security within the stipulated timeframe.
2. Execute/Sign the Contract.
3. Commence the Assignment; or
4. Perform any of the scope of services as specified in this RFP document,

TIDCO reserves the right to take appropriate actions against the Consultant/Successful Bidder, including but not limited to:

- Forfeiture of the Bid Security and/or Performance Security.
- Debarment or blacklisting of the Consultant/Successful Bidder from future tenders or projects, for a minimum period of 24 months or as deemed necessary; and
- Termination of the Letter of Award (LoA).

Such actions shall be undertaken without prejudice to any other rights or remedies available to TIDCO under applicable law or the terms of this RFP document.

## 9 CONFIDENTIALITY

- 9.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.
- 9.2 The Consultants also agree that all knowledge and information which is not specified within the public domain, which may be acquired to carry out this Agreement, over the course of time shall be, for all time and for all purposes, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the Client's written permission.

## 10 FRAUD AND CORRUPT PRACTICES

- 10.1 The Bidders and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, TIDCO will reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, TIDCO will, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security.
- 10.2 Without prejudice to the rights of TIDCO under the Clause herein-above, the rights and remedies which TIDCO may have under the LOA or the contract, if a Bidder or Consultant, as the case may be, is found by **TIDCO to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice** during the selection process, or after the issue of the LOA or the execution of the contract, such Bidder or Consultant shall not be eligible to participate in any tender or RFP issued by TIDCO during a period of 2 (two) years from the date of such discovery.
- 10.3 For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
- i. **"corrupt practice" means** (i) offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of TIDCO who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the contract or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of TIDCO, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the contract, as the case may

be, any person in respect of any matter relating to the Project or the LOA or the contract, who at any time has been or is a legal, financial or technical consultant/ adviser of TIDCO in relation to any matter concerning the Project;

- ii. **“Fraudulent practice”** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process.
- iii. **“Coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process.
- iv. **“Undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by TIDCO with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- v. **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## 11 DISPUTE RESOLUTION & JURISDICTION OF THE COURT

- 11.1 In the event of any dispute, controversy, or claim arising out of or relating to this contract, or the breach, termination, or invalidity thereof, the parties agree to refer the dispute to arbitration in accordance with the Arbitration and Conciliation Act 1996 & its amendments thereon. Language of the arbitration shall be in English. Place of the Arbitration shall be in Chennai City.

## 12 FORCE MAJEURE

- 12.1 If, at any time, during the pendency of the contract, the performance in whole or in part, by either party is prevented or delayed by war, strike, riot, crime or due to any act of God such as hurricane, flooding, earthquake, volcanic eruption beyond the control of both the parties such as war, strike, insurrection, riot, earthquake, storm, flood, fire which are beyond the control of either party (hereinafter referred to as 'eventualities'), then provided notice of the happening of any such eventuality is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such eventuality be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance and work under this contract shall be resumed as soon as practicable after such eventuality has come to an end or ceased to exist and the decision of TIDCO as to when the work has to be resumed shall be final and conclusive. The time of completion shall then be extended by a period equal to the period during which the eventuality was prevailing. In case of persisting delay of more than 60 days both the parties may consult each other and arrive at an appropriate decision regarding continuation or otherwise of the Contract.

### **13 INDEMNITY CLAUSE:**

- 13.1 The Consultant shall execute and furnish to the Client/TIDCO, a Deed of Indemnity in favor of the **Tamil Nadu Industrial Development Corporation Limited, Chennai** in a form and manner acceptable to the client, indemnifying the client from and against any costs, losses, damages, expenses, claims (including those from third parties), or liabilities of any kind whatsoever, including patent, copyright, trademark, and trade secret infringements, arising or incurred, inter alia, during and after the contract period, out of:
- a. Negligence, wrongful acts, or omissions by the Selected Bidder or its team or any Agency/Third Party in connection with or incidental to this contract; or
  - b. Any breach of any of the terms of the Contract
  - c. The indemnity shall be to the extent of 20% of the contract value in favor of the client.

## **14 TERMINATION CLAUSE:**

### **A-TERMINATION BY THE CLIENT:**

- 14.1 TIDCO may terminate this Contract, by **not less than fifteen (15) days**" written notice of termination to the Consultants, to be given after the occurrence of any of the events specified in paragraphs (i) through (iv) of this Clause:
- i. The Consultant fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, **within ten (10) days** of receipt of such notice of suspension or within such further period as the Client may have subsequently granted in writing.
  - ii. The Consultant becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary.
  - iii. The Consultant fails to comply with any final decision reached as a result of arbitration proceedings.
  - iv. The Consultant submits to the Client a statement that materially affects the rights, obligations, or interests of the Client, and the selected bidder knows to be false.
- 14.2 Any document, information, data, or statement submitted by the bidder in its Proposal, on the basis of which the Consultant was deemed eligible or successful, is found to be false, incorrect, or misleading; or if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of **not less than fifteen (15) days**.
- 14.3 If the Client wishes to terminate the contract for reasons attributable to the Consultant's performance, the Client will issue a rectification notice to the Consultant in writing, specifying the observations and instructions, and allowing a period of **ten (10) days for rectification**.
- 14.4 If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

### **B-TERMINATION BY THE CONSULTANT:**

- 14.5 The Consultant may, by giving **not less than thirty (30) days'** written notice to the Client, terminate this contract if any of the following events occur:
- i. The Client is in material breach of its obligations under this Contract and has not remedied such breach within thirty (30) days (or such longer period as the Consultant may have agreed to in writing) following receipt of the Consultant's written notice specifying the breach.
  - ii. As a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than fifteen (15) days.
  - iii. The Client fails to comply with any final decision reached as a result of arbitration.
  - iv. Upon termination of this contract, all pending payments due up to the date of termination shall be made by the Client to the Consultant.



## 15 LIQUIDATED DAMAGES

- 15.1 Notwithstanding the Client's right to cancel the order, **liquidated damages (LD)** for late delivery shall be charged at the rate of **one percent (1%)** of the undelivered portion of the payment value per week, will be charged for each week's delay in the specified delivery schedule, subject to a maximum of **ten percent (10%)** of the total payment value. No liquidated damages will be charged in the event of Force Majeure circumstances beyond the control of the bidder.
- 15.2 Please note that the **liquidated damages for delay in delivery and for delay in commissioning** are independent of each other and shall be levied as applicable, based on the specific delay incurred.
- 15.3 The Client reserves the right to recover these amounts by any mode such as adjusting from any payments to be made by the Client to the consultant. **Liquidated damages will be calculated on per week basis.**
- 15.4 The cumulative and aggregate limit of **liquidated damages** for both delay in delivery and delay in commissioning shall be limited to a maximum of **ten percent (10%)** of the total contract value.

## 16 LIABILITY OF THE CONSULTANT

- 16.1 The Consultant's liability under this Contract shall be governed by the Applicable Laws and the provisions hereof.
- 16.2 Consultant's Liability towards TIDCO: The Consultant shall be liable to TIDCO for any direct loss or damage that has occurred or is likely to occur due to deficiencies in the Services rendered by the Consultant.
- 16.3 The aggregate liability of the Consultant under this contract shall not exceed the total fee received by the Consultant under this contract.
- 16.4 In the event of negligence or willful misconduct on the part of the Consultant, or any person or firm acting on behalf of the Consultant in performing the Services, the Consultant shall be liable to the Client for any loss or damage caused to TIDCO property.

## 17 MISCELLANEOUS

- 17.1 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Chennai shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- 17.2 TIDCO, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- i. Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto.
  - ii. Consult with any Bidder to receive clarification or further information.

- iii. Retain any information and/or evidence submitted to TIDCO by, on behalf of and/or in relation to any Bidder; and/or
  - iv. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.
- 17.3 All documents and other information provided by TIDCO or submitted by a Bidder to TIDCO shall remain or become the property of TIDCO. Bidders are to treat all information as strictly confidential. TIDCO will not return any Proposal, or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Consultant to TIDCO in relation to the consultancy shall be the property of TIDCO.
- 17.4 TIDCO reserves the right to make inquiries with any of the Clients mentioned by the Bidders in their previous experience record.
- 17.5 Bidders should make necessary presentations for TIDCO and Govt. of Tamil Nadu as and when required by TIDCO.

## C. DATA SHEET

**Name of Assignment:** RFP for Selection of Consultant for Preparation of Detailed Project Report (DPR) and Detailed Estimate for Development of Basic Infrastructure at Kovilpatti Airstrip in Thoothukudi District, Tamil Nadu( the “Assignment” or short form as “DPR/ Detailed Project Report”)

1. The name, address, and telephone numbers of TIDCO’s official is Managing Director, Tamil Nadu Industrial Development Corporation Limited, 19- A, Rukmini Lakshmi pathi Salai, Egmore, Chennai – 600 008; Phone: 044- 2855 1192; E mail: coord.tndic@tidco.com.
2. Queries raised by the prospective bidders through email and in the pre bid meeting will be clarified during the pre-bid meeting and / or will be communicated by e-mail to all those who have raised their queries regarding the RFP.

The schedule for the bidding process is given below.

Milestone	Date
Issue of Advertisement	<b>30-01-2025</b>
Last date for receipt of request for clarifications to be given at the pre bid meeting.	<b>03-02-2025</b> The queries should be sent by email to the following email address: <a href="mailto:cmd@tidco.com">cmd@tidco.com</a> , <a href="mailto:coord.tndic@tidco.com">coord.tndic@tidco.com</a> . The queries should be sent in Microsoft word format only.
Pre-Bid meeting	<b>04-02-2025 (3:00 PM)</b> at the office of TIDCO, Chennai-600008/Virtual Bidders who wish to attend the pre bid meeting online are requested to send an email for the meeting link.
Last date for submission of the bid	<b>14-02-2025 at 3:00 PM</b>
Opening of Technical Proposals	<b>14-02-2025 at 4:00 PM</b>

3. Proposals should be submitted in English language.
4. Proposals must remain valid for 180 days after the submission date.
5. Proposal must be uploaded through [www.tntenders.gov.in](http://www.tntenders.gov.in) **on or before 14-02-2025, 3:00 PM.**

## **D. BACKGROUND TO THE RFP**

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### **1. BACKGROUND**

To address the Nation's pilot shortage, reduce reliance on foreign training, and stimulate aviation growth, TIDCO is planning to establish a Flying Training Organization (FTO) in Tamil Nadu. This initiative anticipates the future growth of aviation in the country and aims to develop a robust pipeline of skilled pilots. The strategic location offers conducive air traffic and infrastructure, ensuring the FTO's success. It is anticipated that by 2030, India will need approximately 11,000 additional trained pilots to meet the growing demand, with a projected shortfall of about 2500 pilots in the next five years. To overcome this shortage, Kovilpatti in Thoothukudi District has been identified as an ideal location. Its main advantages include minimal air traffic congestion, favorable weather conditions, and excellent visibility, creating an optimal training environment.

To cater these FTOs, the Kovilpatti airstrip needs to reconstruct as per the requirements to operate multiple FTOs at one location. To this end, TIDCO invites bidders to submit their proposals for Preparation of Master Plan, Detailed Project Report (DPR), Detailed Engineering Design, Cost Estimation and Bill of Quantities (BOQ) etc. for development of basic infrastructure at Kovilpatti Airstrip in Thoothukudi District for commencement of FTO operations. The DPR/Master Plan shall include the planning, design, and implementation of the FTO, ensuring that the facility meets all regulatory and operational standards.

#### **Brief details of the Airstrip**

The Kovilpatti airstrip is an unused runway at a distance of about 6 Kms from Kovilpatti town. This is an asphalt topped runway measuring about 1.2 kms in length and 15 meters in width. This airstrip was built by Lakshmi Mills for their private plane on a land area leased from the Govt of Tamil Nadu in two villages Nalatinputhur and Thonugal. The runway has suffered normal wear and tear due to weather over the last 20 years since known landing of any airplane. However, there is no vegetation growth on the surface indicating ease of being put to use once again after basic repairs. This unused airstrip at Kovilpatti can accommodate operations of about 10 trainer airplanes due to it being away from air traffic concentrated locations, good connectivity to other parts of the country and availability of a good runway which could be developed.

#### **Location Coordinates of the Airstrip:**

Latitude: 09° 09' 14.00901" N, Longitude: 077° 49' 16.31859" E, Elevation: 125.22 m

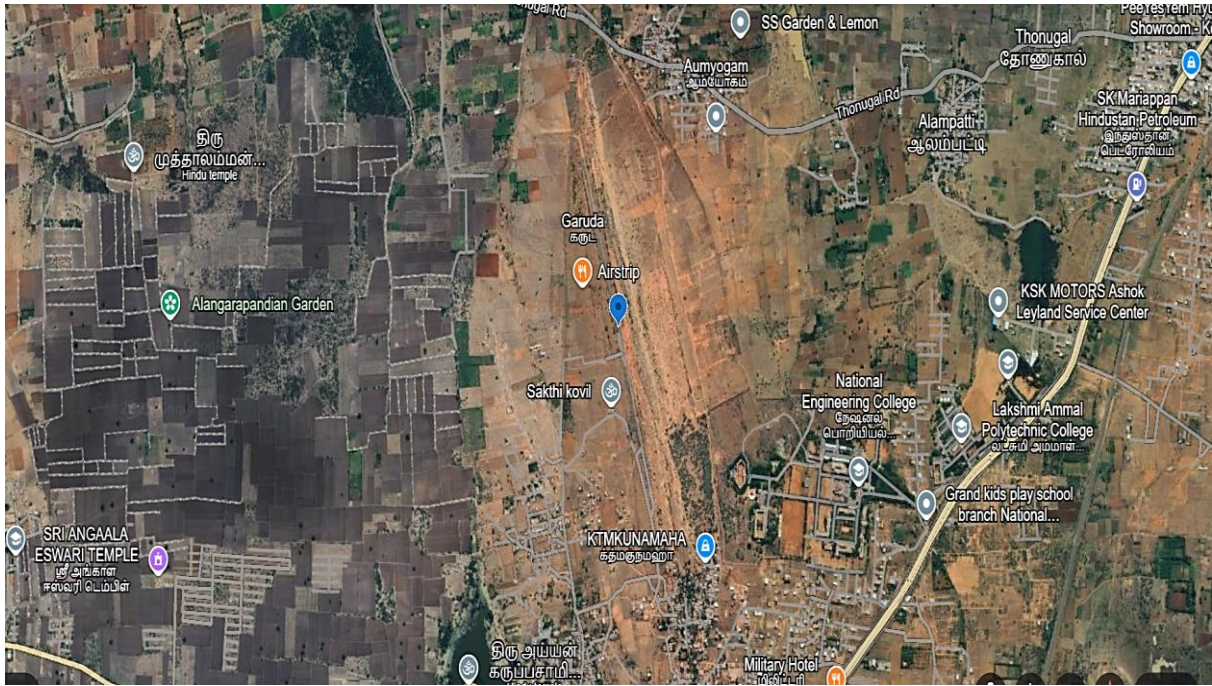


Figure-1 Site location of Kovilpatti airstrip

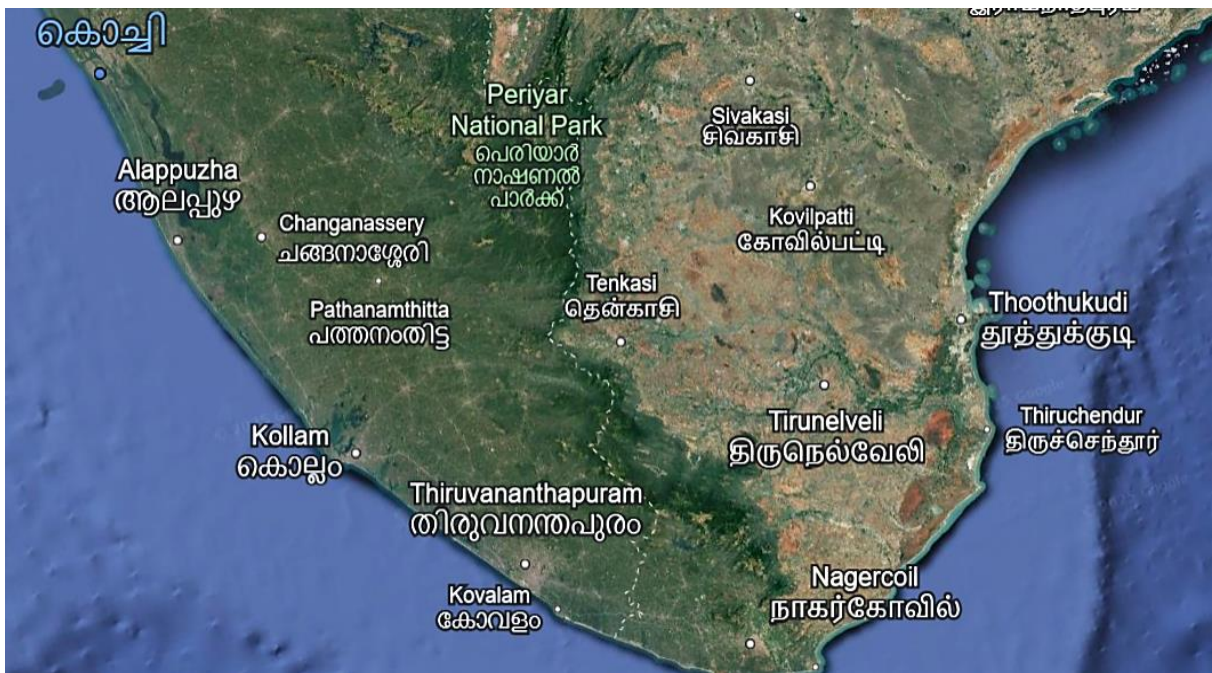
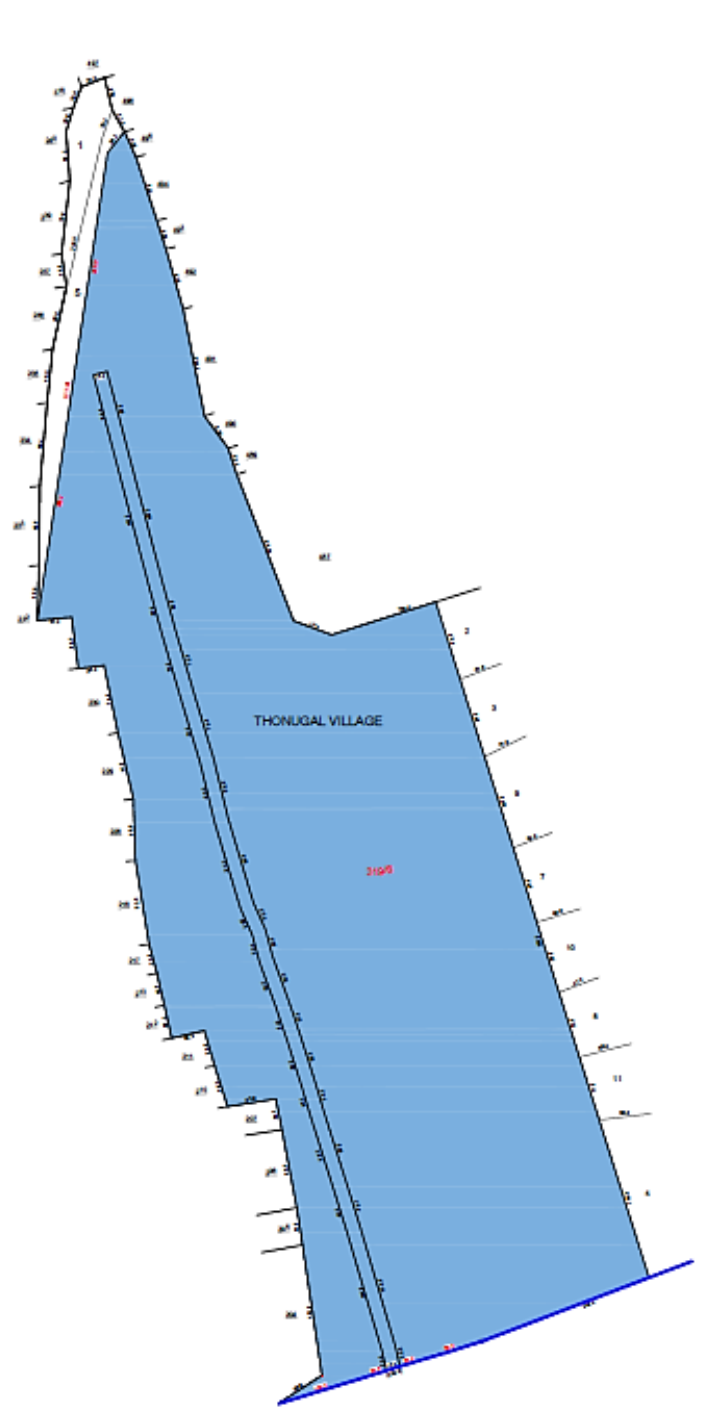


Figure-2 Kovilpatti in Thoothukudi District, Tamil Nadu

**Proposed Site for Establishing FTO.**  
Thonugal Village, Kovilpatti Taluk, Thoothukudi District





## E. ELIGIBILITY CRITERIA AND EVALUATION METHODOLOGY

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### 1 MINIMUM QUALIFICATION CRITERIA FOR EVALUATION

- 1.1 To be eligible for the qualification and short-listing, the Bidder shall fulfill the following conditions of eligibility.
- i. **The sole bidder /both members of the consortium separately (in case of consortium)** should be a registered legal entity recognized under the legal statute of India including any Company, Partnership firms / LLP operating for minimum ten (10) years as **on March 31, 2024**.
  - ii. **The Bidder/ both members of the consortium separately** ( in case of consortium) shall **not be blacklisted, debarred** by the Central Government, any of the State Governments in India, agencies of the Central or State Governments, Public Sector Undertakings (PSUs), Regulatory Authorities, Bilateral/Multi-Lateral Funding Agencies operating in India or any other country, or any Government or Regulatory Authority in any other country, **as on the Bid Submission Due Date. Additionally, the Bidder/both members of the consortium separately (in case of consortium) must not have been blacklisted, debarred** by any of the aforementioned entities **during the past five (5) years**, counted from the **Bid Submission Due Date**. Non-compliance with this condition shall render the Bidder ineligible for participation in this bidding process, and TIDCO reserves the right to reject such Bidders without further notice. Bidder / both members of the consortium to submit an affidavit on Rs. 100 Stamp paper along with the bid.
  - iii. The Bidder (or the lead member in case of consortium) must have completed at least one consultancy project in India, either as sole or as the lead consultant in a consortium, that is similar in scope. This project must have involved creating a Detailed Master Plan, Techno-Economic Feasibility Report (TEFR), Detailed Project Report (DPR), including Engineering Design, Cost Estimation, and Bill of Quantities (BOQ), related to the development of infrastructure for Flying Training Organizations (FTOs)/Airports/Airstrips/Airfields/or Aerodromes. The project must have been completed within the last 10 years, counting from the Bid Submission Due Date.
  - iv. **Financial Eligibility:**  
The **average annual turnover of the bidder (Lead member in case of the consortium)** should not be less than **INR 20 Crore** during the last three (3) financial years (i.e., 2021-22, 2022-23, 2023-24).
- 1.2 The proposals satisfying the above minimum eligibility criteria will only be considered for further evaluation.
- i. The eligible bidders shall be required to submit self-attested copies (In case of consortium authorized signatory of the consortium holding a valid power of attorney need to sign) of the following along with their Proposal:
  - ii. Company incorporation certificate.
  - iii. GST Registration Certificate.

- iv. Proof for not being blacklisted/ debarred by any of the Central Government / State Governments of India /Bilateral/ Multi-Lateral Funding Agencies.
- v. Details of Permanent Account Number (PAN).
- vi. Documents verifying the project experience claim including the appointment letter / work order / contract agreement and letter of successful work completion from the client.
- vii. Copy of the audited annual financial statements, including Balance Sheets and Profit & Loss Account, for the last three (3) financial years, **or** a certificate issued by the statutory auditor/Chartered Accountant of the firm with UDIN. The certificate should not be older than three months as of the bid submission due date.
- viii. Notarized affidavit (on Rs. 100 non-judicial stamp paper) self-declaring that the bidder is not blacklisted or debarred.

## 2 SELECTION PROCESS

### 2.1 Technical Evaluation Criteria

Sl. No	Evaluation Criteria	Max Marks
1	<p><b>Experience of the Consulting Agency in making Detail Engineering/ Master Plan</b></p> <p>Preparation of a Detailed Master Plan, Techno-Economic Feasibility Report (TEFR)/ Detailed Project Report (DPR) including Engineering Design, Cost Estimation/Bill of Quantities (BOQ) etc. related to the development of infrastructure for FTOs (Flying Training Organizations)/Airports/Airstrips/Airfields/Aerodromes. The consultancy services for such a project must have been completed within the last ten (10) years, counted from the Bid Submission Due Date.</p> <p>a) 10 marks for fulfilling minimum qualification criteria given above (Clause E-1.1).</p> <p>b) Additional marks - <b>05 marks for each additional project</b> (beyond the one minimum qualification project), subject to maximum of 10 marks.</p> <p>Note:</p> <p>I. The projects claimed for additional marks should not be same as the project claimed for fulfilling minimum qualification criteria and not more than 3 projects in total should be submitted for claiming additional marks, TIDCO at its own discretion will evaluate the best fit project under the criteria and award the additional marks accordingly, any additional project submitted beyond the first three projects will not be evaluated.</p>	20



Sl. No	Evaluation Criteria	Max Marks
	<p>II. For <b>additional marks the Bidder may submit projects executed either internationally or domestically</b>. The Bidder may meet these criteria as a sole firm or as a member of a consortium. However, the consultancy assignment must have been completed within the last ten (10) financial years, counted from the Bid Submission Due Date.</p> <p>III. In the case of a consortium, the projects for additional marks <b>may be fulfilled jointly by the members of the consortium</b>, provided that the project submitted for evaluation must have been executed either as a sole consultant, lead member of the consortium, or the consultant must have held the maximum share in the consortium among all members. This must be substantiated by submitting a certified copy or notarized copy of the consortium agreement, along with a Chartered Accountant (CA) Certificate bearing a Unique Document Identification Number (UDIN). The CA certificate must certify the share of the consortium member in the consortium and the total payments received.</p> <p>IV. It is clarified that only complete projects will be evaluated. The payment received must substantiate the claim of the maximum share in the consortium. The CA certificate submitted must not be older than three (3) months, counted from the Bid Submission Due Date.</p>	
2	<p><b>Experience in Architecture Design</b></p> <p>The bidder (or any member of the consortium) should have Experience in Architecture Design of Airport/Airport Terminal Building/Air Cargo Terminal Building /Aviation Buildings with allied infrastructure facilities, The consultancy services for such a project must have been completed within the last ten (10) years, counted from the Bid Submission Due Date.</p> <p>a) <b>5 marks for 01 eligible project</b> fulfilling the criteria as defined above (under experience of Architecture Design)</p>	10

Sl. No	Evaluation Criteria	Max Marks
	<p>b) Additional marks – <b>2.5 marks for each additional project, fulfilling the criteria</b> as defined above (under experience of Architecture Design) subject to maximum of 5 marks</p> <p>Note-</p> <ol style="list-style-type: none"> <li>I. Maximum Marks to be awarded under this sub criteria is 10 marks.</li> <li>II. The projects submitted for evaluation under this sub criteria should be separate from those submitted for evaluation under Minimum Qualification Criteria (clause E-1.1)</li> <li>III. Not more than 3 projects in total should be submitted for claiming additional marks, TIDCO at its own discretion will evaluate the best fit project under the criteria and award the additional marks accordingly, any additional project submitted beyond the first three projects will not be evaluated.</li> <li>IV. <b>Bidder may submit projects executed either internationally or domestically.</b> The Bidder may meet these criteria as a sole firm or as a member of a consortium. However, the consultancy assignment must have been completed within the last ten (10) financial years, counted from the Bid Submission Due Date.</li> <li>V. In the case of a consortium, the sub criteria <b>may be fulfilled jointly by any of the members of the consortium</b>, provided that the project submitted for evaluation must have been executed either as a sole consultant, lead member of the consortium, or the consultant must have held the maximum share in the consortium among all members. This must be substantiated by submitting a certified copy or notarized copy of the consortium agreement, along with a Chartered Accountant (CA) Certificate bearing a Unique Document Identification Number (UDIN). The CA certificate must certify the share of the consortium member in the consortium and the total payments received.</li> <li>VI. It is clarified that only complete projects will be evaluated. The payment received must substantiate the claim of the maximum share in</li> </ol>	

Sl. No	Evaluation Criteria	Max Marks
	the consortium. The CA certificate submitted must not be older than three (3) months, counted from the Bid Submission Due Date.	
3	<p><b>Experience of the Consulting Agency as PMC/ PMU</b>  The bidder (or any member of the consortium) should have Experience of providing Project management Consultancy (PMC)/ Project Management Unit (PMU) for development of infrastructure for FTO/ Airports/ Airstrips/ Airfields/ Aerodrome/ Airport Terminal Building/Air Cargo Terminal Building /Aviation Buildings/ any infrastructure development project (In case of infrastructure development project the minimum development cost should be at least INR 50.00 Crore)  The consultancy services for such a project must have been completed within the last ten (10) years, counted from the Bid Submission Due Date.</p> <p>a) 3 marks for 01 eligible project fulfilling the criteria as defined above (under Experience of the Consulting Agency as PMC/ PMU)  b) Additional marks - 02 marks for each additional project, fulfilling the criteria as defined above (under Experience of the Consulting Agency as PMC/ PMU )</p> <p>Note-</p> <ol style="list-style-type: none"> <li>I. Maximum Marks to be awarded under this sub criteria is 05 marks.</li> <li>II. The projects submitted for evaluation under this sub criteria should be separate from those submitted for evaluation under Minimum Qualification Criteria (clause E-1.1)</li> <li>III. Not more than 2 projects in total should be submitted for claiming additional marks, TIDCO at its own discretion will evaluate the best fit project under the criteria and award the additional marks accordingly, any additional project submitted beyond the first two projects will not be evaluated.</li> <li>IV. Bidder may submit projects executed either internationally or domestically. The Bidder may meet these criteria as a sole firm or as a member of a consortium. However, the consultancy assignment must have been completed within the last ten (10) financial years, counted from the Bid Submission Due Date.</li> </ol>	5

Sl. No	Evaluation Criteria	Max Marks
	<p>V. In the case of a consortium, the criteria may be fulfilled jointly by any of the members of the consortium, provided that the project submitted for evaluation must have been executed either as a sole consultant, lead member of the consortium, or the consultant must have held the maximum share in the consortium among all members. This must be substantiated by submitting a certified copy or notarized copy of the consortium agreement, along with a Chartered Accountant (CA) Certificate bearing a Unique Document Identification Number (UDIN). The CA certificate must certify the share of the consortium member in the consortium and the total payments received.</p> <p>It is clarified that only complete projects will be evaluated. The payment received must substantiate the claim of the maximum share in the consortium. The CA certificate submitted must not be older than three (3) months, counted from the Bid Submission Due Date.</p>	
4	<p><b>Approach &amp; Methodology</b></p> <p>a) Presentation of technical approach and methodology: (25 marks)</p> <p>b) Work plan schedule (5 marks)</p>	30
5	<p><b>Project Team</b></p> <p><b>- Team Leader - 15 marks</b></p> <ul style="list-style-type: none"> <li>▪ Minimum 15 years of experience - 7 marks</li> <li>▪ For every additional 2 years of experience - 2 marks will be given limited to a maximum of 8 marks.</li> <li>▪ Team Leader should be a Postgraduate in Civil Engineering related field or Graduate in Civil Engineering with post-graduation in Management / Planning with specific experience in preparation of detailed Engineering Master Plan, Conceptual design, Engineering design, Infrastructure plan, etc. for FTO/ Airports/ Airstrips/ Airfields/ Aerodrome projects. He / She should have been Team Leader for at least one similar assignment during the last ten years and should be a permanent employee of the firm.</li> </ul> <p><b>- Airport Expert – 8 marks</b></p> <ul style="list-style-type: none"> <li>▪ Minimum 10 years of experience - 6 marks</li> </ul>	35

Sl. No	Evaluation Criteria	Max Marks
	<ul style="list-style-type: none"> <li>▪ For every additional 2 years of experience - 1 mark will be given limited to a maximum of 2 marks.</li> <li>▪ Domain Expert should be a graduate in / Aeronautical Engineering or graduate in Engineering/Architecture with postgraduation in planning/ Management g with specific experience in preparation of detailed engineering master plan, Engineering design, Infrastructure plan, etc. for FTO/ Airports/ Airstrips/ Airfields/ Aerodrome projects.</li> </ul> <p><b>- Architect – 6 marks</b></p> <ul style="list-style-type: none"> <li>▪ Minimum 10 years of experience – 4 marks</li> <li>▪ For every additional 2 years of experience- 1 mark will be given limited to a maximum of 2 marks.</li> <li>▪ Architect should be a B.Arch with Post Graduate Urban Planning / Architecture with experience in planning, designing, costing, master plans / schemes and finalization of specification &amp; functional requirement for FTO/ Airports/ Airstrips/ Airfields/ Aerodrome projects.</li> </ul> <p><b>Pavement Design Engineer (Roads) (Runway expert) 6 marks</b></p> <ul style="list-style-type: none"> <li>▪ Minimum 10 years of experience – 4 marks</li> <li>▪ For every additional 2 years of experience- 1 marks will be given limited to a maximum of 2 marks.</li> <li>▪ Pavement engineer should be a Postgraduate in Civil Engineering with experience in pavement design for national highways, expressways, runways FTO/ Airports/ Airstrips/ Airfields/ Aerodrome projects.</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>▪ The above key staff and minimum experience proposed are mandatory.</li> <li>▪ Resume of project team members clearly indicating qualification and experience duly signed by the authorized signatory and by the key personnel to be submitted.</li> </ul>	
	<b>Total</b>	<b>100</b>

**Note:** The bidder shall submit their company details, financial details, project experience details in the Standard Forms and this shall be considered for Eligibility as

per the Qualification Criteria. Documentary proof for project experience such as work order and completion certificates from respective clients clearly indicating the nature/ scope of work and actual date of completion for such work should be submitted. Not more than 3 projects in total should be submitted for project experience. Proposals submitted without this documentary proof and any additional project beyond the first three projects shall not be evaluated. Additional support staff in sufficient numbers shall be proposed by the Bidders. The Bidder shall also provide a detailed work plan and short CVs of support staff as proposed for effective delivery of the Services.

## F. TERMS OF REFERENCE

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### **Scope of Consultancy Assignment:**

The development of the Kovilpatti Airstrip to support code 2B aircraft operations and establish a Flying Training Organization (FTO) shall adhere to the regulatory framework outlined in DGCA Civil Aviation Requirements (CAR) Section 4 - Aerodrome Standards and Licensing. The selected consultant shall ensure compliance with ICAO Annex 14 - Aerodromes, Volume I, and other relevant guidelines for aerodrome design, operations, and safety management systems.

The selected Consultant's scope includes Preparation of Master Plan, Detailed Project Report (DPR), Detailed Engineering Design, Cost Estimation, Bill of Quantities (BOQ) for Development of Basic Infrastructure at Kovilpatti Airstrip in Thoothukudi District.

The selected Consultant would undertake the following aspects and include the same in the Master plan and the DPR where suitable: -

- Stage 1: Assessment of Project Site
- Stage 2: Testing of Airstrip Quality
- Stage 3: Preparation of Master Plan
- Stage 4: Detailed Engineering and Design for Code 2B and other services
- Stage 5: Preparation of Detailed Estimates
- Stage 6: Liaison with Government Agencies

## **1 ASSESSMENT OF PROJECT SITE**

- 1.1 Site Assessment and Survey: The consultant shall analyze the existing site map (will be made available to selected consultant), regional maps, location on Survey of India topo sheets and carry out the required survey such as contour survey, topographical survey, geotechnical survey, etc. Subsequently, the consultant shall submit the list and locations of DGPS pillar and control points. The DGPS instruments used for survey shall meet the level of accuracy specified in ICAO recommendations.
- 1.2 Analysis of the OLS study carried out: Consultant shall study and analyze the OLS study which has already been undertaken by TIDCO and suggest recommendations on declared distances, if any.
- 1.3 Analysis of Topo Survey: Consultant shall study and analyze the Topo Survey which has already been done by TIDCO and if required shall carry out their own surveys to correctly identify requirements and to undertake planning activities.
- 1.4 The consultant shall analyze requirement of earth filling and grading, drainage, and soil characteristics, soil treatment/improvement requirements of the site, provision of basic strip, taxi-bays/taxi tracks, aprons, peripheries road, fencing etc.
- 1.5 The consultant shall also carry out the meteorological assessment including climatic conditions, wind flow patterns (wind rose diagrams), rainfall data and its services availability. The study shall cover whether the existing strip orientation 17/35 in meeting CAR/ICAO standards.
- 1.6 Runway and Taxi tracks must consider aspects of pavements with suitable lateral clearance and turning radii for Code 2B aircraft, ensuring compatibility with ICAO and DGCA guidelines.
- 1.7 Other operational and technical assessment of the site.
- 1.8 Identify the EHT/LT electric supply lines that are to be diverted and other obstacles that are within the site other area including approaches of runway(s)
- 1.9 To compare the existing project site feature's suitability for (a) FTO operation, service needs (b) Code 2B aircraft operation and service need. Also, to identify parameters that are needed for improvements considering specialized facilities such as briefing rooms, simulators, training equipment, and additional airspace management protocols for training purposes. Incorporation of night flying and instrument flight training facilities for future scope of operations need to be separately considered as per DGCA regulations.

## **2 TESTING OF AIRSTRIP QUALITY**

- 2.1 Conduct a comprehensive assessment of the existing airstrip and its strength equivalent representation in terms of ACN and PCN.
- 2.2 To perform technical testing in assessment of the airstrip's quality, including:
  - 2.2.1 Runway Pavement Condition:



- i. Assessment of Physical characteristic of existing 17/35 runway and runway basic strips value as per existing condition and slope for Code 2B operations with critical aircraft as Dornier 228.
- ii. Conduct a thorough evaluation of the existing airstrip to assess its current condition.
- iii. Perform technical tests to identify any structural weaknesses, including surface wear, cracks, and load-bearing capacity issues.
- iv. Provide a detailed report with recommendations for repairs or reconstruction, including a component-wise cost estimate.

**2.2.2 Geotechnical investigation:**

- i. Conduct geotechnical tests to assess the soil and subgrade conditions beneath the airstrip and associated infrastructure like runway, apron.
- ii. Prepare structural designs for any necessary foundation improvements, including recommendations for soil stabilization or overlaying.
- iii. Include detailed designs for ancillary structures such as the compound wall/chain link fencing, approach road, perimeter road, and navigational aids such as windsock etc.

**2.2.3 Surface Regularity and alignment:**

- i. Evaluate the smoothness and evenness of the runway surface to ensure compliance with aviation standards.
- ii. Evaluate the existing alignment of the runway and make recommendations if any.

**2.2.4 Drainage System:**

- i. Assess the existing drainage system, if available, and recommend improvements or new installations where necessary.
- ii. Provide detailed structural designs for surface correction and drainage system upgrades, including budget estimates.

### **3 PREPARATION OF MASTER PLAN**

- 3.1 Develop a comprehensive master plan for the airstrip, ensuring compliance with DGCA CAR standards for runway length as specified for Code 2B operations. The master plan must incorporate obstacle limitation surfaces (OLS), visual aids, and safety features. Need for a separate OLS must be considered if any extension to the envisaged airstrip for FTO operations is recommended as part of the DPR. This should also include if the existing airstrip length and width suffice to meet the requirement of Code 2B operations, offering suggestions for limited expansion/ extension duly considering the geographical limitations.
- 3.2 Prepare the master plan covering the requirement of operational area, such as a parking bay for at least 10 code trainer aircraft, service provider zones, and plots for the proposed Flying Training Organizations (FTOs), with a minimum of two FTOs anticipated to operate from the airstrip. The plan should also cover the required infrastructure, including FTO hangars, teaching and laboratory spaces, administrative offices, and common amenities. Additionally, it should incorporate physical infrastructure such as approach and perimeter roads, a stormwater drainage network with recharge facilities, a comprehensive water supply system, a sewerage system with a Sewage Treatment Plant (STP), and provisions for recycling treated wastewater for landscaping, green areas etc. The electrical distribution system, including transformer locations and capacities, as well as a landscaping plan, should also be included. Furthermore, access control measures, security provisions, and fire hydrant systems must be detailed. The scope and details are not limited to the items mentioned above.
- 3.3 The consultant has to analyze the proposal received (shall be shared with selected consultant) from various FTO operators, conduct stakeholder interaction and accordingly arrive at optimal land block sizes of each FTO operator.
- 3.4 The Consultant has to ensure that the master plan is compliant with all applicable standards and regulations laid down by DGCA, AAI and MOCA.
- 3.5 The master plan for non-instrument runway code 2B operation (critical aircraft - Dornier 228 aircraft) runway with orientation 17/35 to be prepared within length of airstrip available. The master plan shall contain number of taxiways, turn pad, maximum number of parking stand for critical aircraft as suggested, windsock, PAPI, runway, taxiway, apron markings, common ambulance parking area, area mobile ATC tower, parking area for fire tender any other requirements as per Annex 14/Civil Aviation Requirements.
- 3.6 Location of FTO hangers and maximum numbers of hangers for critical aircraft as per standards of ICAO Annex 14 and CAR. Location for fire hydrants in the airfield.
- 3.7 Location for powerhouse and water storage for distribution.

### **4 DETAILED ENGINEERING AND DESIGN**

- 4.1 Prepare detailed engineering designs for:
  - i. Runways, taxiways, and aprons as per Code 2B aircraft specifications.

- ii. Visual aids such as runway markings, Precision Approach Path Indicators (PAPI), and windsocks,
  - iii. Electrical systems for navigation aids and lighting
  - iv. Scope of undertaking operations during night in future.
- 4.2 The engineering design shall contain the design of runway, taxiway, turn-pad, apron, and their characteristics along with basic strips respectively as per ICAO Annex14/CAR for aerodrome reference code 2B operations for critical aircraft Dornier 228.
- 4.3 The Consultant must carry out the detailed engineering and design for the various infrastructure components including but not limited to relaying/reconstruction of airstrip, taxiway, apron, approach roads, perimeter roads, compound wall/chain link fencing, utilities etc. as brought out in the finalized master plan in accordance with the latest relevant standards and guidelines.
- 4.4 The consultant has to prepare a comprehensive infrastructure plan for the finalized master plan including FTO and they are in alignment with applicable DGCA, AAI, and MOCA standards and guidelines.

<b>Sector</b>	<b>Aspect</b>
Physical Infrastructure	The physical infrastructure shall include all required components as per DGCA, AAI and MOCA standards and guidelines such site development, rapid fire Fighting tender, first aid, roads, storm water drainage, comprehensive water supply system, sewerage system and treatment and recycling system, rainwater harvesting system, waste management - domestic and hazardous, power transmission and distribution system, street lighting, landscaping services, access control, visual elements and signages, data & communication, security, etc.
Others	Others as spelt out in the master plan

- 4.5 The infrastructure plan should keep in mind the facilities required by FTO operators and provision of basic utilities to the FTO operators at a common point and should take cognizance of the already available infrastructure in the Kovilpatti Airstrip.
- 4.6 The consultant shall prepare Masterplan and Detailed Engineering including but not limited to the structural design, MEP design. The consultant shall carry out Structural analysis & structural design calculations including seismic design based on design output. Designing the services shall be as per relevant Codes & specifications and compliance to general safety and design standards.

## **5 PREPARATION OF DETAILED ESTIMATES**

- 5.1 Provide a detailed estimate for each component of the project including the cost of materials, labor, equipment, and contingency allowances in line with the applicable standard data and applicable schedule of rates for all the physical components along with all calculations and details required for third party peer review / audit (if applicable) and clarify any queries raised by the peer reviewer.
- 5.2 The Consultant should provide details of basic assumptions for unit prices, physical contingencies, price contingencies, escalation, and other cost components.
- 5.3 Break down costs into specific categories, such as (a) runway construction (b) aprons (c) FTO common services (d), drainage system installation, lighting and (e) navigational aids, Mobile Tower, and support infrastructure.
- 5.4 Include an overall estimate summary, outlining the total projected cost for the airstrip development.
- 5.5 Estimation for strengthening of runway as per critical aircraft, BLAST Pad, Runway End Safety Area (RESA), Turn pad, Runway basic strips, installation Precision approach path indicator (PAPI), windsock and proper drainage and respective runway markings as per ICAO Annex 14 and CAR with BOQ.
- 5.6 Estimation for construction of taxiways as per master plan along with basic strips, taxi way marking as per ICAO Annex 14/CAR. along with BOQ.
- 5.7 Estimation for leveling the airfield as per requirement for code 2B operation for recommended critical aircraft as per ICAO Annex 14 and CAR along with BOQ.
- 5.8 Estimation for provision of fencing as Bureau of Civil Aviation Security (BCAS) norms as per suggestion, security hut, approach roads, perimeter motorable road, aero drome reference point etc. along with BOQ.
- 5.9 Other identified services infrastructures.

## **6 LIAISON WITH GOVERNMENT AGENCIES**

- 6.1 Liaison with DGCA, AAI, MOCA and other relevant authorities to ensure compliance to applicable standards and guidelines.
- 6.2 The consultant has to carry out necessary liaison activities with authorities such as DGCA, AAI, MoCA and other authorities as deemed necessary developmental to ensure compliance and necessary approvals for the runway and associated services.

## 7 TIMELINES AND PAYMENT TERMS

Sl. No	Deliverable	Timeframe (From date of LoA) T= Date of signing of Contract	Payment Terms (as Percentage of accepted Contract Price including GST/ other Taxes duties)
1.	Submission of Inception Report and approval thereof by competent authority of TIDCO	T+10 Days	10%
2.	Submission of Interim Report having preliminary assessment, test reports, survey report and approval thereof by competent authority of TIDCO	T+4 weeks	20%
3.	Submission of Draft DPR having Master Plan, Detailed Design and Detailed Estimates and approval thereof by competent authority of TIDCO	T+ 10 weeks	25%
4.	Obtain necessary approvals from Government agencies like DGCA, AAI and MOCA.	As per actuals	15%
5	Submission of Final DPR having Master Plan, Detailed Design and Detailed Estimates after incorporating comments received on draft DPR and approval thereof by competent authority of TIDCO	T+12 Weeks	30%
	<b>Total</b>		<b>100%</b>

## G. STANDARD FORMS

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Annexure 1:	Technical Proposal submission form
Annexure 2:	Format for Power of Attorney for authorized signatory
Annexure 3:	Format for submission of information about the Bidder
Annexure 4:	Format for providing a summary of experience of the Bidder
Annexure 5:	Format for providing experience of the Bidder for technical evaluation
Annexure 6:	Description of the methodology and work plan for performing the assignment
Annexure 7	Team composition and task assignments
Annexure 8:	Format of Curriculum Vitae of proposed professional staff
Annexure 9:	Format for Financial Proposal Submission Form

**ANNEXURE 1: TECHNICAL PROPOSAL SUBMISSION FORM**

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To,  
Managing Director, TIDCO  
19-A, Rukmani Lakshmi pathy Road,  
Egmore, Chennai-600 008,  
Tamil Nadu, India

Sir/Ma'am,

**Subject: RFP for Selection of Consultant for Preparation of Detailed Project Report (DPR) and Detailed Estimate for Development of Basic Infrastructure at Kovilpatti Airstrip in Thoothukudi District, Tamil Nadu**

Being duly \_\_\_\_\_ authorized to represent and act on behalf \_\_\_\_\_ of \_\_\_\_\_

.....  
(herein after referred to as the "Bidder") and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of \_\_\_\_\_ (Name of Bidder) for the captioned Assignment in one (1) original and one (1) copy, with the details as per the requirements of the RFP, for your evaluation.

We confirm that our Proposal is valid for a period of **180 days** from \_\_\_\_\_ (insert Proposal Submission Date).

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We understand you are not bound to accept any proposal you receive.

**Yours sincerely,**

Authorized Signature:

Name and Title of Signatory:

Name of Firm:



**ANNEXURE 2: FORMAT FOR POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY**

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We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. /Ms. (name), ..... son/ daughter/ wife of ..... and presently residing at ....., who is presently employed with us and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal in response to the RFP and submission of our bid for the ..... Assignment proposed by the ..... (the "TIDCO") including but not limited to signing and submission of all applications, proposals, bids and other documents and writings, participate in pre-bid meeting and other conferences and providing information/ responses to TIDCO, representing us in all matters before TIDCO, signing and execution of all contracts and undertakings consequent to acceptance of our bid, and generally dealing with TIDCO in all matters in connection with or relating to or arising out of our bid for the said Assignment and/ or upon award thereof to us and/or till entering into the Contract with TIDCO.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF 2025

For .....

(Signature, name, designation, and address)

Witnesses:

1.

(Notarized)

2.

Accepted

.....

(Signature)

\_\_\_\_\_

To be submitted in original.

(Name, Title, and Address of the Attorney)

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.

**ANNEXURE 3: FORMAT FOR SUBMISSION OF INFORMATION ABOUT THE BIDDER**

Sl. No.	Items	Details	
1	Name of the Company		
2	Legal Status	Partnership firm/ Limited liability partnership/ Private limited/ Public limited company}	
3	Bidding Status	{Sole Firm / Lead Member / Member of Consortium}	
4	(a) Postal address of the (b) Telephone no.(s) (c) Fax No.(s) (d) Website, (e) Email	(a) (b) (c) (d) (e)	
5	(a) Name of the authorized representative Designation and postal	(a) (b)	
6	Year of incorporation of the company under the Companies		
7	Banker's Name and Address		
8	Registration Number		
9	Permanent Account Number (PAN) for Income Tax		
10	GST details		
11	Annual turn over the last three completed financial years	Financial Year	Annual Turnover (Rs. Crore)
		FY 2023-24	
		FY 2022-23	
		FY 2021-22	
		Average Annual Turnover (Rs. Crore)	

Signature, Name & Designation of the Authorized Signatory

The following documents shall be provided to demonstrate eligibility:

- a) Copy of registration certificate issued by registrar of companies/firms.
- b) Copy of GST Certificate
- c) Copy of audited annual financial statements including Balance Sheet and Profit & Loss Account statement of the firm for the last three (3) financial years.
- d) Auditor's certificate to verify the annual average turnover for the last three financial years in the following format.

Certificate from the Auditor
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This is to certify that **(NAME OF THE BIDDER)** has received the payments shown above against the respective years on account of fees from professional advisory services excluding audit and tax services.

Name of the audit firm:

Seal of the audit firm:

Date:

(Signature, name, and designation of the Authorized Signatory)

**ANNEXURE 4: FORMAT FOR PROVIDING A SUMMARY OF EXPERIENCE OF THE BIDDER**

(To be filled, attached, and signed by the signatory authority)

Similar work experience in the last ten (10) years.

Sl. No	Period (From-To)	Name of the Assignment	Name of the Client	Location, Country	A Brief Description of the Job	Date of Completion of the transaction

**Signature of Authorized Representative of the bidder**

**Note:**

- Documents verifying the claim as per technical eligibility including the letter of successful completion from the client shall be provided for all projects listed above. The certificates enclosed as proof should show the project completion year/date clearly.
- Projects submitted without necessary documentary proof shall not be evaluated.

**ANNEXURE 5: FORMAT FOR PROVIDING EXPERIENCE OF THE BIDDER FOR TECHNICAL EVALUATION**

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Similar Projects carried out in the last ten (10) years.

(Using the format below, provide information on each reference assignment for which your firm/entity, was legally contracted)

Assignment Name:	Location:
Location within Country:	Professional Staff Provided by Your Firm/entity (Profiles):
Name of Client:	No. of Staff:
Address:	No. of Staff-Months. Duration of Assignment:
Start Date Completion Date (Month/Year): (Month/Year):	Approx. Value of Services (In Rs.):
Name of Associated Consultants, if any:	No. of Months of Professional Staff, provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved, and functions performed:	
Narrative Description of Project including project cost and land area:	
Description of Actual Services Provided by Your Staff:	

**Note:** Work order / contract agreement along with completion certificates from client shall be submitted along with the reference.

## **ANNEXURE 6: DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

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### **Guidelines:**

- The agency is required to submit a detailed methodology and work plan outlining the approach to performing the assignment, structured around a data-driven and consultative framework.
  
- This document should **not exceed 50 pages** in length and must be concise, comprehensive, and well-structured to convey the agency's understanding of the project, the process to be followed, and the expected outcomes.

## ANNEXURE 7: TEAM COMPOSITION AND TASK ASSIGNMENTS

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### 1. Managerial/ Technical Staff:

S No	Name	Position	Qualification & Experience	Assigned Tasks
1				
2				
3				
4				

### 2. Support Staff:

Sl. No	Name	Position	Qualification & Experience	Assigned Tasks
1				
2				
3				
4				



**ANNEXURE 8: FORMAT OF CURRICULUM VITAE OF PROPOSED PROFESSIONAL STAFF**

Photo of the Expert	1. Name			
	2. Position			
	3. Date of Birth			
	4. Education			
5. Employment Record	From	To	Company	Position Held
6. Total Years of Experience				
7. Years of Experience Relevant to the proposed role				
8. Brief Profile				
9. Languages				
10. Work undertaken that best illustrates capability to handle the task assigned				
Name of assignment/project: Year: from: to: Location: Client: Main project features: Position held: Activities performed:				
11. Certification We certify that, to the best of our knowledge and belief, this CV accurately describes the qualifications and experience of the undersigned staff member. We understand that any willful misstatement may lead to disqualification or dismissal, if engaged.				
Signature of Staff member (with date) ..... Signature of Authorized Signatory (with date) .....				



## **ANNEXURE 9: FORMAT FOR FINANCIAL PROPOSAL SUBMISSION FORM**

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The e-Procurement System automatically calculates and inserts the total Bid Price in the BOQ Schedule on the basis of:

- (i) The rates entered by the Bidder in the BOQ Schedule online and
- (ii) Quantities provided in the BOQ Schedule.

The System also automatically populates the amount in words from the amount in figures. Therefore, there is no scope of discrepancy and need for arithmetic correction.

**ANNEXURE 10: FORMAT OF PERFORMANCE SECURITY IN THE FORM OF UNCONDITIONAL  
BANK GUARANTEE**

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To,  
Managing Director  
Tamil Nadu Industrial Development Corporation Limited  
19-A, Rukmini Lakshmipathi Salai, Egmore, Chennai – 600 008

In consideration of Tamil Nadu Industrial Development Corporation Limited (hereinafter referred as the “Client”, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, and assigns) having awarded to the M/s ....., having its office at ..... (Hereinafter referred as the “Consultant” which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors, and assigns), vide the Client’s Letter of Award no. .... dated ..... and the Contract to be executed for Rs. .... (Rupees .....), (hereinafter referred to as the “Contract”) Consulting Services .....and the Consultant having agreed to furnish a Bank Guarantee amounting to Rs. .... (Rupees .....) to the Client for performance of the said Contract. We, ..... (Hereinafter referred to as the “Bank”) at the request of the Consultant do hereby undertake to pay to the Client an amount not exceeding Rs. .... (Rupees .....) against any loss or damage caused to or suffered or would be caused to or suffered by the Client by reason of any breach by the said Consultant of any of the terms or conditions contained in the said Contract.

We, ..... (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Client stating that the amount/claimed is due by way of loss or damage caused to or would be caused to or suffered by the Client by reason of breach by the said Consultant of any of the terms or conditions contained in the said Contract or by reason of the Consultant’s failure to perform the said Contract. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. .... (Rupees .....).

We, ..... (Indicate the name of Bank) undertake to pay to the Client any money so demanded notwithstanding any dispute or disputes raised by the Consultant in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Consultant shall have no claim against us for making such payment.

We, ..... (indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the obligations of the Client under or by virtue of the said Contract have been fully paid and its claims satisfied or discharged or till the Client certifies that the terms and conditions of the said

Contract have been fully and properly carried out by the said Consultant and accordingly discharges this Guarantee.

We, ..... (indicate the name of Bank) further agree with the Client that, the Client shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract or to extend time of performance by the said Consultant from time to time or to postpone for any time or from time to time any of the powers exercisable by the Client against the said Consultant and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Consultant or for any forbearance, act or omission on the part of the Client or any indulgence by the Client to the said Consultant or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

This Guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s). We, ..... (Indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Client in writing.

For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. \*\*\*\* (Rupees \*\*\*\*\*) only. The Bank shall be liable to pay the said amount or any part thereof only if the Client serves a written claim on the Bank in accordance with paragraph 2 hereof.

For .....

Name of Bank:

Seal of the Bank:

Dated, the ..... day of ....., 2025.

## **ANNEXURE 11: FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY**

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(To be submitted on the Bidder's Letter Head)

I/We .....(Insert Name and Address of Bidder/Consortium) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for the Tender for .....(Insert Title of the Tender) (Tender No.....), thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by Tamil Nadu Industrial Development Corporation (TIDCO), for a period of Two years from the date of such Suspension Orders, under the following circumstances:-

- a) If after the opening of Tender, I/We withdraw or modify my/our Tender during the period of validity specified in the Bid Documents (including extended validity, if any) or do not accept the correction of the Tender Price pursuant to any arithmetical errors.
  
- b) If after the award of work, I/We fail to furnish the required Performance Security or sign the Contract, within the time limits specified in the Departmental Tender Document.

Signature of the Bidder/Tenderer with seal