

**Terms of Reference & Scope of Services for  
Procurement Specialist having knowledge of aviation**

**1. Background:**

The Government of Uttarakhand incorporated Uttarakhand Civil Aviation Development Authority (UCADA) in the year 2013 with the objective to develop civil aviation sector in the state on a sustainable model. The preamble at UCADA is to provide safe, convenient, economical and efficient air travel to all parts of the state. To fulfil the said objective, the government has supported the Central Government in its Regional Connectivity Scheme (RCS) initiative and has signed MOU for the same. Parallely, the state government has also started its own regional connectivity by partnering with a reputed private sector firm for providing regional air connectivity.

**Mission**

To develop a self-sustainable civil aviation sector in the state of Uttarakhand which can provide safe, secured and convenient travel to any part of the state thereby enhancing trade, tourism & economy of the entire state.

**Objectives**

- To upgrade & modernise the infrastructure at the existing airstrips & helipads.
- To prepare perspective plan for next twenty years in order to fulfill the desired objective.
- To identify & develop prospective locations for MRO facilities & Warehousing.
- To develop flying schools / aviation training institute for developing required skill-sets in the aviation industry.
- To strengthen the organisational structure of UCADA.
- Encourage public private partnerships for technology advancement and new initiatives.

**2. Objective of the consultancy:**

The objective of this Consultancy assignment is to assist the Chief Executive Officer, UCADA and her/his officers, staff in following the agreed procurement procedures for works, goods and hiring of consultancy services in accordance with the Uttarakhand Procurement Rules, 2017 along with all subsequent amendments and as applicable under specific project agreements / guidelines.

**3. Various tasks to be performed by the Procurement & Contract Management Specialist:**

In order to achieve the overall objective as stated in paragraph 2 above, the Specialist shall advise & assist the Chief Executive Officer and her/his officers, staff in respect of procurement for works, goods and consultancy services including PPP projects in the following areas:

- (i) Preparation of Procurement Plans and Procurement Schedules for UCADA as per projects undertaken and approved budgets;

- (ii) Draft & review the Terms of Reference (TOR) for the various consultancies and outsourced services including Public Private Partnership (PPP) projects conforming to the Uttarakhand Procurement Rules, 2017 along with all subsequent amendments and project specific Guidelines / agreements of Government of India or other agencies;
- (iii) Draft & review Expression of Interest, evaluate the EOI, review Request for Proposals and evaluate submitted proposals.
- (iv) Selection of appropriate method for the various consultancies within the frame work of Consultancy Guidelines and Project Agreement;
- (v) Preparation of the appropriate RFP documents for issue to the consultants;
- (vi) Preparation of evaluation report of the technical and financial proposals;
- (vii) Follow the prescribed Procurement rules and procedures as applicable for the project;
- (viii) Preparation of the final contract for signature of the parties after conducting negotiation;
- (ix) Post advertisement on relevant websites / newspapers;
- (x) Follow the prescribed procedures for the procurement of works, goods and equipment; preparation of appropriate bidding documents, preparation of evaluation reports, and award decisions;
- (xi) Conduct training programs for staff handling procurement and procurement orientation program for all technical staff in the Board;
- (xii) Attend to all Procurement related meetings of the Board at various *fora* including Government of India, other agencies and advise them in attending to the issues regarding procurement of the Board;
- (xiii) Participate and guide the Need Assessment Committee / Specification Committee/ Procurement committees / tender scrutiny committees / any other Committee meetings in proper assessments and following the Uttarakhand Procurement Rules, 2017 along with all subsequent amendments and project specific guidelines by Government of India, other agencies as applicable;
- (xiv) Monitor, analyze and report to Chief Executive Officer, UCADA adherence to timeliness in the Procurement Schedules;
- (xv) Preparation of replies to Court cases, Audit reports and Vigilance enquires relating to Procurement activities of the Board; and
- (xvi) Any other assignment relating to procurement referred / assigned by Chief Executive Officer, UCADA.

#### **4. Qualifications & Experience:**

- (i) Any graduate degree from recognized university.
- (ii) Work experience in procurement area for minimum ten years of which at least for five years in government or public sector undertakings or externally aided projects.
- (iii) At least five assignments worth more than **Rs. 50.00 cr.** (in aggregate) or undertaken procurement of same amount in case of employment.
- (iv) Professional training / qualification in procurement from reputed Institution / University will be an added advantage.
- (v) Work experience related to procurement of in Aviation sector including Air Force will be an added advantage.
- (vi) Computer literacy including MS office & internet.
- (vii) Proficiency in English and Hindi.

#### **5. Age Not more than 55 years as on 01 March 2020.**

**6. Schedule for the completion of tasks:**

The Procurement & Contract Management Specialist shall work on full time basis initially for a period of one year. The period may be extended by the Client for further two such periods.

**7. Data, services and facilities to be provided by the UCADA:**

- (i) All the concerned Project / Programme documents as may be required by the Specialist;
- (ii) Appropriate office accommodation with furniture, computer and other accessories for effective functioning;
- (iii) Secretarial assistance as may be needed;
- (iv) Travel, lodging & Boarding entitlements as per applicable UCADA rules during official tours outside Headquarters (i.e., Dehradun).

**8. Final outputs that will be required of the Specialist:**

Assistance to the Chief Executive Officer, UCADA, their officers and staff as and when required for the completion of the various procurement related tasks of the organization as outlined in Para 3 above.

**09. Remuneration & Leave:**

An amount in between Rs 1.00 Lakh to 1.20 lakh (inclusive of all taxes, allowances, etc.) per month. The remuneration may be enhanced on an annual basis, based on the performance.

She / He will be eligible for an annual paid leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances the Chief Executive Officer may relax this condition.

**10. General Terms**

- (i) All communications including Expression of Interest for the proposed consultancy will be issued in English language only.
- (ii) Applicant submitted in any mode, other than [ucadadoon@gmail.com](mailto:ucadadoon@gmail.com) shall not be entertained and shall be rejected.
- (iii) The Specialist will be selected in accordance with the Uttarakhand Procurement Rules, 2017
- (iv) The selected Specialist will have to sign an Agreement with the Authority.
- (v) The Proposal shall be valid for a period of 90 days from the date of opening of the Proposal.
- (vi) No Applicant shall submit more than one Proposal.
- (vii) The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals, Digital Signatures and their participation in the Selection Process including interview at Dehradun, visits to the Authority, etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

**11. Right to reject any or all Proposals:**

Notwithstanding anything contained in this Document, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance rejection or cancellation, and

- (a) The Authority reserves the right to reject any Proposal if:
- at any time, a material misrepresentation is made or uncovered, or
  - the Consultant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.
- (b) At any time before the submission of proposals, the Authority may, whether at its own initiative or in response to a clarification requested by a potential applicant amend the EOI by issuing an addendum. The addendum shall be uploaded on official website [www.ucada.in](http://www.ucada.in). To give potential Consultant a reasonable time in which to take an amendment into account in their proposals, the Authority may at its discretion, if the amendment is substantial, extend the deadline for the EOI submission.

**12. Submission of Proposal:**

Expressions of Interest must be submitted through e mail [ucadadoon@gmail.com](mailto:ucadadoon@gmail.com) latest by and not later than **2:00 PM on 15 Feb 2020** and will be opened on same day at 2:30 PM.

**Chief Executive Officer,**

Uttarakhand Civil Aviation Development Authority  
Dehradun.

**Terms of Reference & Scope of Services for**  
**Base Manager Aviation**

**1. Background:**

The Government of Uttarakhand incorporated Uttarakhand Civil Aviation Development Authority (UCADA) in the year 2013 with the objective to develop civil aviation sector in the state on a sustainable model. The preamble at UCADA is to provide safe, convenient, economical and efficient air travel to all parts of the state. To fulfil the said objective, the government has supported the Central Government in its Regional Connectivity Scheme (RCS) initiative and has signed MOU for the same. Parallely, the state government has also started its own regional connectivity by partnering with a reputed private sector firm for providing regional air connectivity.

**Mission**

To develop a self-sustainable civil aviation sector in the state of Uttarakhand which can provide safe, secured and convenient travel to any part of the state thereby enhancing trade, tourism & economy of the entire state.

**Objectives**

- To upgrade & modernise the infrastructure at the existing airstrips & helipads.
- To prepare perspective plan for next twenty years in order to fulfill the desired objective.
- To identify & develop prospective locations for MRO facilities & Warehousing.
- To develop flying schools / aviation training institute for developing required skill-sets in the aviation industry.
- To strengthen the organisational structure of UCADA.
- Post is purely temporary and can be placed outside Dehradun.

**2. Various tasks to be performed by**

2. Attend to all RCS related meetings of the Board/Depts. at various *fora* including Government of India, other agencies and advise them in attending to the issues regarding RCS.
3. Any other assignment relating to RCS referred /control of flying of helicopters in the state assigned by ACEO/ Chief Executive Officer, UCADA.

**3. Qualifications & Experience:**

- (viii) Any graduate degree from a recognized university.
- (ix) Work experience in civil/Army/Airforce aviation for minimum 25 years of which at least for 05 years in corporate office dealing with administration, execution of projects and flying.
- (x) Experience as a member regional connectivity scheme will be an added advantage.
- (xi) Flying experience from any academic recognized/approved by Govt. of India.
- (xii) Computer literacy including MS office & internet.
- (xiii) Proficiency in English and Hindi.

**4. Age Not more than 55 years as on 01 March 2020.**

**5. Data, services and facilities to be provided by the UCADA:**

- (v) Appropriate office accommodation with furniture, computer and other accessories for effective functioning;
- (vi) Transport for official work; and
- (vii) Travel, lodging & Boarding entitlements as per applicable UCADA rules during official tours outside Headquarters (i.e., Dehradun).

**6. Remuneration & Leave:**

An amount in between Rs 50 thousand to 80 thousand (inclusive of all taxes, allowances, etc.) per month. The remuneration may be enhanced on an annual basis, based on the performance.

She / He will be eligible for an annual paid leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances the Chief Executive Officer may relax this condition.

**7. General Terms**

- (viii) All communications including Expression of Interest for the proposed post will be issued in English language only.
- (ix) Application submitted in any mode, other than [ucadadoon@gmail.com](mailto:ucadadoon@gmail.com) shall not be entertained and shall be rejected.
- (x) The Consultant will be selected in accordance with the Uttarakhand Procurement Rules, 2017
- (xi) The selected Consultant will have to sign an Agreement with the Authority.
- (xii) The Proposal shall be valid for a period of 90 days from the date of opening of the Proposal.
- (xiii) The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals, and their participation in the Selection Process including interview at Dehradun, visits to the Authority, etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

**8. Right to reject any or all Proposals:**

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- (b) The Authority reserves the right to reject any Proposal if:
  - at any time, a material misrepresentation is made or uncovered, or
  - the Consultant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

- (b) At any time before the submission of proposals, the Authority may, whether at its own initiative or in response to a clarification requested by a potential applicant amend the EOI by issuing an addendum. The addendum shall be uploaded on official website [www.ucada.in](http://www.ucada.in). To give potential Consultant a reasonable time in which to take an amendment into account in their proposals, the Authority may at its discretion, if the amendment is substantial, extend the deadline for the EOI submission.

**9. Submission of Proposal:**

Expressions of Interest must be submitted through e mail [ucadadoon@gmail.com](mailto:ucadadoon@gmail.com) latest by and not later than **2:00 PM on 15 Feb 2020** will be opened on same day at 2:30 PM.

**Chief Executive Officer,**

Uttarakhand Civil Aviation Development Authority  
Dehradun.

**Advertisement for the post of Flight Dispatcher for Govt of Uttarakhand**  
**Aeroplane SKA B-200 and Helicopter EC-135**

UCADA invites applications from Indian Nationals for the post of Flight Dispatcher (01 Nos only) for it's Aeroplane and Helicopter.

- a) Applicant should have passed class 10+2 or an equivalent examination with Physics and Mathematics from a recognized Board/University.
- b) Qualified and approved by DGCA for the above mentioned aircraft.(Type Rated).
- c) The applicant shall be not less than 21 years of age.
- d) Should meet all the requirements as laid down in CAR 7M2.



## **1. Educational Qualification**

The applicant for Flight Dispatcher shall have passed class 10+2 or an equivalent examination with Physics and Mathematics from a recognized Board/University.

## **2. Age**

The applicant shall be not less than 21 years of age.

## **3. Knowledge**

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a flight dispatcher approval, in at least the following subjects:

### **3.1. Air law**

- a) Rules and regulations relevant to the holder of a flight dispatcher approval; appropriate air traffic services practices and procedures;

### **3.2. Aircraft General Knowledge**

- a) Principles of operation of aeroplane engines, systems and instruments; Operating limitations of aeroplanes and engines
- b) Minimum equipment list;
- c) Flight performance calculation, planning procedures and loading
- d) Effects of loading and mass distribution on aircraft performance and Flight characteristics; mass and balance calculations;
- e) Operational flight planning; fuel consumption and endurance calculations; alternate aerodrome selection procedures; en-route cruise control; extended range operation;
- f) Preparation and filing of air traffic services flight plans;
- g) Basic principles of computer-assisted planning systems;

### **3.3. Human performance**

- a) Human performance relevant to dispatch duties, including principles of threat and error management;

### **3.4. Meteorology**

- a) Aeronautical meteorology; the movement of pressure systems; the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions;
- b) Interpretation and application of aeronautical meteorological reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining, meteorological information;

### **3.5. Navigation**

- a) Principles of air navigation with particular reference to instrument flight operational procedures
- b) Use of aeronautical documentation;
- c) Operational procedures for the carriage of freight and dangerous goods;
- d) Procedures relating to aircraft accidents and incidents; emergency flight procedures;
- e) Procedures relating to unlawful interference and sabotage of aircraft;

### **3.6. Principles of flight**

- a) Principles of flight relating to the appropriate category of aircraft; and

### **3.7. Radio communication**

- a) Procedures for communicating with aircraft and relevant ground stations.

## **4. Experience**

The applicant shall have gained the following experience:

- a) A total of two years of service in any one or in any combination of the capacities specified in 1) to 4) inclusive, provided that in any combination of experience the period serviced in any capacity shall be at least one year:
  - i. A flight crew member in air transportation;

or

- ii. A meteorologist in an organization dispatching aircraft in air transportation;

or

- iii. An air traffic controller; or a technical supervisor of flight operations officer or air transportation flight operation systems;

or

- iv. Pilot holding a valid CPL/ATPL or pilot whose CPL/ATPL has not expired for more than three years on the date of application for approval as Dispatcher, shall only be required to qualify in Technical Specific Examination (including Performance) conducted by DGCA (CEO) / DGCA Approved Training Organisation /ATRP (Airlines having Approved Type Rating Program) on the Aircraft Type the candidate desires to obtain Flight Dispatcher's Approval; or

- b)** Have satisfactorily completed a course of approved training;

or

- c)** At least one year as an assistant in the dispatching of air transport;

The applicant shall have served under the supervision of a flight dispatcher at least 90 working days within the six months immediately preceding the application.

## **5. Skill**

The applicant shall have demonstrated the ability to:

- a)** Make an accurate and operationally acceptable weather analysis from a series of daily weather maps and weather reports; provide an operationally valid briefing on weather conditions prevailing in the general neighborhood of a specific air route; forecast weather trends pertinent to air transportation with particular reference to destination and alternates;
- b)** Determine the optimum flight path for a given segment, and create accurate manual and/or computer generated flight plans;
- c)** Provide operating supervision and all other assistance to a flight in actual or simulated adverse weather conditions, as appropriate to the duties of the holder of a flight dispatcher approval; and

**d)** Recognize and manage threats and errors.