



**EMBASSY OF INDIA, BEIJING  
भारतीय दूतावास, बीजिंग**

**5, Liang Ma Qiao Bei Jie,  
Chaoyang District, Beijing – 100 600**

**OPEN TENDER NOTICE**

TENDER NO: **PEK/AW/01/2018**

**QUOTATIONS ARE INVITED  
FOR PROVISIONING OF GROUND HANDLING SERVICES  
FOR INDIAN AIRCRAFT VISITING CHINA**

**LAST DATE FOR SUBMISSION OF BIDS**

28 NOVEMBER 2018 UP TO 1700 HRS (BEIJING TIME)

**DATE OF OPENING OF BIDS**

29 NOVEMBER 2018 AT 0900 HRS (BEIJING TIME)

**PLACE OF OPENING OF BIDS**

EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE,  
CHAORYANG DISTRICT, BEIJING 100600  
TEL-00-86-10-8531 2584

**EMBASSY OF INDIA**  
**BEIJING (CHINA)**

**QUOTATIONS FOR PROVISIONING OF GROUND HANDLING SERVICES**  
**FOR INDIAN AIRCRAFT VISITING CHINA**

1. Bids are invited from reputed aircraft Ground Handling Agencies having permission to operate in China for provisioning of ground handling and associated services to an Indian Air Force **Ilyushin IL-76 aircraft** tentatively scheduled to visit Chengdu (China) in second week of December 2018 and again in fourth week of December 2018. The aircraft is tentatively scheduled to avail one night halt each at Chengdu during the visits.

2. **Pre-qualification requirements:**

(a) The bidder must be in possession of necessary clearances/registration certificates from competent Chinese Authorities to undertake ground handling services at a Chinese Airport.

(b) Should have good liaison with the Chinese Authorities to facilitate administrative arrangements.

(c) Should be able to provide aircraft handling services at Chengdu airport in China and at all probable diversionary airports in China.

(d) Should have adequate past experience of providing similar types of aircraft handling services for Government establishments/ Other Foreign Diplomatic Missions in China.

(e) Should have its own /arrange to provide aircraft handling equipment at Chengdu airport in China and at all probable diversionary airports.

(f) Should be able to sign contract with the Embassy of India, Beijing for providing the services being promised.

(g) Should be financially capable to do advance payments for all arrangements including fuel and subsequently raise the invoices for settlement with Embassy of India, Beijing.

(h) Should have adequate and well-trained manpower for providing aircraft ground handling services.

(j) The reputation, capacity and credibility of the company shall be evaluated before finalizing the bid and signing of contract with the Company. The Company must provide, along with the bid, a detailed profile including registration details, past experience of executing similar types of aircraft handling services and financial background of the Company.

### 3. Scope of Work.

- (a) The **Ground Handling Agency should provide all services associated with ground handling of the Indian Air Force aircraft type Ilyushin IL-76.** The aircraft is tentatively scheduled to visit Chengdu (China) in second week of December 2018 and again in fourth week of December 2018. The aircraft is tentatively scheduled to avail one night halt each at Chengdu during the visits.
- (b) Ground Handling Agency should deal with all formalities in accordance with Chinese airport authorities / other relevant authorities during arrival, parking, halt and departure of the aircraft for smooth facilitation of the movement.
- (c) Ground Handling Agency should facilitate customs, immigration and quarantine clearance to the crew during arrival and departure.
- (d) Provision of follow me services for parking of the aircraft.
- (e) Provisioning of non-push back bay for parking of the aircraft.
- (f) Facilitate refuelling of approximate 40 KL fuel (Jet A-1) on each day of arrival. Provisioning of Fuel Sample Storage Containers.
- (g) Provisioning of GPU (28 V DC and 200/115 V 400 Hz supply).
- (h) Provisioning of Aircraft cleaning/Toilet cleaning trolley.
- (j) Provisioning of oxygen trolley on each day of arrival.
- (k) Provisioning of Nitrogen, Air on requirement basis.
- (l) Provisioning of overnight parking bay at Chengdu.
- (m) Provisioning of Air Starter on requirement basis
- (n) Provisioning of Vehicle for transportation of the crew.
- (p) Provisioning of access to the airport lounge and rest rooms for the crew and Embassy of India officials.
- (q) Provisioning of refreshment and in-flight catering, upon requirement.
- (r) Liaison for flight plan clearance and routing with concerned Air Traffic Services.
- (s) Provisioning of ramp passes with access to the aircraft for the crew and two Embassy of India officials from the time arrival of the aircraft till departure of the aircraft. Necessary liaison with airport/security authorities for facilitation of entry and also should provide vehicle for the crew from designated gate of the airport till the aircraft.

- (t) Provisioning of De-icing service on requirement basis
- (u) The Ground Handling Agency should provide estimated cost for each of the services as per the format placed at Annexure I. Bids should be forwarded by Bidders under their original memo / letter pad with complete postal & e-mail address of their office. All items in the Annexure-I are to be quoted in Chinese Yuan (RenMinBi) indicating clearly the unit cost (i.e. per hour/per flight/per service etc).
- (v) The payment guarantor for all the services availed by the Indian Air Force aircraft will be Embassy of India, Beijing.
- (w) The Ground Handling Agency has to obtain from the Captain of the aircraft, in written form duly signed in all the Invoices for all the supplied services by the Agency. Invoices without the signature of Captain/Crew of the aircraft will not be considered valid.
- (x) The service provided to the aircraft and the terms and conditions agreed upon are confidential and should not be disclosed to any third party without the consent of this office.
- (y) Inspection/Acceptance/Rejection of the Services. The Captain of the 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 Embassy of India, Beijing and the Ground Handling Agency.
- (z) The final flight plan of the aircraft will be intimated to the Ground Handling Agency by Embassy of India, Beijing well in time.

#### 4. **Submission of Bids.**

- (a) The **bid has to be submitted as per the format specified at Annexure-I.** The Company must provide, along with the bid, a detailed profile including registration details, past experience of executing similar types of aircraft handling services and financial background of the Company. **A copy of the Business licence of the company also needs to be submitted along with the bid.**
- (b) All **services in the Annexure-I are to be quoted in Chinese Yuan (Renminbi)** indicating clearly the unit cost (i.e. per hour/per flight/per service etc). The Bidders are required to spell out the rates of Excise duty, VAT, Service Tax, etc in unambiguous terms.
- (c) Bids should be forwarded by Bidders under their original memo / letter pad of the company with complete postal & e-mail address on it.
- (d) The bidder shall submit its offer in a closed envelope, superscripted as **“TENDER QUOTATIONS FOR PROVISIONING OF GROUND HANDLING SERVICES FOR INDIAN AIRCRAFT VISITING CHINA”**.

(e) The envelope should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder.

(f) The sealed bid shall be submitted to **Air Wing, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing-100600.**

(g) Contact official for any clarification will be Air Attaché, Embassy of India, Beijing Phone No.0086-10-85312584 Email: [astaff.beijing@mea.gov.in](mailto:astaff.beijing@mea.gov.in).

(h) The bid may be **submitted by Hand in person or by courier. Bids forwarded by "Fax / E-mail" shall not be accepted.**

(j) Bid received after the closing date and time as prescribed in the tender notice [28 November 2018 at 1700 hrs (Beijing Time)], shall **NOT be accepted** under any circumstances.

(k) The **Bids should remain valid till 60 Days from the last date of submission** of the Bids.

#### 5. **Opening of Bids.**

(a) Bid shall be opened on 29 November 2018 at 0900 hrs (Beijing Time) at Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing-100600. The Bidders may depute their representative, duly authorized in writing, to attend the Opening of Bids on the due date and time. The event will not be postponed due to non-presence of representatives.

(b) Only those bids will be considered which are found to be fulfilling all the eligibility and qualifying requirements, both technically and commercially, based on the profile & financial background of the Company and past experience of executing similar types of aircraft handling services for Government establishments/ Other Foreign Diplomatic Missions in China. The Lowest Bid will be decided upon the lowest price quoted by the Bidder meeting the above mandatory requirements. Embassy of India, Beijing reserves the right to reject any bid summarily if it does not meet the technical and commercial qualification requirement.

(c) Canvassing by the Bidder in any form may invoke summary rejection of the Tenders.

#### 6. **Payment Terms.** The applicable payment terms are indicated below:-

(a) The payment will be made in Chinese Yuan (Renminbi) by Bank Transfer.

(b) The payment will be made at actual based on the services provided and signing of the Delivery Acceptance on the Invoices by the captain of the aircraft, within 30 bank days from the date of departure of the aircraft and on receipt of the Original Invoices at the Embassy of India, Beijing.

**Annexure-I****QUOTATIONS FOR PROVISIONING OF GROUND HANDLING SERVICES  
FOR INDIAN AIR FORCE AIRCRAFT VISITING CHINA***(To be submitted in original memo / letter pad of the company with complete address on it)*

Airport : **Chengdu (China)** Date : **December 2018**  
 Type of Aircraft : **Ilyushin IL-76** Operator : **Indian Air Force**

<b><u>S No</u></b>	<b><u>Type of Service</u></b>	<b><u>Unit</u></b>	<b><u>Rate in CNY (RMB ¥)</u></b>
<b><u>AIRPORT CHARGE</u></b>			
1	Landing charge	per flight	
2	Basic ground handling charge	per flight	
3	Parking charge	per day	
4	Aircraft guidance charge	per service	
5	Passenger baggage security charge (if required)	per person	
6	Passenger service charge	per person	
7	Airport appendant surcharge	per flight	
8	Aircraft guarding charge	per flight	
9	Crew security check charge	per day	
<b><u>GROUND SUPPORT CHARGE</u></b>			
11	Lavatory Service	per service	
12	Potable Water Truck	per service	
13	Rubbish Truck	per service	
14	Labours	per person	
15	Cabin cleaning	per service	
16	Crew ferry bus in the ramp	per one way	
17	Pax ferry bus in the ramp (if required)	per one way	
18	Towing / Push tractor	per service	
19	Tow bar	per service	
20	Ground power unit	per one per hour	
21	Air start unit	per one per hour	
22	Air conditioning unit	per one per hour	
23	Oxygen service	per one per hour	
24	Nitrogen service	per one per hour	
25	C.I.Q service charge	per flight	
26	Dispatch service charge	per flight	
27	Passenger airport tax	per person	
28	Fuel price	per ton	
29	Ramp Pass	per pass per day	
30	Load offloading equipment (if required)	per service	
<b><u>AGENT SERVICE CHARGE</u></b>			
31	Agent charge	per flight	
32	Overtime surcharge	per hour per one	
33	Business trip charge	per person	
34	Flight communication Charge	per flight	