



**Government of Odisha
Commerce & Transport Department**

**“Request for Quotation (RFQ) for Preparatory Training for
Airline Cadet Pilot Program (CPP) for Students of Odisha”**

Reference No. 2621/T Dt. 28th Feb., 2025

GOVERNMENT OF ODISHA COMMERCE & TRANSPORT DEPARTMENT
REQUEST FOR QUOTATION (Reference No. 2621/T Dt. 28.02.2025)
Request for Quotation (RFQ) for Preparatory Training for Airline Cadet Program (CPP) for Students of Odisha
The Government of Odisha, Commerce & Transport Department desires to hire a Professional Agency for Preparatory Training for Airline Cadet Pilot Assessment to short list Tribal community of Odisha covering all selection parameters of Airline Cadet Assessment including training program offered by leading Airline Operators. The selected Agency shall be responsible for shortlisting eligible candidates from a target group of 300 students, conducting aptitude tests and personnel interviews, giving orientation classes, and conducting Preparatory Training professionally for a group of 50 aspiring pilots. Eligible and interested Professional Agency may download the Request for Quotation (RFQ) document which contains the details of the requirements from the following website of the Commerce and Transport Department and submit their offer: https://ct.odisha.gov.in/tenders Proposals complete in all respects should reach the undersigned latest by 05:00 PM on 14.03.2025 through e-mail at transcivilaviation@gmail.com/bpacproject@gmail.com. Bids received after the above deadline shall be summarily rejected. The authority reserves the right to reject any or all the proposals without assigning any reason thereof. Sd/- Additional Secretary to Govt. & Director of Aviation, Commerce & Transport Department Government of Odisha

REQUEST FOR QUOTATION (RFQ)

Name of the Assignment:

Request for Quotation (RFQ) for appointing an agency conducting preliminary screening and preparatory training for prospective Odisha students enrolled in the Airline Cadet Program (CPP).

The Government of Odisha, Commerce & Transport Department desires to hire a Professional Training Agency for preliminary screening and Preparatory Training for shortlisted students from the tribal community of the state of Odisha at a designated place provided by the Department in Bhubaneswar for 8 weeks, covering all selection parameters of Airline Cadet Pilot Assessment and Program. The selected Agency shall be responsible for conducting preliminary screening and Preparatory Training at a designed place in Bhubaneswar, provided by the C & T Dept, apart from identifying and shortlisting the eligible students from the Tribal Community.

Additional Secretary to Government-cum-Director of Aviation on behalf of Government of Odisha invites suitable offer from interested Professional Agencies through Request for Quotation (RFQ) for the above purpose.

The Preparatory training course is aimed at preparing the candidates with adequate knowledge to clear the Cadet Pilot Assessment and at the same time prepare for the basic foundation program for DGCA CPL IR (A) syllabus and prepare them to understand the Flying training course as per the established syllabus.

Sl. No	Stage description	Activities included	Deliverables
1	Preliminary and secondary screening	To conduct aptitude-reasoning tests for a target group of 300 candidates	Selection of top 100 candidates
		To conduct personal interviews for a target group of 100 candidates	Selection of top 50 candidates
2	Preparatory training	Conducting Preparatory Training for 8 weeks for 50 students by covering the following topics. ▪ Basic English Training ▪ Personal Development,	Training completion of 50 candidates

		Self Improvement & Grooming ▪ Aviation English Language Proficiency Training ▪ Basic Aviation Knowledge ▪ Human Performance & Limitations ▪ Aptitude & Psychometric Tests ▪ Group Discussion & Interview Preparation ▪ Portable Simulator Training for Hand-eye foot coordination, Spatial Orientation etc ▪ ADAPT/AON's Cut-E ▪ Any other training which is relevant to the selection process of Airline CPP	
3	Airline assessment	To support C & T Dept to schedule the airline assessment.	Firm up the assessment date and venue

The selected Agency shall cover the entire Training syllabus within a period of 8 weeks, with an average teaching schedule of 6 hours/day, five days in a week including Self Supervised Studies, Computer Based Training, Mock Examinations etc. Recording all the classes conducted shall be provided by the Agency with date-wise details topics taught, instructors name, progressive hours, hours remaining for each subject. Regular assessments on completion of each module to be done and special training for the weak students during weekends.

Eligibility and Disqualification of Applicants

In order to be eligible for consideration for selection, the Company/Agency should be fulfilling all the requirements as listed below:

- The Company/Agency should have a minimum of 05 years' relevant experience in providing DGCA CPL Ground School Training.
- Experience in providing DGCA approved Aviation English Language Proficiency (AELP) training will be added advantage.
- The Company/Agency should be an Indian registered entity and core business should be in DGCA CPL Ground School Training.
- The Company should have a minimum turnover of INR 1 Crores per year in the last 3 years from Aviation related Trainings business alone.
- Should have a registered PAN Number
- Should have a registered GSTN No
- Should have qualified Ground Instructors on their payroll.
- The Company/Agency should have their own Compass Simulator to be used at Bhubaneswar for training purposes.
- The Company/Agency should not have blacklisted by any Govt Agencies previously.

General Information for Submission of Proposal

Technical and Financial Bid of the proposal to be submitted to the undersigned through e-mail to: - transcivilaviation@gmail.com latest by 05.00 PM of 14.03.2025.

Technical Bid

Technical Bid should contain the following documents:

- Profile of the Company (should be a Company Registered in India, certificate to be attached).
- The company's core business should be DGCA CPL Ground School Training (self-declaration).
- The Company should have a minimum turnover of INR 1 Crores each in the last 3 years from Aviation related Trainings alone (CA Certificate).
- The Company/Agency should not have blacklisted by any Govt Agencies (self-declaration)
- Profile of the Trainers to be provided (CVs to be attached)
- The bidder shall submit the training proposal with the proposed training calendar week wise covering the stipulated subjects including any additional subjects as deemed fit, all these documents under a covering letter.

Financial Bid

- Financial bid to be submitted by the Bidder on their letterhead as per the format given below duly signed and stamped.
- Work order will be issued only to the successful bidder.

Sl No.	Description	Duration	Lump Sum Quote in INR (excluding GST)
1	Preliminary screening of target group of 300 candidates	2 weeks	
2	Preparatory Training of 8 weeks for 50 students	8 weeks	
	Total cost in INR	10 weeks	

The payment schedule will be as follows:

Sl No.	Payment Milestone Description	Percentage payment %
1	Upon completion of preliminary screening and selection of top 100 candidates	20%
2	Upon completion of secondary screening and selection of top 50 candidates	20%
3	Upon completion of 4 weeks of preparatory training	30%
4	Upon completion of 8 weeks of preparatory training and issuance of training completion certificate	30%

Note:

- The bidders should quote their fees excluding GST.
- The fees being quoted are a lump payment.
- The validity of the offer from the bidders should be valid for 1 year from the date of the contract. In the case of additional nominations over and above the current numbers, pro-rata charges should be considered in consultation with the Commerce & Transport Department.

Expectation from the Bidder

The Preparatory Training for CPP is designed to instil confidence and equip the aspiring candidates with the knowledge, skills, and experience needed to become confident and capable commercial airline pilots. With a structured curriculum of 8 weeks, the selected bidder is expected to accomplish the above target using highly professional expert instructors and guide the candidate through each step of the journey, from the classroom to the cockpit.

Payments:

All payments shall be made in Indian Rupees. No advance payment will be made to the selected agency for the services.

Subject to submission of invoices as per the payment schedule given above.

CLIENT'S RIGHT TO ACCEPT ANY PROPOSAL AND TO REJECT ANY OR ALL PROPOSALS

- The Department may accept or reject any proposal, or annul the Selection Process and reject all proposals, at any time during the Selection Process, without citing any reason, incurring any liability to the affected Bidder or Bidders and shall not have any obligation to inform the affected Bidder or Bidders of the grounds for Department's action.
- The decision of the Government of Odisha shall be final and binding.

CLARIFICATION

- For any further clarification the Deputy Secretary, Commerce & Transport Department may be contacted over phone No : 0674-2596128 / Mobile No. 8848730855 / Email : transcivilaviation@gmail.com / bpacproject@gmail.com .

Sd/-

Additional Secretary to Govt. & Director of Aviation,
Commerce & Transport Department
Government of Odisha