

Request for Proposal

for

**Leasing out outlets at new passenger terminal building at
Sahastradhara Heliport in Dehradun**

Issued by

**Uttarakhand Civil Aviation Development Authority (UCADA)
Government of Uttarakhand**

March 2025

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The Authority may, for any reason whatsoever, amend the contents of this RFP prior to the proposal due date. The Authority reserves the right to reject any or all the Proposals without assigning any reasons whatsoever. The Authority is not bound to select Bidders or to appoint the selected Bidders.

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1 BID PROCESS AT A GLANCE

1.1 Datasheet

1.	Name of the Authority: Uttarakhand Civil Aviation Development Authority (UCADA)
2.	Lease period: Initially for 01 yatra season , extendable by another 02 yatra seasons on per season basis.
3.	Bid variable – Monthly Lease Rent (INR)
4.	Who should apply: a) Bidder should be an Indian company/ LLP/ partnership/ proprietorship. b) Bidders should provide their GST, PAN and registration certificate. c) Bidders should meet the eligibility norms as specified in this Request for Proposal (RFP).
5.	PPP terms a) There are seven retail outlets (hereafter referred to as S1 to S7) earmarked for two categories: i) food and beverage, and ii) convenience goods. b) A Bidder can bid for one or multiple outlets in any category c) Bidder may be awarded one or multiple outlets, for which it emerges as the highest bidder.
6.	Validity period of the Proposal: 90 days from the Proposal Due Date (PDD)
7.	Consortium: Not allowed
8.	Tender documents: The tender documents can be downloaded from: https://uktenders.gov.in/ Fee for tender documents (non-refundable) is INR 1,000 (Rs One thousand only) . Tender fee shall be paid via Demand Draft in favor of CEO, UCADA
9.	Earnest Money Deposit (EMD): a) Bidders shall submit EMD of INR 10,000 (Rupees Ten thousand only) in the form of a Demand Draft from a Nationalised/ scheduled bank in favour of “CEO UCADA”, payable at Dehradun.
10.	Expected date for commencement of operations of retail outlets: Selected Bidders (‘Operators’) shall be given 30 days from the date of issue of Letter of Award (LOA) to operationalize the retail outlets.
11.	Performance Security a) Performance security for an Operator shall be for an amount equivalent to THREE times his Monthly Lease Rent (as per his quoted financial bid). b) Operator shall provide Performance Security in the form of a Bank Guarantee or Demand Draft from any nationalized/scheduled bank. c) Performance Security needs to be submitted within 15 days of issue of LOA. d) Performance Security shall be valid for at least 6 months after the end of the

	<p>lease period.</p> <p>Subsisting Performance Security may be returned to the Operator within 60days of the successful completion of the lease period.</p>
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1.2 Schedule

SN	Milestones	Dates
1.	Date of downloading tender document at uktenders.gov.in	01-03-2025 Time 1700 HRS
2.	Pre bid meeting	Pre bid shall be held online on 10-03-2025 at 1200 HRS Link for participation: https://meet.google.com/mmg-ntbx-mgf
3.	Last Date for submission of Tender	15-03-2025 Time 1100 HRS
4.	Date of opening of Technical Bid	15-03-2025 Time 1200 HRS
5.	Last date for submission of documents physically at UCADA	15-03-2025 Time 1200 HRS
6.	Date of opening of financial bids	Shall be intimated later by email to the technically qualified bidders.

2 INSTRUCTIONS TO BIDDERS

2.1 Introduction

2.1.1 The Uttarakhand Civil Aviation Development Authority (UCADA or the “Authority”) is the nodal entity for promotion and development of civil aviation ecosystem and infrastructure in the State of Uttarakhand.

2.1.2 UCADA plans to lease out retail outlets at the new passenger terminal building at Sahastradhara Heliport in Dehradun to Operators as per the terms of this RFP document.

2.1.3 The Authority invites proposals (“Proposals”) from interested bidders (“Bidders”). The Operators shall be selected through an open competitive bidding process.

2.1.4 Bidders are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal, send written queries to the Authority, and attend a pre-bid Conference on the specified date and time.

2.2 Brief description of the selection process

2.2.1 The Authority shall follow a single stage, two envelope selection process for evaluating the Proposals.

2.2.2 Bidders must carefully read the ‘Conditions of Eligibility’ provided in the RFP. Proposals of only those Bidders that satisfy the Conditions of Eligibility shall be

considered.

2.2.3 The Bidders shall be responsible for all costs associated with the preparation of their Proposals and their participation in the selection process.

2.2.4 The Technical Proposals will be evaluated first, followed by the Financial Proposals of technically qualified Bidders.

2.3 Process for online bid submission

2.3.1 Before uploading their Proposals, Bidders should get registered on the Government of Uttarakhand's e-tendering portal (<https://uktenders.gov.in/>).

2.3.2 Bidders are required to submit mandatory documents including GST Certificate, PAN Card etc. at the time of registration on the portal. Since the process may take some time, Bidders are requested to complete the registration process at least a week before the Proposal Due Date.

2.3.3 Upon successful registration, Bidders shall be provided a User ID and a system-generated password enabling them to download the RFP and to submit their Proposal, with a Digital Signature Certificate (DSC).

Upon successful registration on Uttarakhand procurement portal (uktenders.gov.in), bidders have to login with user ID and password to download the RFP and submit their proposal, with a Digital Signature Certificate (DSC).

2.3.4 For any clarification regarding the e-tendering process Bidders can contact 0120-4001 002, 0120-4001 005, 0120- 4493395.

2.3.5 Proposals must be submitted through the e-tender portal before the specified deadline.

2.3.6 Proposals without digital signatures shall not be accepted by the portal.

2.3.7 Bidders should endeavour to submit their Proposals well in advance. The Authority shall NOT be responsible for the failure in timely submission of the Proposal for any reason including internet connectivity or malfunction of the e-tender portal.

2.4 Acknowledgement by Bidder

2.4.1 It shall be deemed that by submitting the Proposal, the Bidder has:

- a) made a complete and careful examination of the RFP;
- b) accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters referred above;
- c) satisfied itself about all matters, things and information required for submitting an informed Proposal and performance of all of its obligations thereunder;
- d) acknowledged that it does not have a conflict of interest; and
- e) agreed to be bound by the undertaking provided by it under and in terms hereof.

2.5 Cost of Proposal

The Bidders shall be responsible for all the costs associated with the preparation of their Proposals and their participation in the selection process. The Authority shall not be liable for such costs, regardless of the conduct or outcome of the selection process.

2.6 Right to reject any or all Proposals

Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the selection process, at any time without any liability, and without assigning any reasons whatsoever.

2.7 Clarifications

2.7.1 Bidders requiring any clarification on the RFP may send their queries to the Authority by electronic mail, to reach before the deadline mentioned in the Datasheet.

2.7.2 The Authority shall post the reply to such queries on the official website of UCADA and/ or the Government of Uttarakhand's e-tender portal. The Authority reserves the right to not respond to any query.

2.8 Pre-bid conference

A pre-bid conference for the Bidders shall be convened at a designated time and place. The pre-bid conference may also be attended online using the video conferencing link shared by the Authority on the e-tender portal (<https://uktenders.gov.in/>).

2.9 Amendment of RFP

2.9.1 At any time prior to the Proposal Due Date, the Authority may, for any reason whatsoever, modify the RFP document by the issuance of an addendum and posting it on the official website or the e-tender portal.

2.9.2 To provide the Bidders a reasonable time to take an addendum into account, or for any other reason whatsoever, the Authority may decide to extend the Proposal Due Date.

2.10 Language

The Proposal with all accompanying documents and all communications in relation to the selection process shall be in English language.

2.11 Format and signing of the Proposal

2.11.1 The Bidder shall provide all the information sought under this RFP. The Authority would evaluate only those Proposals that are in the specified formats and are complete in all respects.

2.11.2 The Proposal shall be typed in indelible ink. It shall be signed by the Authorised Signatory of the Bidder who shall affix the company's stamp on each page and initial it in blue ink. In case of published documents, only the cover shall be initialled.

2.11.3 The Proposals must be signed by the Authorised Signatory as detailed below:

- a) by the owner/ proprietor in case of proprietorship; or
- b) by a partner, in case of a partnership firm; or
- c) by a person holding the Power of Attorney, in case of a Company.

2.11.4 Except as specifically provided in this RFP, no supplementary material shall be entertained by the Authority, and that evaluation shall be carried out only based on documents received by the closing time of PDD. Bidders may ordinarily not be asked to provide additional material information or documents after the PDD, and unsolicited material if submitted may be summarily rejected.

2.12 Technical Proposal

2.12.1 Bidders shall submit the technical proposal in the format shared for Technical Proposal (the "Technical Proposal").

Contents of Technical Proposal

- a) Form 1: Letter of proposal submission
- b) Form 2: Power of Attorney in favour of authorised signatory
- c) Form 3: Bidders organisation profile
- d) Form 4: Relevant experience format
- e) Form 5: Financial capacity format
- f) Form 6: Affidavit regarding blacklisting by government
- g) Proof of submission of tender document fee
- h) Demand Draft for EMD.
- i) Supporting documents – Certificate of Incorporation, Memorandum of Association, PAN, GST, etc.

2.12.2 Submission of Technical Proposal

- a) All pages shall be numbered serially, and an index of submissions shall be given.
- b) The Proposal shall be scanned and converted into a PDF file.
- c) The Technical Proposal shall be uploaded on the e-tender portal.

2.12.3 The Technical Proposal shall be submitted in ONLINE form prior to the PDD. Physical submission shall include EMD in form of BG / Demand Draft (DD) in favor of CEO, UCADA payable at Dehradun, Proof of having paid tender fee and all the affidavits.

2.12.4 The Technical Proposal shall **NOT include any financial information** relating to the Financial Proposal.

2.12.5 **Tender Document Fee** – to be paid as specified in Datasheet.

2.12.6 Earnest Money Deposit

- a) The Bidder shall deposit the EMD amounting to the sum and in the form as mentioned in the Datasheet.
- b) Any Bid not accompanied by the EMD shall be summarily rejected by the Authority.
- c) The EMD of unsuccessful Bidders shall be returned by the Authority, without any interest, as promptly as possible on acceptance of the Bid of the Selected Bidders or when the Bidding process is cancelled by the Authority, and in any case within 180 (one hundred eighty) days from the PDD.
- d) The Selected Bidders' EMD will be returned, without any interest, upon the Bidder signing the letter of award (LoA) and furnishing the Performance Security.
- e) The EMD of a Bidder shall be forfeited without prejudice to any other right or remedy that may be available to the Authority under this RFP or otherwise, if the:
 - i) Bidder withdraws its bid;

- ii) Bidder engages in any corrupt, fraudulent, coercive, undesirable and/or restrictive practice as specified in this RFP.

2.12.7 The EMD of the Selected Bidders shall be forfeited if the Selected Bidders fail to furnish the Performance Security, within the specified time limit.

2.12.8 The Authority reserves the right to verify all statements, information and documents, submitted by the Bidder in response to the RFP. Any such verification or the lack of such verification by the Authority to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor shall it affect any rights of the Authority thereunder.

2.12.9 If at any point in time, it is found that one or more of the eligibility conditions have not been met by the Bidder or the Bidder has provided any materially incorrect or false information, the Bidder shall be disqualified immediately if not yet appointed and if the Selected Bidder has already commenced work, the same shall be liable to be terminated. In such an event, the Authority shall forfeit and appropriate the EMD/ Performance Security, without prejudice to any other right or remedy that may be available to the Authority.

2.13 Financial Proposal

2.13.1 Submission of Financial Proposal

- a) Bidders shall download the excel sheet for Financial Proposal from the e-tender portal.
- b) Bidders shall fill up the excel sheet and upload the Financial Proposal on the e-tender portal.

Note: For ample clarity, the Technical Proposal shall be submitted both ONLINE and, prior to the PDD. The Financial Proposal shall be submitted ONLINE ONLY.

2.13.2 While submitting the Financial Proposal, the Bidder shall ensure that the total amount indicated in the Financial Proposal shall be without any condition attached and shall be final and binding on the Bidder.

2.14 Late proposals

Proposals received by the Authority after the specified deadline on the PDD shall be summarily rejected.

2.15 Modification/ substitution/ withdrawal of Proposals

2.15.1 The Bidder may modify, substitute, or withdraw its Proposal after submission, any time prior to PDD on the e-tender portal. The same shall not be permitted after the PDD.

2.15.2 Any modification in the Proposal or additional information or material supplied after the PDD, unless the same has been sought for by the Authority, shall be disregarded.

2.16 Opening and evaluation of Proposals

2.16.1 The received Technical Proposals shall be opened, by the tender opening committee of the Authority.

- 2.16.2 Prior to evaluation of Proposals, the Authority shall determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
- a) The Technical Proposal is received in the format specified in RFP.
 - b) It is received by the PDD, including any extension thereof.
 - c) It provides all information as requested in the RFP; and
 - d) It does not contain any condition.
- 2.16.3 Eligibility of the each of the Bidders shall be ascertained as per the Conditions of Eligibility. Technical Evaluation shall only be done for Bidders meeting Conditions of Eligibility.
- 2.16.4 After Technical Evaluation, Financial Proposals shall be opened by the tender opening committee of the Authority, at a scheduled date and time, to be intimated to technically qualified Bidders in advance by the Authority. Final selection of Operators shall be done after completion of both Technical and Financial Evaluation.
- 2.16.5 Bidders are advised that selection shall be entirely at the discretion of the Authority. Bidders shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the selection process.
- 2.16.6 Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Bidder if the project is awarded to it.

2.17 Clarifications from Bidders

- 2.17.1 The Authority may, at its sole discretion, seek clarifications from any Bidder regarding his Proposal. Such clarifications shall be provided within the time specified by the Authority for this purpose. The request for clarifications from the Authority and the clarifications provided by a Bidder thereafter shall be in writing.
- 2.17.2 If a Bidder does not provide the required clarifications within the specified time, its Proposal may be rejected by the Authority. In case the Authority decides not to reject such a Proposal, the Authority may proceed to evaluate the Proposal by interpreting the items requiring clarification to the best of its understanding, and the Bidder shall not have the right to question such interpretation by the Authority.

2.18 Award of the Project

After selection, a Letter of Award ("LOA") shall be issued, in duplicate, by the Authority to the Selected Bidders and the Selected Bidders shall, within SEVEN days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest-ranking Bidder may be considered for selection, at the sole discretion of the Authority.

2.19 Fraud and corrupt practices

- 2.19.1 The Bidders and their respective officers, employees, agents and advisors shall observe the highest standard of ethics during the selection process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, been involved in any corrupt, fraudulent, coercive, undesirable, and/ or restrictive practice (collectively referred to as 'Prohibited practices') in the selection process. In such an event, the Authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the EMD/ Performance Security.
- 2.19.2 Without prejudice to the rights of the Authority and the rights and remedies which the Authority may have under the LOA, if a Bidder is found by the Authority to have, directly or indirectly or through an agent, been involved in any Prohibited practice during the selection process, or after the issue of the LOA, such Bidder shall not be eligible to participate in any tender or RFP issued by the Authority during a period of TWO years from the date such Bidder is found by the Authority to be involved in such Prohibited practice.
- 2.19.3 For the purposes of this Clause, the terms shall have the following meaning assigned to them:
- a) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the selection process;
 - b) "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the selection process.
 - c) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the selection process.
 - d) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the selection process; or (ii) having a Conflict of Interest; and
 - e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the selection process.

2.20 Conflict of Interest

- 2.20.1 The Operators shall not have a Conflict of Interest and any breach hereof shall constitute a breach of the LOA.
- 2.20.2 The Operator shall not engage, either directly or indirectly, in any of the following activities:
- a) during the term of this Project, any business or professional activities which would conflict with the activities assigned to them under this Project; or
 - b) at any time, such other activities as have been specified in the RFP as Conflict of Interest.

2.21 Indemnity

2.21.1 The Operator shall, subject to the provisions of the RFP, indemnify the Authority, for any direct loss or damage that is caused due to any deficiency in services.

2.22 Proprietary data

Subject to the provisions of this RFP, all documents and other information provided by the Authority or submitted by Bidders to the Authority shall remain or become the property of the Authority. Bidders are to treat all such information as strictly confidential. The Authority will not return any Proposal, or any information related thereto.

2.23 Termination

2.23.1 The Authority and the Operator may terminate the lease agreement at any time by serving a written notice of termination to the other Party, with a notice period of THIRTY days. The last date of the notice period shall be treated as the Closure Date.

2.23.2 In the event that the Operator enters into liquidation, becomes insolvent, applies for a preventative or suspense contract with its creditors, applies for bankruptcy or has entered against it a decree in bankruptcy or in the event that a major part of the assets or a majority of the voting shares of the Operator becomes vested in or subject to the direction and control of another entity, the agreement may be terminated immediately at the sole discretion of the Authority.

2.23.3 In the event of the Operator committing default or breach of the terms and conditions of the agreement, the Authority shall be entitled to forthwith terminate and discontinue the agreement by serving notice of termination on the Operator.

2.23.4 The Operator shall vacate and handover the outlet in good condition to the Authority not later than SEVEN days from the Closure Date.

2.23.5 The performance security shall be released subject to the Operator handing over the retail outlet in good condition to the Authority, paying for damages if any, and clearing all dues payable to the Authority or any other Government entity, if any.

2.24 Force Majeure

2.24.1 If the performance of the agreement or of any obligation thereunder, except the payment of monies, is prevented, restricted or interfered with by reasons of any cause beyond the reasonable control of the affected party, the party so affected upon prompt notice to the other party shall be excused from such performance to the extent of such prevention, restriction or interference.

2.24.2 Provided that the party so affected shall use its best efforts to avoid or remove such causes of non-performance and shall continue performing hereunder with utmost care, whenever such causes are removed. Nothing herein shall be construed to prohibit the Authority from operating the retail outlet through a third party during the period of non-performance by the Operator.

2.25 Notices

2.25.1 Any notice, consent, authorisation, communication or approval required to be given hereunder shall be effected by:

- a) Sending it in writing in registered mail addressed to the party:
- b) Transmitting it by fax or by email addressed to the party to be notified who shall acknowledge such receipts in writing.

2.25.2 The writing required above shall be sent to address of such party or at such other address as may be designated by such party in writing.

2.26 Transfer of rights

The Operator shall not transfer or assign, partially or entirely, any of its rights or obligation under the agreement to any third party without prior written consent of the Authority.

2.27 Applicable law

The selection process and the agreements thereof shall be governed by, and construed in accordance with, the laws of India. The Courts in Uttarakhand shall have exclusive jurisdiction over all disputes arising in connection with the selection process and the the agreements thereof.

3 PROJECT DETAILS

3.1 Background

- a) UCADA has constructed a new terminal building at Sahastradhara Helidrome in Dehradun, marking a significant enhancement in the state's civil aviation infrastructure.
- b) This development is expected to boost the Char Dham Yatra and other tourism initiatives, facilitating smoother and more efficient travel for pilgrims and tourists.
- c) This heliport will also cater to movement of passengers flying to various parts of the state under Regional Connectivity Scheme (RCS) and Uttarakhand Air Connectivity Scheme (UACS).
- d) The terminal building is equipped with multiple modern amenities and facilities to ensure passenger convenience, including retail outlets that are being bid outthrough this RFP.
- e) The retail outlets at Dehradun Airport are of two categories:
 - i) Food and beverage (F&B) outlets – 5 Nos
 - ii) Convenience stores, selling a range of products including apparel, toiletries, travel items, handicrafts, over-the-counter medicines, books, packaged foods and beverages etc.

3.2 Retail outlet details

The floor area for the retail outlets and the Minimum Monthly Lease Rent (MMLR) for each is as below:

Outlet number	Category	Carpet area (length x breadth)	Minimum monthly lease rent
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			(INR/ month)
S1	Convenience	12.9 sqm (4.3m x 3m)	35,000
S2	Convenience	13.6 sqm (3.4 m x 4m)	35,000
S3	F&B	12 sqm (3m x 4m)	28,000
S4	F&B	12 sqm (3m x 4m)	28,000
S5	F&B	12 sqm (3m x 4m)	28,000
S6	F&B	11.6 sqm (2.9m x 4m)	28,000
S7	F&B	16.7 sqm (5.56 m x 3 m)	38,000

Bidder may visit the site before quoting the rates for the shops.

3.3 Roles and responsibilities of UCADA

- a) Provide the right of way for the retail outlets on an 'as-is-where-is' basis, free from any encumbrance to the Operators.
- b) Provide electricity, water, and other utility connections to the retail outlets.
- c) Facilitate higher traffic at the helidrome.
- d) Monitor customer feedback and advise improvements to the Operators.

3.4 Roles and responsibilities of the Operator

- a) Undertake high quality interior design of the outlet to provide a pleasurable, customer-friendly experience. The design and colour scheme should broadly match the aesthetics of the Helidrome.
- b) Install necessary equipment and fit-outs.
- c) Do not undertake any installation which alters or damages the structure of the outlet, without written permission from UCADA.
- d) Employ high-quality personnel at the outlet with a customer-friendly attitude.
- e) Ensure adequate supply of high-quality products with near-zero stockouts.
- f) Operate the outlets during the entire operating period of the Helidrome, including extended hours, when applicable.
- g) Bear all operating expenses, including but not limited to – manpower, materials, transportation, water, electricity, other utilities, etc.
- h) Prominently display item-wise rates at the retail outlets.
- i) Avoid display of any third-party advertisement in the outlet.
- j) Monitor customer feedback and incorporate improvements in the products and customer handling.
- k) At the end of the lease period, remove all assets owned by the Operator and hand over the retail outlet to UCADA in good condition.
- l) Sale of liquor & Tabacco shall be strictly prohibited.

3.5 Project timelines

- a) The Operator shall submit the performance security and first instalment of the monthly lease rent within FIFTEEN days of the issuance of the LOA by the Authority.
- b) The Authority will sign the lease agreement with the Operator within FIFTEEN days of the receipt of the performance security and first instalment of the monthly lease rent.
- c) The Authority will hand over the retail outlet to the Operator within SEVEN days of

the signing of the lease agreement. The lease period shall commence on the date of the handover of the retail outlet to the Operator.

- d) The Operator shall complete the fit-outs and commence sale of goods at the retail outlets, not later than FIFTEEN days from the date of handover of the retail outlet.
- e) In case of delay, unless an extension is granted by the Authority, a penalty of INR 2,000 shall be levied on the Operator per day of delay subject to a limit of INR 50,000, after which the Authority may terminate the agreement with the Operator.

3.6 Payments by Operator to Authority:

- a) The Operator shall pay the 'Payable Rent' to the Authority on monthly basis in advance **(100%) as quoted in the financial bid** by 7th day of each month. In case of delay, a penalty of 2% of Monthly Lease Rent shall be levied for each day of delay, subject to a maximum of 20%, after which the Authority may terminate the agreement with the Operator.
- b) The Payable Rent for the first month of the lease period will be calculated on a pro-rata basis for the remaining days of the month.
- c) The cost of water, electricity and other utilities and facilities shall be paid by the Operator to the Authority, on actual basis, over and above the Payable Rent.
- d) In case the lease period is extended by UCADA, the Monthly Lease Rent shall be increased by 10% for the extended tenure.

3.7 Payments by Authority to Operator: None

4 CONDITIONS FOR ELIGIBILITY & TECHNICAL EVALUATION

- 4.1 Bidders must carefully read the minimum conditions of eligibility (the "Conditions of Eligibility") provided herein. Proposals of only those Bidders who satisfy the Conditions of Eligibility shall be considered for evaluation.
- 4.2 The Bidder shall be an Indian company/ LLP/ partnership/ proprietorship. Bidders shall provide their GST, PAN and registration certificate.
- 4.3 The Bidder should not have been blacklisted by any State or Central Government Department as on PDD. Bidder shall provide an affidavit to this effect.
- 4.4 The Bidder shall fulfill the following conditions:
 - a) **Technical capacity:**
 - i. The Bidder should have at least one year of experience over the past FIVE years in managing retail outlets/ shops/ restaurants/ food stalls/ cafes/ hotels/ exhibitions etc. CA certificate certifying the same to be furnished in technical bid.

5 EVALUATION AND SELECTION PROCESS

5.1 Evaluation process

- a) The evaluation will be done by way of a single stage, two-envelope bidding process.

- b) Bidder shall submit separate technical bid and financial bid.
- c) Technical bids shall be opened first and checked for eligibility.
- d) Financial bids shall only be opened for Bidders who fulfil the eligibility criteria.
- e) Bidder quoting the highest monthly lease rent (H1) for a retail outlet shall be declared as the Operator of such outlet.

5.2 Financial Evaluation

- a) The financial bids shall be opened for only those Bidders who fulfil the eligibility criteria.
- b) The Bidder quoting the highest Monthly Lease Rent (H1) for a particular outlet shall be declared as the selected Bidder for such outlet. The Monthly Lease Rent quoted by the Bidders shall be higher than the minimum monthly lease rent rate defined in Section 3 above.
- c) The Authority shall issue the LOA to the Selected Bidder.

6 FORMATS FOR PROPOSAL

Technical Proposal

Form 1: Letter of proposal submission

Form 2: Power of Attorney in favour of Authorised Signatory

Form 3: Organisation profile of the Bidder

Form 4: Bidder eligibility

Form 5: Financial capacity

Form 6: affidavit regarding blacklisting by Government entities

Financial Proposal – INDICATIVE ONLY (to be filled in the excel file downloaded from the portal)

Form 7: Format for financial proposal

Form 1: Letter of proposal submission

(On letterhead of the Bidder)

Date:

Place:

To

The Chief Executive Officer

Uttarakhand Civil Aviation Development Authority (UCADA)

Sahastradhara Helidrome, Dehradun 248001

Dear Sir/ Madam,

Subject: Leasing out of retail outlets at new passenger terminal building at Sahastradhara Heliport in Dehradun

We are hereby submitting our Proposal, which includes this Technical Proposal, and a separate Financial Proposal.

We hereby declare that all the information provided in this Proposal are true. We accept that any misinterpretation contained in it may lead to our disqualification.

We have not directly or indirectly or through an agent engaged or indulged in any corrupt, fraudulent, coercive, undesirable and/or restrictive practice, as defined in the RFP document.

We declare that, if selected, we shall not engage in any activities that are in conflict to the provisions of this RFP and/or reduce our ability to execute the work, as required in this RFP.

Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations. We understand you are not bound to accept any Proposal you receive.

Yours faithfully,

_____ **(Signature of Authorised Signatory)**

Name of Authorised Signatory:

Designation:

Organisation:

Office address:

Mobile:

Email:

Official seal of the organisation:

Form 2: Power of Attorney in favour of Authorised Signatory

(On INR 100 non-judicial stamp paper duly notarised)

Know all men by these presents, we/ I (name and address of the registered office) do hereby constitute, appoint and authorise Mr/Ms..... (name and residential address) as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for the Project – **“Leasing out of retail outlets at new passenger terminal building at Sahastradhara Heliport in Dehradun”**, including signing and submission of all documents and providing information to the Authority, representing us in all matters before the Authority and generally dealing with the Authority in all matters in connection with our Proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

For and on behalf of: _____ **(Name of organisation)**

_____ **(Signature of Head of Organisation)**

Name of Head of Organisation:

Designation:

Mobile:

Email:

Accepted by: _____ **(Signature of Authorised Signatory)**

Name of Authorised Signatory:

Designation:

Organisation:

Mobile:

Email:

Official seal of the organisation:

Signature and seal of the Notary Public:

Form 3: Organisation profile of the Bidder

1. Details of Bidder organisation:
 - a) Name:
 - b) Legal Status:
 - c) Year of Incorporation:
 - d) Country of incorporation:
 - e) Address of the headquarters in India:

2. Details of the single point of contact in the Bidder's organisation (could be the Bidder's Authorised Signatory or any other senior person):
 - a) Name:
 - b) Designation:
 - c) Company:
 - d) Address:
 - e) Mobile:
 - f) Email:

3. List of mandatory documents:
 - a) Certificate of Incorporation, GST and PAN certificate
 - b) In case of proprietorship – GST return and Income Tax return for FY 2022-23.
 - c) Organisation's profile (not more than 5 pages).

Form 4: Bidder eligibility

(Summary of relevant experience to be certified by Chartered Accountant)

S No	Particulars	Details
1.	Name of the outlet	
2.	Location of the facility (name of airports, ferry terminals, malls, metro rail stations, and railway stations)	
3.	Area (sqm)	
4.	Period of operations	From _____(mm/yy) to _____(mm/yy)
5.	Goods sold	

OR

_____(**Signature of Authorised Signatory of the Chartered Accountant firm**)

Name of Chartered Accountant firm:

Designation:

Organisation:
Office address:
Mobile:
Email:

Official seal of the Chartered Accountant:

Form 5: Financial capacity

(To be certified by Chartered Accountant/ Statutory Auditor)

Name of Bidder: _____

Annual turnover (INR crore)

S No	Financial year	Turnover (INR Cr)
1	2023-24	
2	2022-23	
3	2021-22	
Three-year total (INR crore)		
Three-year average (INR crore)		

_____ (Signature of Authorised Signatory of the Chartered Accountant firm)

Name of Chartered Accountant firm:

Designation:

Organisation:

Office address:

Mobile:

Email:

Official seal of the Chartered Accountant:

Form 6: Notarized affidavit regarding blacklisting by Government entities

(On ₹100 judicial paper)

Date:

Place:

Dear Sir/ Madam,

I hereby declare that (please strike out whichever is not applicable):

1. My organisation _____ has NEVER been blacklisted by the Central or State Government, or an entity controlled by them, from participating in any Project.

OR

2. My organisation _____ was blacklisted by the Central or State Government, or an entity controlled by them, from participating in any Project on _____ (dd/mm/yyyy), but such blacklisting ended on _____ (dd/mm/yyyy). I am enclosing herewith, documentary evidence confirming the above.

_____ **(Signature of Authorised Signatory)**

Name of Authorised Signatory:

Designation:

Organisation:

Office address:

Mobile:

Email:

Official seal of the organisation:

Form 7: Format for Financial Proposal – INDICATIVE only

(To be filled in the excel file downloaded from the e-tender portal and thereafter submitted on the said portal)

Outlet number	Category	Minimum monthly lease rent rate (INR)	Whether bidding	Monthly Lease Rent (INR/ month)
S1	Convenience store	35,000	(Yes/ No)	_____
S2	Convenience store	35,000	(Yes/ No)	_____
S3	Food and beverage outlet	28,000	(Yes/ No)	_____
S4	Food and beverage outlet	28,000	(Yes/ No)	_____
S5	Food and beverage outlet	28,000	(Yes/ No)	_____
S6	Food and beverage outlet	28,000	(Yes/ No)	_____
S7	Food and beverage outlet	38,000	(Yes/ No)	_____

_____ **(Signature of Authorised Signatory)**

Name of Authorised Signatory:

Designation:

Company:

Mailing address:

Mobile:

Email:
