

Civil Aviation Authority of Nepal

Aeronautical Information Management (AIM) Department

Babarmahal, Kathmandu, Nepal

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Expression of Interest (EOI)

For

Design and Specification Work for AIS Automation

2018

Part A

Instructions for Submission of EOI

Civil Aviation Authority of Nepal

AIM Department

EOI Notice No. AIM.../074/75

INVITATION FOR EXPRESSION OF INTEREST (EOI)

For

Design and Specification Work for AIS Automation

First Date of Publication: 2018 2075

1. Civil Aviation Authority of Nepal CAAN intends to implement automation in Aeronautical Information Services (AIS) in Nepal as per the ICAO Roadmap. In this regard, Aeronautical Information Management (AIM) Department, CAAN intends to procure national consulting services for Design and Specification Work for AIS Automation in accordance with “Roadmap for the transition from AIS to AIM” ICAO AIS to AIM Transition Plan .
2. This Invitation for Expression of Interest (EOI) is called to invite applications from any interested, eligible and experienced national Consulting Firms/ Companies or their Joint Ventures JV having minimum Seven (7) years of experience In case of JV, lead partner of JV must qualify the minimum years of experience (as stated) in the field of consulting business to participate in Expression of Interest (EOI) for Design and Specification Work for AIS Automation in accordance with ICAO AIS to AIM Transition Plan.
3. Interested consultants must provide information indicating that they are qualified to perform the services descriptions of organization, employee and of the firm, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment. The consulting firms should be registered in Nepal under Government of Nepal rules and regulations and must produce copies of the certificates renewed and valid up to date of Firm registration, VAT registration/PAN registration and, if necessary, authorization at the time of acquiring the EOI Document.
4. The bidder or its proposed consultants individually or collectively in case of joint bidding shall have work experience in AIS automation *i.e* preparation of centralized AIS Database, digitization or migration of legacy data, preparation of eAIP or Electronic terrain and Obstacles data or Aerodrome mapping etc. compliant of ICAO Standards with the use of latest AIS Automation technologies. The Consulting Firms or its proposed consultants individually or collectively (in case of JV, any member of JV) shall have the work experience of at least one project doing AIS Automation in any ICAO Contracting States.
5. The bidder shall hire foreign experts having adequate qualification and experience in specialized functions such as technical hardware/ software for AIS automation, preparation of centralized database, data migration, system automation AIP, NOTAM, PIB, Charts/Maps, ETOD, Aerodrome mapping etc.

6. A complete set of EOI Document in English may be obtained free of cost during office hours on all working days within 15 days of the first publication of this notice from Procurement Unit of Civil Aviation Authority of Nepal, Head Office or can be downloaded from the CAAN website www.caanepal.org.np by any eligible interested companies/firms. The instructions to applicants, prescribed formats, evaluation criteria, detail information about project as well as the indicative scope of work is provided in TOR/Annexes along with EOI document.
7. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour.
8. Late EOI will be rejected. EOI must be sealed in an envelope and marked with the invitation for EOI NCB number and titled “Expression of Interest for Design and Specification Work for AIS Automation”. A covering letter on the official letter head of the firm duly signed by the authorized signatory shall be addressed to the official address “Aeronautical Information Management (AIM) Department, CAAN, Head Office, Babarmahal, Kathmandu.”
9. The completed EOI documents received by due date and within specified time will be opened on 20th May 2018 at 14:00 (NST) at AIM Department, CAAN Head Office, Babarmahal, Kathmandu in the presence of the applicants or their authorized representative who-so-ever wish to attend. Absence of the applicant or their authorized representative, however, shall not obstruct or prevent the opening of the EOI in any way.
10. The EOI documents submitted by the applicants shall be evaluated on the basis of the evaluation criteria approved by CAAN. The evaluation of joint venture consultants will be done in cumulative basis. Applicants obtaining at least 60% marks in the EOI evaluation process shall be shortlisted in accordance with the Public Procurement Act, 2063 and Public Procurement Regulation, 2064 of Government of Nepal. The shortlisted consultants will be notified in due course of time for the submission of Technical and Financial proposals. The Quality and Cost Based Selection (QCBS) procedure will be used for final selection of the consultant.
11. CAAN reserves the right to accept or reject any or all EOI documents with or without giving any reason whatsoever.
12. Only authorized agent/representative of the bidder shall be eligible to acquire the Expression of Interest Document Hard Copy .
13. CAAN shall not be responsible for any costs or expenses incurred by Bidders in connection with the preparation or submission of EOI.
14. Further information can be obtained from CAAN address given below during office hours in all working days seven days prior to deadline of submission of EOI.
15. EOI must be addressed to:
Aeronautical Information Management (AIM) Department
Civil Aviation Authority of Nepal, Head Office
Babarmahal, Kathmandu, Nepal.
Email: caanais@caanepal.org.np, caanais2016@gmail.com
Phone No. 977-1-4257667, 977-1-4262387
Fax: 977-1-4262516

Part B

Terms of Reference (TOR)

Civil Aviation Authority of Nepal

AIM Department

Terms of Reference (TOR)

For

Design and Specification Work for AIS Automation

1. INTRODUCTION

Aeronautical data/information is provided by Civil Aviation Authority of Nepal through Integrated Aeronautical Information Package IAIP consisting of Aeronautical Information Publication AIP, AIP Amendments, AIP Supplements, NOTAM, Pre-flight Information Bulletins (PIB and AIC). The aim of the Aeronautical Information Service AIS is to ensure the flow of Aeronautical data/information necessary for safety, regularity, economy and efficiency of air navigation and to produce mandatory ICAO charts by the AIS unit. The importance of Aeronautical data/information changed significantly with the implementation of area navigation (RNAV), performance based navigation (PBN), airborne computer -based navigation systems and data link systems. Corrupt or erroneous Aeronautical data/information can potentially affect the safety of air navigation.

The Aeronautical data/information based on paper documentation and telex-based text messages can not satisfy anymore the emerging requirements of the integrated and interoperable ATM system and therefore the AIS is required to evolve from the paper, product-centric service to the data-centric Aeronautical Information Management (AIM) with a different methods of information provision and management. For that purpose, ICAO has developed a roadmap to reflect the importance of the evolution and to address the required changes and is being referred to as the transition from AIS to AIM. The roadmap identifies the major milestones recommended for a uniform evolution across all regions of the world, the specific steps that need to be achieved and timelines for implementation.

The transition to AIM will not involve many changes in terms of the scope of information to be distributed. The major changes will be the increased emphasis on data distribution, which should place the future AIM in a position to better serve airspace users and ATM in terms of their information management requirements.

In support of achieving compliance to the emerging needs of aeronautical data/information users and to address aeronautical data quality issues, Civil Aviation Authority of Nepal intends to migrate from current product centric, desktop, paper based AIS to a modern, digital, data centric and fully automated AIS system capable of meeting users' requirements. It intends to introduce automation in AIS functions/products through the establishment of an AIS automation

system that involves integrated AIS database, data quality management and strengthen the existing system for designing and publication of AIP, AIC, Aeronautical Charts/Maps, NOTAM, PIB etc. Implementation of automation, in this regard, will be an evolutionary process rather than revolutionary. It will be a multi-year project involving well-structured phased movement progressing through ICAO specified Three Phases and 21 steps.

2. OBJECTIVES

- i To introduce new products and services based on digital database and increased emphasis on better data distribution in terms of quality and timelines in order to meet user requirements and contribute to improved safety, increased efficiency and greater cost-effectiveness of the air navigation system.
- ii Transition to a broader concept of aeronautical information management, with a different method of information provision and management given its data-centric nature as opposed to the product-centric nature to satisfy new requirements arising from the Global Air Traffic Management Operational Concept.
- iii Prepare conceptual framework for transition to automation appropriate for CAAN AIS system.
- iv) Carry out in depth on site technical assessment of CAAN's current AIS system capabilities and to make gap analysis against ICAO specified transition framework for AIS to AIM.
- v) To prepare detail technical hardware and software specification for centralized database, data migration, AIP, NOTAM, PIB, Flight Planning, Charts/Maps, ETOD, Aerodrome mapping system automation, technical and operational training requirements, communication networks, necessary accessories etc. for the whole system.

3. SCOPE OF WORKS

The following works should be accomplished:

Part I: Conceptual Framework

A. Conceptual framework based on ICAO AIS to AIM Roadmap

- Review, assess and analyze the current scenario of AIS procedure and system including its organization and procedures, AIS products, data management quality, data user's requirements, relationship with raw data originators as well as other stake holders, level of AIS system equipage, gap analysis, areas of improvements and formulation of detail conceptual framework for phase-wise transition to full automation in line with ICAO Three Phase AIS to AIM transition Roadmap. The gap analysis should be based on ICAO Three Phases and 21 steps as specified in ICAO AIS to AIM transition Roadmap document.

B. Technical Analysis

- Make on site visit, review and analyze the resources human and technical, equipment and logistics capabilities currently available with AIS of CAAN.
- Carry out feasibility study of Tribhuvan International Airport, Biratnagar Airport, Nepalgunj Airport, new Bhairahawa Regional International Airport and new Pokhara Regional Airport for AIS to AIM Automation.
- Review and assess different AIS technologies available in the global market, and based on the analysis and in accordance with the CAAN conceptual framework as mentioned in paragraph above, identify the most suitable technical solution for each AIS functional component or product i.e. AIP, Charts/Maps, ETOD, NOTAM, PIB etc.) to be automated. Consultant should recommend best AIS system to be implemented based on following parameters:
 1. Used database model (AIXM5.1) proof required
 2. Software architecture
 3. Interfaces
 4. COTS products used
 5. Security, Traceability, Auditability
- Based upon above analysis, prioritize the step or phase together with timeframe for each step or phase for transition to complete AIS automation.

Part II: Bidding documents

- A. Prepare the complete bidding document for AIS to AIM implementation based on Nepal Government's Public Procurement Rules and Regulations.
- B. Technical specifications for all necessary hardware, software including but not limited to centralized data base, data migration, data quality, eAIP, NOTAM, PIB, Flight Planning, Charts/Maps, ETOD, Aerodrome mapping etc.
 - database server and application servers
 - work stations
 - communication networks and necessary associated accessories (redundancy) -power back up provisions
 - technical and operational training requirements
 - provision for Annual Maintenance Contract (AMC)
 - list of spare parts for software service starting after the warranty period
- C. The firm finally awarded with the contract shall assist CAAN to respond to queries from any interested parties regarding the matters covered by this EOI.

Note: CAAN solicits comments and suggestions from prospective bidders on this TOR. It should be addressed to AIM Department, CAAN Head Office caanais@caanepal.org.np, caanais2016@gmail.com.

4. REQUIRED MANPOWER

The following human resources are envisaged (but not limited to) to perform the job as mentioned in scope of works.

A. From the consultants

- Team Leader- 1 person
- AIS expert- 1 person
- AIS Automation experts with specialization/experience in AIS Automation Foreign expert -1 person
- IT expert with specialization/experience in AIS database Foreign expert - 1 person
- Computer Operator and Office Assistant (1/1 Person)

Note: The foreign experts shall have qualification and experience in specialized functions such as technical hardware and software knowledge for AIS automation, preparation of centralized digital database, data migration, system automation AIP, NOTAM, Flight Planning, PIB, Charts/Maps, ETOD, Aerodrome mapping etc.

B. CAAN counterparts shall provide required information & monitor over all progress of the work.

5. PROCESS OF BIDDING

The invitation of **Expression of Interest EOI** is pursuant to Clause 30 of Public Procurement Act - 2063. Bidders who become successful in EOI shall be short-listed as per Clause 70 of Public Procurement Regulation - 2064. Final Bid Vendors shall be invited after short-listing from EOI. Only the successful short-listed bidder/s shall be eligible for submitting final Bid Proposal by **Invitation for final Technical and Financial Proposal**.

6. PRIORITY OF EOI

The bidder who is deemed technically, financially competent having achieved score of at least 60 marks in totality shall be short-listed for EOI.

Distribution of Points and Minimum Pass Mark for EOI shall be as follows

| S.N. | Particulars | Weightage Point | Minimum Score Required |
|------|---------------|-----------------|------------------------|
| 1. | Qualification | 50 | 60 Marks |
| 2. | Experience | 40 | |
| 3. | Financial | 10 | |
| | Total | 100 | 60% |

7 ELIGIBLE BIDDERS

7.1 The eligibility requirements for the bidders for **Expression of Interest** are as follows:

- a. The "Expression of Interest" is open to interested, eligible & experienced National Consultants/Firms.
- b. The Nepalese consulting firms who have entered into JV with the foreign company should be registered in Nepal under Government of Nepal rules & regulations and must produce copies of the certificates renewed and valid up to date of Firm Registration, VAT registration/PAN registration and authorization at the time of acquiring the EOI Document. All the certificates shall be notarized by Notary Office.
- c. The bidder or its proposed consultants individually or collectively in case of joint bidding shall have work experience in AIS automation (*i.e*) preparation of centralized AIS Database, digitization or migration of legacy data, preparation of eAIP, Electronic terrain and Obstacles data (ETOD) or Aerodrome mapping etc. compliant of ICAO Standards with the use of latest AIS software Automation technologies. The Consulting Firms or its proposed consultants individually or collectively (in case of JV, any member of JV) shall have the work experience of at least one project doing AIS Automation in any ICAO Contracting States.
- d. The bidder shall hire foreign experts having qualification and experience in specialized functions such as technical hardware/ software for AIS automation, preparation of centralized database, data migration, system automation AIP, NOTAM, PIB, Charts/ Maps, ETOD, Aerodrome mapping etc.
- e. Only authorized agent or representative of the bidder shall be eligible to collect the Expression of Interest from CAAN.

7.2 A Bidder may be a natural person, private entity, government-owned entity or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture (JV).

7.3 **In the case of a JV:**

- a) all parties to the JV shall be jointly and severally liable; and
- b) a JV shall nominate a Representative who shall have the authority to conduct all businesses for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.

EOI submitted by a Joint Venture of two or more partners shall comply with the following requirements:

- i. the bid, and in case of a successful bid, the Form of Agreement, shall be signed so as to be legally binding on all partners;
- ii. one of the partners shall be authorized to be in charge and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;

- iii. the partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture and the entire execution of the Contract including payment shall be done exclusively with the partner in charge;
- iv. all partners of the joint venture shall be jointly and severally liable for the execution of the contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under b) above as well as in the Form of Bid and the Form of Agreement (in case of a successful bid); and
- v. a copy of the agreement entered into by the joint venture partners shall be submitted with the Letter of Interest.

8 EVALUATION CRITERIA

EOI shall be evaluated under following Criteria:

- i. Financial Capability of the Bidder
- ii. Technical Capability and Experience
- iii. Performance Efficiency and Experience
- iv. Implementation Plan and Work Schedule
- v. Financial Resources and Investment/ Business Plan for the Implementation of Proposal
- vi. Study Report and other optional document/ resources for Implementation of Proposal

8.1 Qualification Proposal Evaluation

| S.N. | Evaluation Criteria | Total weightage points | Min Score required |
|------|--|------------------------|--------------------|
| 1.1 | Number of Professional Staff with relevant experience | Max. 50 pts. | |
| | AIS expert National - 1 person (General Qualification) ➤ Master Degree = 4pts ➤ Bachelor Degree = 3pts AIS expert National - 1 person (General Qualification) ➤ general work experience in civil aviation operation >= 25yrs plus AIS >= 3yrs =6 pts ➤ general work experience in civil aviation operation 15-24yrs plus AIS 2-3yrs =5 pts ➤ general work experience in civil aviation operation 15-24yrs plus > 1<2 in AIS =4 pts | Max.10 pts. | |
| | Foreign Technical Experts AIS Automation expert -1person, General Qualification: ➤ Master in Engineering (Computer Science or Physics) = 7 pts ➤ Bachelor in Engineering (Computer Science or Physics) =5pts ➤ Graduation in Computer Science or Physics = 3 pts AIS Automation expert -1person, Specific Experience: No. of works ➤ No. of AIS Automation work experience >=5 = 7 pts ➤ No. of AIS Automation work experience 2-3 = 6 pts ➤ No. of AIS Automation work experience = <2 = 4 pts AIS Automation expert -1person, Specific Experience: Years of works ➤ Years of AIS Automation work experience >=5 = 6 pts ➤ Years of AIS Automation work experience 2-4 = 5 pts ➤ Years of AIS Automation work experience <2 = 4 pts | Max 20 pts. | |
| | Foreign IT expert with specialization in AIS database - 1 person General Qualification: ➤ Master Degree in IT with = 7 pts ➤ Bachelor Degree in IT = 5 pts ➤ Graduation Degree in IT = 4 pts Foreign IT expert Specific Experience: No. of works ➤ No. of AIS database work experience >= 4 =7pts ➤ No. of AIS database work experience = >2 <4 =6pts ➤ No. of AIS database work experience <2 =4pts Foreign IT expert Specific Experience: Years of works ➤ Years of AIS database work experience >=5 =6pts ➤ Years of AIS database work experience 3-4 =5pts ➤ Years of AIS database work experience <3 = 4pts | Max 20 pts. | |
| | Total | 50 | 30 |

Note 1: The AIS expert national shall have at least one AIS specific training of at least one week duration plus 15 years of general work experience in air navigation service (civil aviation operation) and minimum one year in AIS.

Note 2: The technical expert international with specialization in AIS automation and IT expert with specialization in AIS database must provide recommendation letter from their respective work organizations. Failure to do so shall disqualify them.

Note 3: Each of the national AIS expert, foreign AIS Automation expert or foreign IT expert with specialization in AIS database can associate him/herself to not more than one bidding firm.

8.2

Experience Proposal Evaluation

| S.N. | Evaluation Criteria | Total weightage points | Min Scoring required |
|--|---|--|----------------------|
| 2. | Firms Qualification | | |
| 2.1 | a) General Experience (Year of establishment) | Max. 5 pts. | |
| | <ul style="list-style-type: none"> • No of years >= 7 • No of years 4 -6 • No of years = 1-3 | <ul style="list-style-type: none"> • 5 pts. • 3 pts. • 1 pts. | |
| | b) Number of works Experience | Max. 5 pts | |
| 2.2 | <ul style="list-style-type: none"> • No. of the works >= 10 • No. of the works = 2-9 • No. of the works = 1 | <ul style="list-style-type: none"> 5 pts. 4 pts. 2 pts. | |
| | Work Experience Work experience in design, documentation, training or consulting service (aviation and non aviation); procurement, delivery, installation, commissioning, maintenance of hardware or software Air Navigation equipment ; procurement, delivery, installation, commissioning, maintenance of hardware or software non-aviation equipment | Max. 30pts. | |
| | <ul style="list-style-type: none"> • Work experience in design, documentation, training or consulting service and aviation consulting service and procurement, delivery, installation, commissioning, maintenance of any hardware or software Air Navigation equipment(i.e. communication, navigation, surveillance) for Trivuban International, Biratnagar or Nepalgunj or Bhairhawa or Simara or Pokhara Airports. | 20 pts. | |
| | <ul style="list-style-type: none"> • Work experience in design, documentation, training or consulting service; or aviation consulting service and procurement, delivery, installation, commissioning, maintenance of any hardware or software Air Navigation equipment (i.e. communication, navigation, surveillance) for Trivuban International or Biratnagar or Nepalgunj or Bhairhawa or Simara or Pokhara Airports. | 18 pts. | |
| <ul style="list-style-type: none"> • Work experience in design, documentation, training or consulting services; or aviation consulting service or procurement, delivery, installation, commissioning, maintenance of any hardware or software non - aviation equipment. | 12 pts. | | |
| 2.3 | Understanding of TOR | 5 pts. | |
| 2.4 | Approach & Methodology | 3 pts. | |
| 2.5 | Presentation | 2 pts. | |
| | Total | 40 | 24 |

8.3 Capacity Proposal Evaluation

| 3 | Organizational Setup and Financial Status of the firm | Total weightage points | Minimum Scoring required |
|---|---|--|--------------------------|
| | Financial capability(Annual Turn Over) <ul style="list-style-type: none"> • Annual Turn Over > =2 Crores • Annual Turn Over >1.5<2 Crores • Annual Turn Over >50 lakhs <1.5 Crores | Max. 5 pts <ul style="list-style-type: none"> • 5 pts. • 3 pts. • 2 pts. | |
| | No. of Prof. Staff <ul style="list-style-type: none"> • No. of Prof. Staff >=10 • No. of Prof. Staff 5-9 • No. of Prof. Staff 3-4 • No. of Prof. Staff <3 | Max 5 pts <ul style="list-style-type: none"> • 5pts. • 4 pts. • 3pts. • 1pts. | |
| | Total | 10 | 6 |
| | Grand Total (1+2+3 = (50+40+10) = 100 | | 60 |

8.4 CAAN is not responsible for the incompleteness of the EOI Document and its addendum, if they were not obtained directly from the CAAN.

8.5 The Bidder is expected to examine all instructions, forms, terms, and specifications in the EOI Document. Failure to furnish all information or documentation required by the EOI Document may result in the rejection of the EOI Proposal.

8.6 The Bidder is expected to examine all instructions, forms, terms, and specifications in the EOI Document. Failure to furnish all information or documentation required by the EOI Document may result in the rejection of the EOI Proposal.

8.7 A pre-bid meeting will be held not later than the 7 days before the last date of submission of EOI Proposal.

9. DETERMINATION OF RESPONSIVENESS AND EVALUATION

Prior to detailed evaluation of EOI, CAAN shall determine whether each EOI Proposal:

- i Has been properly signed,
- ii Is fully responsive to the requirements of the EOI document
- iii Provides any clarification and / or substantiation that the CAAN may require.
- iv All pages of the EOI shall have to be marked with initial signature.

10 EVALUATION AND COMPARISON OF EOI PROPOSALS

CAAN will evaluate and compare only those EOI proposals determined to be substantially responsive to the requirements of the EOI documents. Prior to evaluation of EOI, CAAN shall constitute an Evaluation Committee for evaluation of the Technical/ Experience and Financial Strength Proposal of the EOI Proposals. Evaluation shall be as per Clause 8 (Evaluation Criteria).

11 SCHEDULE OF IMPLEMENTATION

The consultant shall prepare and submit the following reports:

| S.N | Description | No. of Reports to be submitted | Due date for submission of Reports |
|-----|--------------------|--------------------------------|--|
| 1. | Inception Report | 2copies | Within 2 weeks after the signing of contract. |
| 2. | Draft Final Report | 2 copies | Within 9 weeks after the submission of Inception Report. |
| 3. | Final Report | 2 copies | Within 2 weeks after the submission of Draft Final Report. |

The final report shall incorporate all comments made by CAAN on the draft, which will be provided within one week after receiving the same by CAAN.

12. MODE OF PAYMENT

The mode of payment will be as follows:

| S.N | Description | % of contract amount of phase II |
|-----|--|----------------------------------|
| 1. | After submission of Inception Report | 20% |
| 2. | After submission of the Draft Final Report | 40% |
| 3. | After acceptance of the Final Report | 40% |

13. GENERAL REQUIREMENTS TO THE CONSULTANT

- i The consultant will perform the services to the satisfaction of CAAN and will provide all requisite staffs and logistic supports for the performance of the services.
- ii During the services the consultant will co-operate fully with Director AIM Department and will work in close co-ordination with CAAN.

14. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

- i CAAN will provide the Documents, Manuals and Charts readily available at CAAN's Office as well as facilitate on site facility vis-
it. i CAAN will provide a counterpart team

15. LEGAL REQUIREMENTS

The consultants must be duly registered with the Government organization as per the Rules and Regulations and in Income Tax/Value Added Tax VAT Office, and obtain authorization from appropriate authority if necessary.

Part C

EOI Forms & Formats

A. Applicant's Information Form

In case of joint venture of two or more firms to be filled separately for each constituent member

Name of the Firm: _____

Type of Organization _____

Postal Address _____

Telephone _____

Fax No. _____

E-mail _____

Others _____

Name and address of authorized contact person:

(Telephone Mobile No.)

Date of Registration _____

Country Registration _____

Registration No. _____

Total No. of staff _____

Name and position of Principal Officers in hierarchal order

| S. N | Name, address and Tel. No. | Position | Qualification | Full time/ Part Time |
|------|----------------------------|----------|---------------|----------------------|
| | | | | |
| | | | | |
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| 5 | | | | |

Note: A copy of valid Registration Certificate has to be attached herewith.

B. GENERAL WORK EXPERIENCE

In case of joint venture of two or more firms to be filled separately for each constituent member

| S.No. | Project Description, location | Client | Specific jobs performed | Year Started/ Completed | | JV /single | Name of leading partner |
|-------|-------------------------------|--------|-------------------------|-------------------------|------------|------------|-------------------------|
| | | | | start | Completion | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |

C. EXPERIENCE ON SIMILAR TYPE OF JOBS AIS AUTOMATION

In case of joint venture of two or more firms to be filled separately for each constituent member

Work experience of the firm on AIS automation, preparation of centralized digital database, data migration, system automation AIP, NOTAM, PIB, Charts/Maps, ETOD, Aerodrome mapping.

Work experience of the firm on similar type of jobs

| S. No. | Project Description and client | Specific jobs performed and volume of work | Year Started/Completed | | Estimated turnover of work | Actual turnover of work |
|--------|--------------------------------|--|------------------------|------------|----------------------------|-------------------------|
| | | | start | completion | | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |

D. FINANCIAL STATUS OF THE BIDDER

In case of joint venture of two or more firms to be filled separately for each constituent member

Summary of assets and liabilities on basis of the audited statements of the three financial years within last five years.

| S. No. | Particulars | Year 1 | Year 2 | Year 3 |
|--------|-----------------------|--------|--------|--------|
| 1 | Total Fixed Assets | | | |
| 2 | Current Assets | | | |
| 3 | Total Long Term Loans | | | |
| 4 | Current Liabilities | | | |
| 5 | Net Worth (1-2-3-4) | | | |
| 6 | Working Capital (2-4) | | | |

Address Name of Commercial Bank providing credit line

Total Amount of Credit line:

Note: Attach copies of the audited financial statements of the last three financial years

E. OFFICE ORGANIZATION OF THE BIDDER

In case of joint venture of two or more firms to be filled separately for each constituent member

Please give the description of each key personnel currently working in the firm.

| S. No. | Name | Position | Qualification | FT | PT | CTR | Remarks |
|--------|------|----------|---------------|----|----|-----|---------|
| | | | | | | | |
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Note:

1. FT = Full time, PT = Part time, CTR = Short Term Contract.
2. Please tick the appropriate column.
3. This list summarizes the total key staff within the organization of the bidder.

G. BIODATA (CV OF KEY PROFESSIONAL

Include details of Key Experts only

The bidder may produce their own format of CV, but it must clearly state the following:

1. Personal particulars: Name, Contact address, telephone no, profession and nationality.
2. Proposed designation in this project.
3. Academic Qualification with dates (year of obtaining of the degree)
4. Training, attended seminars /workshops if any with dates and duration.
5. Membership of professional organization, Research and Publications.
6. Work experience clearly stating the following:
Name of the job

Name of Organization

Position in the job

Time involvement in each job

Type of works performed in the particular job

Time duration of involvement in each job (From mm/yy to mm/yy) Note:

1. CV must be signed by concerned personnel with date and period of validity for the contract period.
2. CV must be signed in each page.

H. APPROACH AND METHODOLOGY (Guidelines)

The Bidder shall present approach and methodology of work. The methodology is expected to be specific and clear. The main objective of CAAN is to perform an assessment of the Bidder’s capability in terms of technical work experience to undertake the project AIS automation. The assessment shall include the evaluation of Bidder’s approach and methodology with the clear understanding of the objectives of as specified in the TOR. Some guidelines that will be helpful for preparation of the methodology are summarized as follows:

- a. Review of relevant documents, reports, related designs.
- b. Technical assessment and study for the AIS automation, preparation of centralized digital database, data migration, best software solution for different AIS products, CAAN current human, technical, logistics and support capabilities.
- c. Approach for implementation of work activities under the proposed Phasing of Works.

Work schedule diagram for implementation of various work activities and report preparation for various activities maybe shown as per the following format:

| S. No. | Description of work activities | Duration | weeks | | | | | | | | | |
|--------|--------------------------------|----------|-------|---|---|---|---|---|---|---|---|----|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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I. JOINT VENTURE AGREEMENT (To be filled up only by Bidders in case of a joint venture)

1. Name of the bidder:
2. Head office address:
Telephone: _____ Fax No. _____
E-mail: _____
3. Local / regional address (if any)
4. Names of the partners:
 - a)
 - b)
 - c)
 - d)
5. Name of the leading partner
6. Joint Venture agreement
7. Proposed distribution of responsibilities among the partners in brief. If possible please indicate in percentages of the work load among partners.

| | | |
|------------------|------------------|------------------|
| | | |
| Signature | Signature | Signature |
| Name | Name | Name |
| Date | Date | Date |
| Seal of the firm | Seal of the firm | Seal of the firm |