



राजीव गाँधी राष्ट्रीय विमानन विश्वविद्यालय  
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY  
नागर विमानन मंत्रालय, भारत सरकार के तहत एक केंद्रीय विश्वविद्यालय  
(A Central University under Ministry of Civil Aviation, Govt. of India)  
2013 में संसद के एक अधिनियम द्वारा स्थापित  
Established by an Act of Parliament in 2013

19 March 2020

## **Appointment of agency for conducting the entrance examination for Post Graduate Diploma in Airport Operations (PGDAO) course**

Bids are invited from interested organisations for conduct of entrance examination for Post Graduate Diploma in Airport Operations (PGDAO) course of Rajiv Gandhi National Aviation University (RGNAU) as per the Request for Proposal (RFP) document enclosed herewith.

2. The application complete in all respect should be sent by registered/speed post to "Registrar, Rajiv Gandhi National Aviation University, Fursatganj, Amethi, Uttar Pradesh - 229302".
3. Last date for receipt of bids is **1400 hrs on 10 April 2020.**

**(Garima Singh)**

Registrar

# Rajiv Gandhi National Aviation University

## Appointment of agency for conducting the entrance examination for Post Graduate Diploma in Airport Operations (PGDAO) course

### Request for Proposal

#### 1. Introduction

- 1.1 The Rajiv Gandhi National Aviation University (“RGNAU”) has been established by an Act of Parliament called the Rajiv Gandhi National Aviation University Act, 2013 at Fursatganj, Amethi, Uttar Pradesh. It comes under the administrative control of the Ministry of Civil Aviation.
- 1.2 The objective of RGNAU is to facilitate and promote aviation studies, teaching, training and research. The University has been envisioned as a premier institution of higher learning aimed at providing highly qualified professionals, researchers and thinkers to the aviation industry in India and abroad.
- 1.3 The RGNAU Act 2013 empowers the University to award diplomas, degrees, and post-graduate degrees in the field of aviation. Collaborations with leading international universities and institutions are being explored with an aim to provide global knowledge customized to Indian requirements.
- 1.4 This is a Request for Proposal (RFP) for conducting the entrance examination for the Post Graduate Diploma in Airport Operations (PGDAO) course of RGNAU.
- 1.5 The selected agency (“Agency”) shall conduct a written examination at six cities – **New Delhi, Mumbai, Chennai, Kolkata, Bengaluru and Hyderabad**.
- 1.6 The written examination will follow a two hour objective-type, multiple-choice questions (MCQ) format. The answer sheet will be in an Optical Mark Recognition (OMR) format for rapid and accurate processing.
- 1.7 The examination is proposed to be held on **20 May 2020**.
- 1.8 Selected candidates are likely to be called to RGNAU around **10 June 2020** for group discussion and interviews. These shall be conducted by RGNAU.
- 1.9 The PGDAO course is likely to commence on **1 July 2020**.

#### 2. Scope of work of the Agency

- 2.1 The Agency shall
  - a) Prepare the draft SOP of the examination in consultation with RGNAU.
  - b) Design and develop the online application as per the application format of RGNAU defined in the SOP.
  - c) Post the application form on the RGNAU website and receive online applications.

- d) Collect application fee from candidates through the RGNAU website and issue acknowledgement numbers to the candidates. The fee shall be credited directly to RGNAU's bank account.
- e) Check eligibility of candidates, prepare database of eligible candidates and seek approval from RGNAU.
- f) Assign roll numbers to the candidates after approval from RGNAU.
- g) Propose examination centres in six cities as mentioned above and obtain approval from RGNAU.
- h) Book examination centres, assign duty to centre superintendents, invigilators and support staff and make their payments.
- i) Upload data regarding the examination dates, centres and contact persons' details on the RGNAU website.
- j) Enable candidates to access the RGNAU website and download their admit cards mentioning, inter alia, their name, roll number, photograph, identity proof, examination time and venue, mandatory requirements etc.
- k) Develop the question paper and seek approval from Vice Chancellor, RGNAU.
- l) Conduct the written examination at the approved centres.
- m) Evaluate the answer sheets and submit the candidates' scores to RGNAU
- n) Provide technical-cum-manpower support, as may be needed by RGNAU, till the date of start of the PGDAO course.

### **3. Responsibilities of RGNAU**

#### **3.1 RGNAU shall:**

- a) Nominate one co-ordinator for day to day coordination with the Agency.
- b) Provide details to the Agency regarding the entrance examination and fee to be collected from candidates.
- c) Develop and publish the advertisement about the entrance examination.
- d) Approve the list of eligible candidates for issuing of admit cards by the Agency.
- e) Approve the examination venues, question paper etc. and other issues as may be specified by RGNAU leadership.
- f) Consider appointing an observer at each examination centre to ensure smooth conduct of examination
- g) Conduct the group discussion and interviews at RGNAU and publish the final list of selected candidates on the RGNAU website.

#### **4. Contents of the Technical Bid**

4.1 Bidders should enclose the following in their Technical Bid:

- a) A covering letter from the head of the organisation, accepting the terms of this RFP and mentioning the name, designation and signature of the Authorised Signatory.
- b) Demand Draft of INR 2,000/- in favour of "Rajiv Gandhi National Aviation University" from any scheduled bank, as the non-refundable bid processing fee.
- c) A refundable Earnest Money Deposit (EMD) of INR 50,000/- in the form of a Demand Draft or Bank Guarantee in favour of "Rajiv Gandhi National Aviation University" from any scheduled bank, valid for six months.
- d) A Solvency Certificate from any nationalised/scheduled bank for a sum of at least INR 25 lakhs, not dated before 1.10.2019.
- e) An undertaking that the bidder has not been blacklisted by any Government entity/ Public Sector Enterprise/ Central or State University.
- f) An undertaking that the bidder has completed at least three assignments of similar nature during the last three years out of which two must be for a Government entity or a Public Sector Enterprise or a Central or State University. Documentary evidence of the same should be enclosed as part of the Technical Bid.

4.2 Submission of any false information/ undertaking may lead to strong penal action.

#### **5. Contents of the Financial Bid**

5.1 The format of the Financial Bid is presented in Annexure A.

#### **6. Performance Security**

6.1 The selected Agency shall have to deposit a sum of INR 100,000/- as Performance Security in form of Demand Draft/ Term Deposit Receipt/ Bank Guarantee from any scheduled bank in favour of "Rajiv Gandhi National Aviation University" which will be refunded after two months from the date of commencement of the PGDAO course.

#### **7. Confidentiality**

7.1 The parties hereto shall at all times maintain confidential all information and shall not disclose the same or any part thereof to any Third party without the prior written consent of other party.

## **8. Force Majeure**

8.1 Notwithstanding anything else contained in this RFP, neither party shall be liable for any delay in performing its obligations hereunder if such delay is caused by circumstances beyond its reasonable control. These include, inter alia, without limitation, any delay caused by the acts of Government, acts of God, wars, natural or social calamities, epidemics, strikes, riots and terrorist attacks etc).

## **9. Termination**

9.1 The contract may be terminated by either party by giving 60 days notice in writing to the other party.

9.2 Prior to the issue of the termination notice, the aggrieved party shall provide a 30-day cure period to the other party to provide remedies to the grievances of the aggrieved party.

9.3 The parties hereto shall, nevertheless, be bound to observe the terms of this document in respect of and up to the time all assignments on hand are completed in all respect.

9.4 All disputes, claims etc. arising out of the agreement between RGNAU and the Agency shall be submitted to the arbitrators appointed in the following manner:

- a) If a dispute arises out of or in connection with the proposal or in respect of any defined legal relationship associated therewith or derived therefrom, the parties agree to submit that dispute for arbitration under the International Centre for Alternative Dispute Resolution Arbitration Rules 1996.
- b) The Authority to appoint arbitrator(s) shall be the International Centre for Alternative Dispute Resolution (ICADR). ICADR shall provide services in accordance with ICADR Arbitration Rules 1996.
- c) The decision of ICADR shall be final and binding upon both parties.

## **10. Right to Amend**

10.1 RGNAU reserves the right to modify any part of this document, without assigning any reason thereof.

10.2 Adequate time shall be provided to all bidders in case such a modification is carried out.

## **11. Risk and Cost**

11.1 The selected Agency has to complete the assignment as per the schedule decided by RGNAU.

11.2 In case of a delay or failure on part of the selected Agency to meet the desired schedule, RGNAU is fully authorised to assign the same to another agency at the risk and cost of the selected Agency.

## 12. Agency fees

- 12.1 Bidders should quote an all-inclusive rate in terms of “INR per admit card issued”. The format of the Financial Bid is presented in Annexure A.
- 12.2 GST, as applicable, shall be payable by RGNAU over and above the quoted rate.
- 12.3 The Agency quoting the lowest rate shall be declared the winning bidder and awarded the contract after due approval from Competent Authority.
- 12.4 The quoted rate shall be for a **minimum guaranteed volume of 1000 admit cards**, that is, in case less than 1000 admit cards are issued, RGNAU shall pay the Agency assuming 1000 admit cards were issued, plus GST as applicable.
- 12.5 For ample clarity, assuming only 800 admit cards are issued by the Agency and assuming the selected Agency’s quoted rate is INR 500 per admit card, the amount payable to Agency shall be for 1000 admit cards. This works out to INR 500 x 1000 = INR 500,000 plus GST as applicable.
- 12.6 In case the number of admit cards issued exceeds 1000, the rate applicable for each additional slab of 1000 admit cards shall be as follows:

S No	Slabs of admit cards issued	Applicable rate (INR)
1.	Upto 1000	Quoted rate
2.	1001-2000	90% of Quoted Rate
3.	2001-3000	80% of Quoted Rate
4.	3001 and above	70% of Quoted Rate

- 12.7 For ample clarity, assuming 3200 admit cards are issued and assuming the selected Agency’s quoted rate is INR 500 per admit card, the amount payable to the Agency (plus GST as applicable) shall be calculated as follows:

S No	Slabs of admit cards issued	Actual number of admit cards issued	Rate payable to Agency (INR)	Fee payable to Agency (INR)
1.	1000 or less	1000	500	500,000
2.	1001-2000	1000	450	450,000
3.	2001-3000	1000	400	400,000
4.	3001 or more	200	350	70,000
	<b>TOTAL</b>	<b>3200</b>		<b>14,20,000</b>

## 13. Payment schedule

- 13.1 RGNAU shall pay 60% amount of the total amount due to the Agency on completion of the written examination.
- 13.2 RGNAU shall pay 30% of the total amount due after declaration of the final result by RGNAU.

- 13.3 Balance 10% payment shall be paid by RGNAU two months after the appointed date of joining of successful candidates at RGNAU.
- 13.4 Payments shall be done by RGNAU on submission of invoice by the Agency after the completion of the corresponding milestone.

#### **14. Validity**

- 14.1 The proposal from bidders shall be valid for a period of **six months** from the last date of bid submission.

#### **15. Clarifications**

- 15.1 Clarifications if any, can be sought by writing an email to Smt. Garima Singh, Registrar, RGNAU (email [garima.bali@nic.in](mailto:garima.bali@nic.in)) with a copy to [amber.dubey@gov.in](mailto:amber.dubey@gov.in) and [fo@rgnau.ac.in](mailto:fo@rgnau.ac.in). All such emails should mention "Clarifications regarding PGDAO RFP" in the subject line.
- 15.2 The deadline for seeking clarifications is **1400 hrs on 24 March 2020**.
- 15.3 RGNAU reserves the right to modify any terms in this document. Any change shall be communicated to all bidders by email.
- 15.4 As far as possible, no change in this document will be done after **27 March 2020**.

#### **16. Bid submission**

- 16.1 The Authorised Signatory shall sign all pages of the Technical Bid and the Financial Bid.
- 16.2 The technical and financial bids should be placed in two separate sealed envelopes.
- 16.3 The envelope containing the technical bid should be marked as "Technical Bid regarding entrance examination for PGDAO".
- 16.4 The envelope containing the financial bid should be marked as "Financial Bid regarding entrance examination for PGDAO - DO NOT OPEN ALONG WITH TECHNICAL BID".
- 16.5 The sealed envelopes containing the technical and financial bids should be placed inside a larger envelope marked "Proposal regarding entrance examination for PGDAO".
- 16.6 The sealed proposal should be sent by Registered/Speed Post to: **Registrar, Rajiv Gandhi National Aviation University, Fursatganj, Amethi (UP) 229302**
- 16.7 The proposal should reach RGNAU latest by **1400 hrs on 10 April 2020**. Late applications shall be rejected.
- 16.8 The technical bids shall be examined first. Incomplete or erroneous bids may be rejected and the EMDs thereof may be forfeited.
- 16.9 The financial bids of the technically qualified bidders will be opened at **1400 hrs on 15 April 2020 at RGNAU**.

- 16.10 Qualified bidders may send one representative, along with an authority letter and identity proof, to witness the opening of the financial bids.
- 16.11 The selected Agency shall be issued the Letter of Award (LoA) after approval from Competent Authority.

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**Annexure A**

**FORMAT OF FINANCIAL BID**

1. The undersigned confirms that the terms and conditions in the RFP document for “Appointment of agency for conducting the entrance examination for Post Graduate Diploma in Airport Operations (PGDAO) course” are read, understood and accepted in its entirety by my organisation.
2. Our all-inclusive fee quote in terms of “INR per admit card issued” for a minimum guaranteed volume of 1000 admit cards is as follows:

<b>Particulars</b>	<b>Fee Quote (please fill the blank below)</b>
Our fee quote per admit card issued (for a minimum guaranteed volume of 1000 admit cards)	INR _____ per admit card issued

3. In case less than 1000 admit cards are issued, RGNAU shall pay the Agency assuming 1000 admit cards were issued, plus GST as applicable. In case the number of admit cards exceeds 1000, the total fee payable to the selected Agency shall be calculated as explained in the section titled “Agency Fees” in the RFP.
4. GST, as applicable, shall be payable by RGNAU over and above the quoted rate.
5. This bid is valid for a period of six months from the last date of bid submission.

**Signature of Authorised Signatory:**

**Name of Authorised Signatory:**

**Designation of Authorised Signatory:**

**Name of Organisation:**

**Date:**

**Place:**

**Seal of the Organisation:**

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