

REQUEST FOR PROPOSAL
EMBASSY OF INDIA, CAIRO, EGYPT

INVITATION OF BIDS FOR PROVIDING AIRCRAFT GROUND
HANDLING SERVICES TO INDIAN DEFENCE AIRCRAFT IN ALL
AIRPORTS IN ARAB REPUBLIC OF EGYPT

REQUEST FOR PROPOSAL (RFP) NO: - CAI/DA/02/2025

1. Bids in sealed cover are invited for items listed in Section II of this RFP. Please superscribe the above mentioned title, RFP number and date and time of opening of the Bid onto the sealed cover to avoid the bid being declared invalid.

2. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are as follows:-

(a) Bids/queries to be addressed to: Defence Attache, Embassy of India, Cairo, Egypt in the address mentioned below.

(b) The postal address for sending the Bids:-

Defence Attache
Defence Wing, Embassy of India
Post Box No. 718,
5 Aziz Abaza Street, Zamalek,
Cairo-11211, Egypt

(c) Name/designation of the Contact: -**Group Captain Perminder Antil, Defence Attache**

(d) Telephone number of contact:- **+20 1223167628**

(e) E-mail ID of Defence Wing, EoI, Cairo, Egypt:-
da.cairo@mea.gov.in

(f) Fax Number:- **+202 27357374**

3. This RFP is divided into five Parts as follows: -

(a) Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

(b) Part II – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.

(c) Part III – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d) Part IV – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

(e) Part V – Contains Evaluation Criteria and Format for Price Bids.

4. This RFP is being issued with no financial commitment and the **Client** reserves the right to change or vary any part thereof at any stage. **Client** also reserves the right to withdraw the RFP, should it come necessary at any stage.

PART I - GENERAL INFORMATION

1. **Pre-Qualification Requirements.** The reputation, capacity and credibility shall be evaluated before finalizing the bid and signing of contract with the **Company**. The Company should have adequate experience in providing **aircraft ground handling services** in the past and **must provide the following documents as a part of the bid:-**

(a) Detailed profile including available technical expertise and the past experience of executing similar types of providing aircraft ground handling services to Government of India establishments/ Indian Mission/ other foreign Governmental organisations/ establishments.

(a) Details of the financial background of the company.

(b) **Copies of the contracts executed with GoI Establishments /Indian missions/ other governmental agencies/Other Foreign diplomatic missions in Arab Republic of Egypt, if any in the past.**

2. **Last Date and Time for Depositing Bids.** Last date and time for receipt of Tender is **28 May 2025 at 1500 Hrs.** Bids in sealed covers superscripting the Tender Enquiry reference and Tender Opening Date are to be deposited with Defence Wing, Embassy of India, Cairo, Egypt / reach by the due date and time. **Technical and Financial bids should be sealed separately** with clear indication and put in one sealed envelope superscripting the tender No. The responsibility to ensure this lies with the Bidder.

3. **Manner of Depositing Bids.** Sealed Bids should be either handed over at Defence Wing, Embassy of India, Cairo, Egypt or sent by registered post at the address given below so as to reach by due date and time (**Late tenders will not be considered**). No responsibility will be taken for postal delay or non-delivery/ non-receipt of Bid documents. **Bid sent by FAX or e-mail will not be considered.**

**Defence Attache
Defence Wing, Embassy of India
Post Box No. 718,
5 Aziz Abaza Street, Zamalek,
Cairo-11211, Egypt**

4. **Time and Date of Opening Bids.** Technical bids shall be opened at **1100 Hrs** on **29 May 2025**. Date of opening the Commercial Bids will be intimated after the acceptance of Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/ suitable after Technical evaluation is done by the Client. (If due to any exigency, the due date for opening Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any day/time as estimated by the Client).

5. **Place of Opening of the Bids.** Bids shall be opened in the Tagore Hall/ earmarked place in Embassy of India, Egypt. The Bidders may depute their representative, duly authorised in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of representative. The bids will be signed by the DA and evaluated by a board of officers at Embassy of India, Egypt.
6. **Forwarding of Bids.** The Bids should be forwarded by the Bidders under their original memo/ letter pad with furnishing details like TIN number, VAT/CST number, Bank address with EFT Account if applicable, etc and complete postal, and e-mail address of their office.
7. **Clarification Regarding Contents of RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Client in writing about the clarifications sought not later than 07 (Seven) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
8. **Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Client prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
9. **Clarification Regarding Content of Bids.** During evaluation and comparison of bids, the Client may, at his discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of bid will be sought, offered or permitted. No post clarification on the initiative of the bidder will be entertained.
10. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
11. **Validity of Bids.** The Bids should remain valid till 180 days from the last date of submission of the Bids.
12. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **US Dollar 200.00** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct Government business as per Form DPM-16 (Available in MoD, Govt of India website and can be provided on request). EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the

unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract.

13. **Forfeiture of the Bid Security (Earnest Money Deposit)**. The bid security/earnest money will be liable to be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of his tender. No separate order is required for forfeiture of Bid Security which follows on default and should be credited at once to the Government Account.

**PART II - ESSENTIAL DETAILS – SCOPE OF WORK/
SERVICES REQUIRED**

1. **Scope of Work/ Services Required**

Scope of Work/ Services required are as follows:-

(a) The anticipated list of services required to be provided to the **Indian Military Aircraft** are placed at Enclosure (Appendix-A). **All items in the enclosure are to be quoted in US Dollar** indicating clearly the unit cost (i.e. per hour/ per day/per service etc). **Any item that has not been quoted should be indicated by NA/ No Quote.**

(b) The aircraft ground services handling agency should provide all services to **Indian Defence Aircraft** visiting Egypt in proper time and deal with all airports formalities in accordance with airport authorities' requirements and other officials, during transit of **Indian Military Aircraft**.

(c) The aircraft ground services handling agency should provide estimated cost for each of the services indicated at Enclosure. The financial cost will be calculated at actuals as per the usage for each individual service by the **Indian Defence Aircraft** at any airport in Egypt.

(d) The Aircraft ground services handling agency has to obtain from the Captain of the **Indian Defence Aircraft**, in written form duly signed in all the invoices and the Delivery Acceptance Act for all the supplied services by the Agency.

(e) The services provided to the **Indian Defence Aircraft** and the terms and conditions agreed upon are confidential and should not be disclosed to any third party without the consent of the EoI.

(f) The legal address and the Bank details of the Aircraft services handling agency should be quoted clearly in the Commercial Offer. The Bank details quoted in the Commercial Offer should be a Bank in India or Egypt.

(g) **Supply of Fuel.** Taking into consideration the volatile nature of the fuels prices, the Contractor will be required to attach the latest price updates, charged at the respective airport along with the invoice.

(h) **Inspection/Acceptance/Rejection.** The Captain of Indian Defence Aircraft being the end user, will be the final inspecting authority and will have all right to reject the services if found unsuitable/ different from the initially agreed upon between the Principal and the aircraft services handling agency.

2. **Two-Bid System.** The bidder will furnish the details in Two bids, technical bid and commercial bid. The bidder will fill the data in technical capability criteria (technical bid) along with RFP and keep it in one envelope, seal it and write technical bid over it write technical bid over and in other envelope, the bidder will quote the rates for the services as per attached Appendix 'A' and in respect of two-bid system, Bidders are required to furnish clause by clause compliance of specifications mentioned below, bringing out clearly the deviations from specification, if any.

3. **Technical Capability Criteria(Technical bid).**

SI No.	Specification	Compliance to the RFP specifications - Yes/No	In case of non-compliance deviation from RFP to be specified in unambiguous terms
(a)	The bidder must be a registered Company/ Firm/ Agency. The details of the Company/ agency to be submitted along with company brochure.		
(b)	Should be able to provide Aircraft ground handling services at any airport of Egypt (Civil and Military airport) .		
(c)	Bidder should have minimum three years' experience in providing aircraft ground handling services.		
(d)	Bidder should have its own arrangements to provide aircraft ground handling equipment.		
(e)	Financially capable to advance payments for all arrangements including fuel etc. and subsequently raise the invoices for settlement with Embassy of India. Attach, last three years audited Balance Sheets and Profit and Loss Statements.		
(f)	Must be registered in Airport Authorities in Egypt and have good liaison with Airport Authorities to facilitate administrative arrangements. Proof of registration to be provided.		
(g)	Adequate and well trained manpower for providing aircraft ground handling services.		
(h)	Capability to provide services for all types of aircrafts.		

4. **Commercial bid: Attached as Appendix 'A'.**

PART III - STANDARD CONDITIONS OF RFP

The Bidder is required to give confirmation of his acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Company in the contract) as selected by the Client. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Effective Date of the Contract.** The contract shall come into effect on the date of the signatures of both parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. **After completion of initial contract term, the contract may be extended for three times, each for a period of one year, if mutually agreed by both parties under contract.**
2. **Arbitration.** All dispute or differences arising out of or in connection with the Contract should be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to performance, which cannot be settled amicably, may be resolved through arbitration.
3. **Penalty for use of Undue Influence.** The Contractor/ Company undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Client or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present contract or any other Contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract with Government of India. Any breach of aforesaid undertaking by the Company or any one employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) or the commission of any offence by the Company or anyone employed by him or acting on his behalf as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle the Client to cancel the contract and all or any other contracts with the company and recover from the Company the amount of any loss arising from such cancellation. A decision of the Client or his nominee to the effect that breach of the undertaking had been committed shall be final and binding on the Company. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Company towards any officer/ employee of the Client or to any other person in a position to influence any officer/ employee of the Client for showing any favor in relation to this or any other contract shall render the Company to such liability/ penalty as Client may deem proper, including but not limited to termination of the contract, imposition of penal damage, forfeiture of the Bank Guarantee and refund of the amounts paid by the Client.

4. **Agents / Agency Commission.** The Contractor confirms and declares to the Client that the Contractor has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Contractor; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Contractor agrees that if it is established at any time to the satisfaction of the Client that the present declaration is in any way incorrect or if at a later stage it is discovered by the Client that the Contractor has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Contractor will be liable to refund that amount to the Contractor. The Contractor will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Client will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Contractor who shall in such an event be liable to refund all payments made by the Client in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Client will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

5. **Access to Books of Accounts.** In case it is found to the satisfaction of the Client that the Contractor has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Contractor, on a specific request of the Client, shall provide necessary information/ inspection of the relevant financial documents/information.

6. **Non-Disclosure of Contract Documents.** Except with the written consent of the Client/ Company, other part shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof any third party.

7. **Termination of Contract.** The Client shall have the right to terminate this Contract in part or in full in any of the following cases:-

(a) The delivery of the services is delayed for cause not attribute to Force Majeure for more than 02 hours after the schedule date of providing the service.

(b) The Company is declared bankrupt or become insolvent.

(c) The client has noticed that the Company has utilised the service of any Indian/ Foreign agent in getting this contract and paid any commission to such individual/ company etc.

(d) As per the decision of the Arbitration Tribunal.

8. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by Fax or registered pre-paid mail/ airmail or email, addressed to the last known address of the party to whom it is sent.
9. **Transfer and Sub-letting.** The Contractor has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
10. **Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.
11. **Taxes.** On the Bids quoting sales tax extra, the rate and the nature of Sales Tax applicable at the time of supply should be shown separately. Sales tax will be paid to the Seller at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to sales tax and the same is payable as per the terms of the contract.
12. **Inspection Authority.** The Captain of Indian Defence Aircraft being the end user, will be the final inspection authority and will have all right to reject the services if found unsuitable/different from the initially agreed upon terms and conditions between the Principal and the aircraft ground handling agency.

PART IV - SPECIAL CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Client. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Guarantee.** The Seller will be required to furnish a Performance Guarantee by way of a Bank Guarantee from Seller's Bank through an internationally recognised first class Bank in favour of the Government of India, Ministry of Defence to be confirmed by public sector bank or a private sector bank authorized to undertake government transactions (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) of amount US Dollar **1000.000** (One Thousand US Dollar only). Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty. The Performance Bank Guarantee shall be considered open upon receipt by the Buyer's Bank. In case any claims or any other contract obligations are outstanding, the Seller will extend the Performance Bank Guarantee as asked for by the Buyer till such time as the Seller settles all claims and completes all contract obligations. The Performance Bank Guarantee will be subject to encashment by the Buyer, in case the conditions regarding adherence to delivery schedule, settlement of claims and other provisions of the contract are not fulfilled by the Seller. The specimen of PBG is given in Form DPM-15 (Available in MoD, Govt of India website and can be provided on request).
2. **Fall Clause.** If the contractor reduces its price or sells or even offers to sell the contracted goods or services following conditions of sale similar to those of the contract with the Client, at a price lower than that offered to the Client under extant contract, to any person or organisation during the currency of the rate contract, the rate contract price will be automatically reduced with effect from that date for all the subsequent supplies under the contract and the contract will be amended accordingly.
3. **Option Clause.** After completion of the initial contract term, the Client has the option of requesting the Contractor to extend term of the Contract for three times, each for a period of one year, if mutually agreed by both parties at rates prescribed in the effective Contract (in force).

PART V - EVALUATION CRITERIA & PRICE BID ISSUES

Evaluation Criteria. The board guidelines for evaluation of Bids will be as follows:-

(a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.

(b) In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Client with reference to the technical characteristics of the equipment as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.

(c) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder.

(d) The Bidders are required to spell out the rates of Excise Duty, VAT, Service Tax, etc. in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of Customs Duty / Excise Duty / VAT is intended as extra, over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entertained after the opening of tenders.

(e) Adequate details are to be provided to eliminate any ambiguity in the interpretation of the quoted price.

Appendix 'A' to EGY/ DA/02/ 2025**QUOTATION**

Name of Agency : _____

AIRCRAFT GROUND HANDLING SERVICES AT AIRPORTS IN EGYPT**(Separate sheet is to be attached for Cairo International/ Cairo West/ Hurghada/Borg Al Arab/ Al Alamein/ Aswan/Sharm El Sheikh/ Luxor airports)**

SI No	Services	Type of Aircraft (Amount in US Dollar)					
		C-17 266 Tons	IL-78 210 Tons	B-737 BBJ 155 Tons	C 130J 75 Tons	C-295 24 tons	Fighter aircraft up to 35 tons
1.	Landing Fees Day						
2.	Landing Fees Night						
3.	Housing Fees per night						
4.	Parking Day						
5.	Parking Night						
6.	Follow me						
7.	Marshalling on arrival						
8.	Agency Supervision						
9.	Technical Handling Charges by Agency						
10.	Security Services (Lights, Barricading etc.) to the Aircraft at Airport at Night (if any)						
11.	Navigation Fees						
12.	Fuel						
13.	Fuel Surcharge/Admin Fee						
14.	Removing of garbage from aircraft						
15.	Lavatory Cart & lavatory servicing						
16.	Certified potable water cart & Water servicing						
17.	Push back services						
18.	Oxygen truck/trolley						
19.	Nitrogen truck/trolley for wheel						
20.	Ground Power unit per hour 90 KVA						
21.	Ground Power Unit per hour 140 KVA						

Sl No	Services	Type of Aircraft (Amount in US Dollar)					
		C-17 266 Tons	IL-78 210 Tons	B-737 BBJ 155 Tons	C 130J 75 Tons	C-295 24 tons	Fighter aircraft up to 35 tons
22.	Pushback Tug/Tow tractor with heavy duty tow bar						
23.	Air Start Unit						
24.	Mobile/Manual boarding ladder						
25.	Ground to cockpit communication headset						
26.	Forklift up to 20 tons						
27.	Pallet Dolly						
28.	Pallet						
29.	Skilled/Semi Skilled Worker per hour						
30.	Custom Immigration Charges per person						
31.	Crew Bus						
32.	Security Guard for aircraft per person for night						
33.	Fire Extinguishing Cylinder during start up						
34.	Maintenance steps/ladder 2-3 mtrs						
35.	Fire Truck for Hot Cargo						
36.	In flight Meal (per meal)						
37.	Transportation of Meal to Aircraft						
38.	<u>Transport Hiring:</u>	Airport pick up & hotel drop/ Hotel pick up & airport drop	08 hours & up to 120 kms	12 hours & up to 120 kms	Over time		
					Per Km	Per hour	
(a)	Luxury Car (Mercedes/Volvo)						
(b)	Sedan Car (03 seater)						
(c)	Mini Van (10 seater)						
(d)	Van (20 seater)						
(e)	Bus (50 seater)						

SI No	Services	Type of Aircraft (Amount in US Dollar)					
		C-17 266 Tons	IL-78 210 Tons	B-737 BBJ 155 Tons	C 130J 75 Tons	C-295 24 tons	Fighter aircraft up to 35 tons
39.	Any other essential services not covered above.						



Authorised Signatory