

Letter. No: ॐॐॐॐ(ॐॐॐ)– 01–10/2025- १६१ Patna, Dated:- 20/07/2026

Notice Inviting Tender

Sealed tender under the TWO BID SYSTEM are invited from DGCA (CAR-145/CAMO) approved organizations for providing services/man power requirement of 01 Quality Manager (QM), 01 Continuing Airworthiness Manager (CAM) and 02 Technical Officer for maintenance & operations related work of Training Aircrafts owned and operated by Government of Bihar.

1. The tender must reach the Secretary, Civil Aviation Department, Patna Airport, Patna-800014 on or before dt. 10.08.2026 till 05:00 P.M. by registered post/speed post/courier services or by hand.
2. Bidders shall submit their offer in two separate sealed envelope labelled one as Technical Bid and other as Financial Bid. These two bids shall be kept in another big envelope which should be sealed and subscribed, 'Tender for providing services of QM, CAM and Technical Officers for Cessna 172 R and other trainee Aircrafts owned by the Govt. of Bihar'.
3. Bidder should clearly mention their communication address, contact mobile/phone number as well as email Id on envelop.
4. For all Tender related enquiries prospective bidder shall reach out to us through email <cadbihar@bihar.gov.in> within 5 days of publication of this tender.

5. Eligibility:

Bidder organization should have approval certificate and corresponding scope of approval certificate issued by the DGCA.

6. Technical Bid should contain:

- a. Copy of certificate of incorporation, Self attested copies of GST and PAN .
- b. Copy of DGCA approval certificate, approval schedule and validity schedule.
- c. An undertaking in the form of affidavit on 100 Rupees stamp paper that the Company has not been black listed by Public Sector undertaking/Government Organization/DGCA.
- d. Income tax return certificate of preceding three assessment years of the bidder.
- e. An EMD of Rs 50,000 (Rs. Fifty thousand only) in the form of a Bank Draft issued by a Scheduled/Nationalized Bank in India, drawn in favour of Civil Aviation Department, Bihar.
- f. The bidder shall provide documentary evidence to establish the availability of qualified Quality Manager (QM), Continuing Airworthiness Manager (CAM), and Technical Officer. The bidder may submit the resumes/CVs of the proposed personnel as supporting evidence.
- g. The bidder shall submit documentary evidence demonstrating a minimum of two (2) years of experience in providing manpower or related services for Quality Manager (QM), Continuing Airworthiness Manager (CAM), and Technical Officer roles to DGCA-approved CAR-145 organizations, CAMOs, NSOPs, FTOs, private operators, or government organizations.

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7. Financial Bid should contain:

- a. For the proposed services, the bidder should quote the monthly cost of the services for each post separately in following prescribed format.

Sl. No.	Name of Post	No. of Post.	Rate (per post per month) Including GST and other charges in Rupees.	Total Amount in Rupees
1	2	3	4	5 (3X4)
1	Quality Manager	01		
2	Continuing Airworthiness Manager	01		
3	Technical Officer	02		

- b. L1 shall be decided on the basis of the monthly quoted charges, inclusive of all taxes and Charges.
- c. L1 shall be determined for each post separately.
- d. The cost quoted of the proposed services should be in Indian Rupees only.
- e. The quoted cost should be fixed and inclusive of all taxes & charges.
- f. Rate of services should be in figure and words both. In case of any discrepancy between the amount given in words and figures, the details given in words shall prevail.
- g. Bidder should quote as per our scope of work.
- h. No changes to the quoted rate shall be allowed during the contract period.
- i. The Technical & Financial bid of the tender will be opened tentatively on **12.08.2026 at 12:30 PM** before the committee headed by Secretary, Civil Aviation Department, Bihar, Patna or by an officer so authorized by him before bidders/authorized representatives.

8. Scope of Work :

For CAM and QM shall be in accordance with the CAME, MOM, AMP & TPM approved by DGCA. Technical officers shall assist AME, CAM, QM in documentation related work or as required from time to time by the above post holder.

9. Qualification:

The Service Provider shall ensure that the personnel deployed as Quality Manager (QM), Continuing Airworthiness Manager (CAM), and Technical Officers fulfil all eligibility criteria prescribed under the applicable DGCA regulations for their respective positions and for maintaining the CAMO approval of Bihar Flying Institute. The Service Provider shall also be responsible for obtaining and maintaining all necessary DGCA approvals, authorizations, validations, and licence renewals/updates (where applicable) for the deployed QM and CAM throughout the contract period.

10. Obligations and Duties :

- a) Service Provider /Agency shall perform necessary task and duties, within the scope of work listed above.
- b) QM, CAM and Technical Officer shall be treated as a full time contracted staff of Department. They shall not be eligible for benefit of government employees.
- c) Service Provider shall ensure the availability of the Staff and arrange them with NOC for the requisite services.
- d) For all on site service related issues QM, CAM and Technical Officer shall contact the Additional Secretary, Civil Aviation Department and the Chief Flying Instructor/Accountable Manager, Bihar Flying Institute.
- e) QM, CAM and Technical Officer shall start working only after the issuance of work order by The Department.
- f) Payment to service provider shall be made from the date of joining of the staffs with condition to their DGCA approvals for their concerned post. Approval as CAM & QM should be taken within 01 month of acceptance of work order by the service provider.

- g) QM, CAM and Technical Officer shall bring their own instruments/equipment. Department shall only provide Literature and concern reports for assistance.
- i) Price quoted should be inclusive of all taxes and all other charges such as TA, DA and all out of pocket expenses of QM, CAM and Technical Officer.
- j) QM, CAM and Technical Officer may have to travel outside the base location within India in case of emergency landing of aircraft and if services of QM, CAM and Technical Officer are required. In all such cases TA/ DA shall be paid based on actual bills.
- k) QM, CAM and Technical Officer should be responsible to follow the DGCA guidelines and Organization CAME, MOM, AMP and TPM. Also they shall be present and co-ordinate at the time of DGCA Audits. Minimum two days prior intimation or information shall be provided for any such Audits.
- l) An agreement shall be signed between service provider company and Department after selection, which contains all the terms and conditions related to services as mentioned in this tender. Service provider must ensure fulfilling those conditions, failing at any stage shall cause the cancellation of contract.

11. Other Term & Conditions:

- a. Bids received after the prescribed date and time for submission shall be treated as late bids and shall not be accepted or considered.
- b. The technical bid and financial bid of the tender shall be opened before the Departmental Purchase Committee headed by Additional Secretary, Civil Aviation Department, Govt. of Bihar, Patna or by an officer so authorized by him in presence of representatives of Companies/Organization and Public enterprises.
- c. EMD of Unsuccessful bidders shall be refunded immediately after final selection.
- d. The hiring of services for the QM, CAM, and Technical Officer shall be for an initial period of 01 Year or until the appointment of permanent/contractual staff, whichever is earlier. The hired services may be extended for an additional one year based on satisfactory performance.
- e. The successful Bidder shall furnish Performance Guarantee after getting Letter of Intent, in the form of Bank Draft from the Nationalized Bank or Scheduled Bank in India for a sum equivalent to 5% initially of the total quotation value for a period of 01 year drawn in favour of Civil Aviation Department, Bihar.
- f. The Successful bidder shall have to sign an agreement as per Bihar Financial Rules on mutual agreed terms. Any violation of agreement shall be deemed to be a breach of contract and accordingly legal action shall be taken.
- g. Payment Terms: On monthly basis within 30 days of submission of undisputed invoice.
- h. TDS shall be deducted from the payment as per Government rules.
- i. The Secretary, Civil Aviation Department, Bihar reserves the right to accept or reject any or all bids, wholly or partly, or to cancel the tender process at any stage without assigning any reason thereof. The decision of the Secretary, Civil Aviation Department, Bihar shall be final and binding on all bidders.
- j. In case of any dispute, the place of settlement shall be within the Judicature of Patna High Court at Patna.

[Signature]
Secretary

Civil Aviation Department

