



**NOTICE INVITING QUATATION  
O/o THE AIRPORT DIRECTOR  
AIRPORTS AUTHORITY OF INDIA, B.P.I. AIRPORT, BHUBANESWAR-751020**

DATE: 21/06/2018

**NOTICE INVITING QUOTATION**

Sealed quotations are invited by Airport Director, Airports Authority of India, Biju Patnaik International Airport, Bhubaneswar, from accredited bodies / Senior consultant for "**Comprehensive consultancy service for ISO (QMS & EMS) certification as per International Standard ISO 9001:2015 & ISO 14001:2015 for B.P.I. Airport, Bhubaneswar**". The complete set of Quotation document can be downloaded from the website of Airports Authority of India website [www.aai.aero](http://www.aai.aero) and submitted to the above office by the due date.

Ref. No. AAI/BHU/ACS/ISO QMS & EMS /Consultation work/ Tech -25

**Name of Work: --Comprehensive consultancy service for ISO (QMS & EMS) certification as per International Standard ISO 9001:2015 & ISO 14001:2015 for B.P.I. Airport, Bhubaneswar"**

**ESTIMATED COST : INR 66,847/-**

**LAST DATE OF SUBMISSION OF QUOTATION:**

**Last date for the submission of Quotation Document is 1500 Hrs of 03/07 /2018.**

**Envelope 1 shall be opened on 04/07/2018 at 1100 Hrs.**

**Date of opening of Envelope 2 will be intimated later on.**

**Quotation for the present work should be submitted in two separate sealed covers as below:**

1. **Envelope. 1** should be marked as "**Envelope. 1- Technical Bid**" which contains documents mentioned in Para 3.1 duly signed on each page.
2. **Envelope. 2** should be marked as "**Envelope. 2 - Price Bid**" which contain Price / commercial Bid as per **Annexure I** (Cutting or Overwriting, if any, should be signed and stamped by the person signing the bid.)
3. **Master Envelope:** - These two sealed covers (**Envelope. 1 & Envelope. 2**) should be put in sealed master envelope and super-scribed "QUOTATION DOCUMENTS: "**Comprehensive consultancy service for ISO (QMS & EMS) certification as per International Standard ISO 9001:2015 & ISO 14001:2015 for B.P.I. Airport, Bhubaneswar**" "and Addressed to: -

**The Airport Director,  
Airports Authority of India,  
B.P.I. Airport,  
Bhubaneswar-751020.**

**SM (C-T),  
B.P.I. Airport, Bhubaneswar  
FOR AIRPORT DIRECTOR  
AIRPORTS AUTHORITY OF INDIA**

## **NIQ Terms & Conditions**

**Subject:** "Comprehensive consultancy service for ISO (QMS & EMS) certification as per International Standard ISO 9001:2015 & ISO 14001:2015 for B.P.I. Airport, Bhubaneswar".

1. Airports Authority of India, invites quotation from firms / individuals (as per Para 2.1, 2.2,2.3,2.4 & 2.5) having experience for conducting "**Comprehensive consultancy service for ISO (QMS & EMS) certification as per International Standard ISO 9001:2015 & ISO 14001:2015 for B.P.I. Airport, Bhubaneswar**" as per the details of activities covered in the QUOTATION document.

## **GENERAL INFORMATION**

1. Organization :Airports Authority of India, B.P.I. Airport, Bhubaneswar,
2. Address :O/o Airport Director, B.P.I.Airport,Bhubaneswar-751020
3. Phone : 0674-2596300
4. Fax : 0674-2596317

Following are the various sections in AAI, Bhubaneswar airport

<b>S. No</b>	<b>Process</b>	<b>Abbreviation</b>
01	Communication, Navigation & Surveillance	CNS
02	Air Traffic Management	ATM
03	Terminal Management	TM
04	Motor Transport Section	MT
05	Engineering (Civil)	CES
06	Engineering (Electrical)	EES
07	Finance & Accounts	F&A
08	Human Resource	HR
09	Fire & Rescue Service	FS
10	Central Industrial Security Force	CISF

Total staff strength (AAI and CISF) = 400 (170+230) approx

## **2. ELIGIBILITY CRITERIA FOR BIDDER.**

- 2.1 The accredited bodies/ Consultants: should at least be a Consultant grade (Senior Consultants may also apply) registered with Quality Council of India (QCI). The Consultant can be an individual Consultant Grade or else if it is a firm, at least one of the person should be of at least a Consultant Grade (Senior Consultants may also apply). Also Firms / persons shall enclose the documentary Proof for the same.
- 2.2 Should possess consultation experience spanning over three years and should have given consultancy for Govt. Organizations / PSUs/ any other reputed companies, at least in any one of the standards QMS and EMS. Documentary proof is to be enclosed.
- 2.3 Should have Attested/ certified copy of valid ISO(QMS & EMS) lead auditors certificate.
- 2.4 Should have attested/certified copy of work order and Successful completion of work order from any Indian government organization/PSUs in consultancy work for ISO 9001:2015 and ISO 14001:2015 certification.
- 2.5. Consultancy firm must have previous knowledge in working with any Airport. He must aware about the airport activities and services. Consultancy firm must have local office at Bhubaneswar with phone facilities.

All the documents mentioned at 2.1, 2.2, 2.3, 2.4 and 2.5, must be submitted otherwise the offer will be liable for rejection.

### 3. **MODE OF SUBMISSION:**

Quotation for the present work shall be submitted in two separate two bid system i.e. TECHNICAL BID AND COMMERCIAL BID.

#### 3.1 TECHNICAL BID must be sealed in Envelope '1' containing of the following documents

- i) Documentary proof of eligibility as given 2.1,2.2,2.3,2.4 and 2.5;
- ii) Self attested copy of Permanent Account number (PAN).
- iii) Self-attested copy of GST certificate for the Firm/Individual may be enclosed.
- iv) Original Quotation Document duly filled and signed in each page.
- v) The unconditional acceptance letter given in Annexure II on the company's/own letter head duly signed and stamped by the authorized signatory and Declaration letter in prescribed format given in Annexure-III
- vi) Letter indicating the capacity and authority of individual signing the Quotation.
- vii) Other unwanted documents / irrelevant information should not be sent with the quotation.

#### 3.2 Envelope - 2 shall be marked as "Envelope. 2 - Commercial bid / Price Bid" which shall contain:

Price Bid in the prescribed format as given in Annexure- I(Cutting or Overwriting, if any, should be signed and stamped by the person signing the bid.)

The commercial bid of only those bidders will be opened whose papers submitted in envelope '1' are found to be complying NIQ conditions.

#### 3.3 These two sealed covers shall then be put in separate Envelope marked as " MASTER ENVELOPE" and shall be sealed and super-scribed "Comprehensive consultancy service for ISO (QMS & EMS) certification as per International Standard ISO 9001:2015 & ISO 14001:2015 for B.P.I. Airport, Bhubaneswar" and address to

*The Airport Director,  
Airports Authority of India,  
B.P.I. Airport,  
Bhubaneswar, 751020.*

#### 3.4 At the stipulated time of opening of Quotation, "**Envelope. 1**" shall be opened first. If it is not found with required documents, shall stand rejected and "**Envelope 2**" of such firms/Individual shall not be opened.

### 4. **RIGHT TO ACCEPT OR REJECT THE QUOTATION**

#### 4.1 The right to accept the Quotation in full or in part/parts will rest with AAI. However, AAI does not bind itself to accept the lowest Quotation and reserves to it-self the authority to reject any or all the quotation received without assigning any reason whatsoever.

#### 4.2 Quotation not accompanied with prescribed information or is incomplete in any respect, and/or not meeting prescribed conditions, shall be considered non-responsive and is liable to be rejected.

#### 4.3 The AAI, reserves the right to accept or reject any bid or a part of the bid or to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the AAI's action.

- 4.4 The documentation submitted by the bidder should not be returned. AAI also reserves the right at its sole discretion not to award any order under the Quotation called. AAI shall not pay any costs incurred in the preparation and submission of any Quotation.
- 4.5 If the bidder gives wrong information in his Quotation, AAI reserves the right to reject such Quotation at any stage or to cancel the contract, if awarded.
- 4.6 A bidder has a relation or relations employed in AAI in the capacity of an officer, the authority inviting Quotation, shall be informed. In the event of failure to inform and in a situation where it is established that the relation or relations employed in AAI has / have tried to influence the Quotation proceedings then AAI at its sole discretion may reject the Quotation or cancel the contract.
- 4.7 The requirements indicated in this NIO are the minimum and bids of the firms not complying with these minimum requirements or having deviations equivalents to the minimum requirements shall be rejected. However, higher than the minimum requirements shall be technically acceptable without any additional financial implication.
- 4.8 Any correspondence after the opening of the bids, from the bidder, regarding the bid unless specifically sought by AAI shall not be considered.

## 5. **VALIDITY OF OFFER**

The Quotation shall be valid for 180 days (One hundred eighty Days) from the date of opening of NIO.

## **GENERAL CONDITIONS OF CONTRACT**

1. **Force Majeure Clause:** Force Majeure is herein defined as any clause which is beyond the control of the consultant or AAI as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as
- i) **Natural phenomena** including but not limited to floods, drought, earthquakes and epidemics.
  - ii) **Acts of any Government** including but not limited to war declared or undeclared, mutiny and quarantines embargoes. Provided either party shall within fifteen days from the occurrence of such a cause notify the other in writing of such cause. The agency or AAI shall not be liable for delays in performing his obligations resulting from any force majeure clauses as referred to and / or defined above. The date of completion will, subject to herein provided, be extended by a reasonable time.
2. **Termination of Contract at AAI's Initiative:**
- a) The AAI reserve the right to terminate the contract either in part or in full due to the reasons other than specified herein. The AAI shall in such an event give **30 days'** notice in writing to the agency of the decisions to do so.
  - b) The agency upon receipt of such notice shall discontinue the work on the date and to the extent specified in the notice, make all reasonable efforts to obtain cancellation of all orders and contractors to the extent they are related to the work terminated and terms satisfactory to the AAI, stop all further acquired under the contract by the AAI.
  - c) In the event of such termination, the agency shall be paid compensation equitable and reasonable dictated by the circumstances prevalent at the time of termination.

3. **Dispute Resolution, Arbitration and Laws:** Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the specification, designs, drawings and instructions here-in before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter:
- (i) **Through Dispute Resolution Committee:** If a dispute of any kind, whatsoever, arises between AAI and Consultant in connection with or arising out of the consultant or the execution of the work or after their completion and whether before or after the repudiation or termination of the contract, including any disagreement by either party with any action, opinion, instruction, determination, certificate or valuation of the skills/qualification; the matter in dispute shall in the 1st place, be referred to the Dispute Resolution Committee (DRC) appointed by the APD (Bhubaneswar airport ) /Member (Ops)/Chairman, AAI. DRC thus, constituted may act as “Conciliator” and will be guided by principles of “conciliation” as included in part III of Arbitration and Conciliation Act 1996. DRC should take into consideration, rights and obligations of parties, usage to trade concern and circumstances surrounding the dispute(s), including any previous business practices between parties. Efforts of DRC should be to come to an amicable settlement of outstanding disputes. If parties agree, a written settlement will be drawn out and signed by the settlement Agreement and furnish a copy to each party. DRC will give its’ report within **45 days of its constitution.**
4. **Laws Governing the Contract:** This contract shall be governed by the Indian Laws for the time being in force subject to jurisdiction of Bhubaneswar.
5. **Applicable for item Rate Quotation:** Any Bidder, who propose any alteration in the work specified in the said form of invitation to quotation, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, including conditional rebates, will be summarily rejected.
- The officer inviting quotations shall have the right of rejecting all or any of the quotations and will not be bound to accept the lowest or any other quotation.
- On acceptance of the quotation, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Accepting Authority or his authorized representative shall be communicated in writing to the Accepting Authority or his authorized representative
- Goods and Services Tax** on material/service in respect of this contract shall be payable by the Contractor and Airports Authority of India will not entertain any claim whatsoever in respect of the same.
- 6 The contractor shall give a list of AAI employees related to him.
7. **Completion of training , documentation, preparation of manual and internal audit shall be within 90 days from the date of issue of work order.**
- 8.1 The contractor shall comply with the provisions of the Apprentices Act 1961, and the rules and orders issued there under from time to time. If he fails to do so, his failure will be a breach of the contract and Accepting Authority or his authorized representative may in his discretion,

without prejudice to any other right or remedy available in law, cancel the contract. The contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the said Act.

The contractor shall furnish, free of cost one certified copy of the contract documents except standard specifications, Schedule of Rates and such other printed and published documents, together with all drawings as may be forming part of the quotation papers. None of these documents shall be used for any purpose other than that of this contract.

## 8.2 **Sufficiency of Quotation**

The Contractor shall be deemed to have satisfied himself before bidding as to the correctness and sufficiency of his quotation for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall, except as otherwise provided, cover all his obligations under the Contract and all matters and things necessary for the proper completion and maintenance of the works.

In the case of discrepancy between the NIQ & Instructions to Bidder, Schedule of Quantities, Special Conditions of Contract, General Condition of Contract etc., the following order of preference shall be observed:

- (i) Notice Inviting Quotation
- (ii) Notice Inviting Quotation and Instructions
- (iii) Schedule of Quantities.
- (iv) Special Condition of Contract
- (v) General Condition of Contract

If there are varying or conflicting provisions made in any one document forming part of the contract, the Accepting Authority shall be the deciding authority with regard to the intention of the document and his decision shall be final and binding on the contractor.

8.3 Any error in description, quantity or rate in Schedule of Quantities or any omission there from shall not vitiate the Contract or release the Contractor from the execution of the whole or any part of the works comprised therein according to drawings and specifications or from any of his obligations under the contract.

8.4 Any discrepancy in unit / Quantity in quotation document and e-portal price component, the unit / quantity mentioned in the E- portal prevails.

## 9. **Signing of contract**

The successful Bidder / Contractor, on acceptance of his quotation by the Accepting Authority, shall, within **15 days** from the stipulated date of start of the work, sign the contract consisting of:

- (i) The notice inviting quotation, all the documents including drawings, if any, forming the quotation as issued at the time of invitation of quotation and acceptance thereof together with any correspondence leading thereto.
- (ii) No payment for the work done will be made unless contract in form of agreement is signed by the contractor and submission of Goods and Services Tax registration number.
- (iii) The contract agreement shall be executed on a non-judicial stamp paper of value of Rs.100/- and the cost of the stamp paper shall be borne by the contractor.

## 10. Compensation for Delay :

If the contractor fails to maintain the required progress in terms of **clause 7** of Notice Inviting Quotation will pay Compensation 1.0% (one percent) of contract value per week of delay. Provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 10% of the Contract Value of work or of the Contract Value of the item or group of items of work for which a separate period of completion is originally given.

## **SPECIAL CONDITIONS OF CONTRACT**

### **1. GENERAL**

These special conditions of contract shall be read in conjunction with General Conditions of contract. If there is any provision in the Special conditions of contract which are at variance with the provisions of General Conditions of contract of AAI, the provisions in those special conditions shall take precedence.

### **2. RATE.**

- 2.1 The rates quoted shall be inclusive of all taxes, duties, levies, transportation to work site at B.P.I Airport, Bhubaneswar including GST.
- 2.2 AAI does not give any concessional forms / certificates / permits towards any taxes, duties & other levies like sales tax, customs duty, road taxes / permits, etc.
- 2.3 Quoted prices shall be firm throughout the contract period
- 2.4 No accommodation will be provided to the Consultant/Contractor for stay at B. P. I Airport by AAI during Certification Period or during training period. The Consultant/Contractor has to arrange their own accommodation at their own cost. AAI will not make any payment on this account.
- 2.5 The contractor should obtain the entry passes from the competent authority for himself/herself & his/her staff and all other people & vehicle associated with the work as per the prevailing BCAS/AAI security procedures wherever applicable. The number of hours working in the area might be restricted or stopped temporarily due to operational or site requirement as per instruction of competent airport official and contractor will not have any claim for extra payment on this account. Violation of the Security Regulations at Airports shall make the contractor liable to debarment in addition to other legal proceedings. The cost for issue of pass from the concerned office shall be borne by the Consultant and AAI will not make any extra payment on this account.
- 2.6 No advance payment will be made by Airports Authority of India B.P. International Airport.
- 2.7 Deduction of income tax & other statutory levies shall be made from Bill as per the prevailing rates.
- 2.8 The quoted amount should include all payments and deductions to statutory authorities and AAI will only pay the amount after deducting statutory payments to Govt. authorities from the quoted amount.
- 2.9 The rate quoted by the firm/Individual for the work will be final.
- 2.9.1 Amount quoted shall include all incidental charges including travelling, lodging and boarding expenses to be incurred by the firm/Individual for their officials for the work of Consultation/Documentation/training at our premises.

3 **Rejection of the bid** : The Bidder should quote for all items of the schedule. The offer is liable to be rejected if not quoted for all the items. If at any stage, any information / documents submitted by the applicant is found to be false, the agency shall be liable for debarment from bidding in AAI, apart from any other appropriate / legal action.

4. **Cancellation of contract**: AAI reserves the right to cancel the contract at any time by given **30 days'** notice due to unsatisfactory performance by the contractor. In such case AAI reserves the right to take action under the various clauses of this quotation.

5. **Payment**: All the payment shall be made to the agency on production of Original Invoice for the work executed.

The payment terms are as below.

- (i) 60% of the contract value will be released after completion of training, documentation & manual Preparation and internal audit.
- (ii) 40% after receipt of ISO certification from certifying agency.

#### 6. **SCOPE OF WORK**

The scope of work explained below is indicative only, any task though not specifically mentioned but required for meeting ISO Certification (**ISO 9001:2015 & ISO 14001:2015**) shall be deemed to be included in scope of work. Following are the detailed scope of work.

#### 6. **TRAINING AND AWARENESS.**

Consultant after deliberation with APD and all HODs will assist in identification and appointment of the following.

- a) **Nodal MR** – Responsible for co-ordination with APD, MR, Consultant, Certifying bodies and any other officials/ agency for implementation of QMS & EMS.
- b) **MR** – Responsible for co-ordination with all the employees of his department plus co-ordination with APD, Nodal MR, HODs of Department/ Section/ Sub Section attach to him for implementation of QMS & EMS. Minimum level of officer for appointment of MR shall be DGM/JGM/GM level.
- c) **Internal Auditors**- Identification and appointment of 20 ( $\pm$  20%) Internal Auditors after deliberation with APD/NMR/MR/HODs.
- d) **Appointment of other official**- Identification and appointment of any other officers in consultation with APD/NMR/MR/HODs for successful implementation of QMS & EMS.
- e) Consultant will assist NMR/MR and Airport Director in identifying the target population to be sensitized for awareness program.
- f) Training program for nominated NMR/MR/Dy. MR/HODs for implementation of QMS & EMS. Total Number trainees will be 20  $\pm$  20%
- g) Organize 2 days training program for nominated Internal Auditors of 20( $\pm$  20%). Internal Auditors certificate shall be provided to the successful trainees.
- h) The class room sitting arrangement and infrastructure like projector, stationary etc. and refreshment/lunch for trainees and faculty will be provided by AAI. One set of Standards/Manuals or any other documents required for training to be provided by Consultant to AAI well in advance to prepare the same for trainees.

## 7. **PREPARATION OF MANUALS & DOCUMENTATIONS.**

- (i) Formulation of new ISO policy as per requirement of **ISO 9001:2015 & ISO 14001:2015** standard after through discussion with all HODs, MR & Airport Director. The consultancy includes study of existing system, carry out ISO(QMS & EMS) review, formation of action plan for implementing ISO(QMS & EMS) after interaction with sectional heads and assistance in carrying out activities to suit the requirement of ISO 9001:2015 & ISO 14001:2015 standard. Review of quality ISO 9001:2015 & ISO 14001:2015 impacts Guidance in formulation of quality management Policy, objective targets. Providing sensitization training on ISO(QMS & EMS) to officers & staffs. Preparation of draft Manual.
- (ii) Preparation of Manual, Procedure, OCPs, EMPs, ROR, Flow charts, process flow, data analysis relating to quality & environment system. Quality & Environment management process performance and other activities. Providing Awareness programme to all staffs in four groups for Bhubaneswar Airport. This Manual shall be prepared in consultation with HODs of individual department, MR, NMR, Airport Director and officials of the department. The department HOD or his representative will provide all the data and information. Preparing manual will be responsibility of Consultant. Manual so prepared to be approved by NMR/MR
- (iii) On clearance/approval of the submitted Manual/documents at Sl. No. 2 above by AAI, one set of hard copy and soft copy each of final Manuals/Documents for ISO Certification shall be prepared by the consultant submitted to AAI by incorporating the changes if any in the Manuals.
- (iv) Modifications/Correction in Departmental/Apex Manual after Internal Audits, Pre Assessment Audits, Final Audits and Surveillance Audit will be the responsibility of Consultant after deliberation with respective HODs/MR and NMR. No separate payment will be paid for modifications/corrections of Manuals.

## 8. **INTERNAL AUDIT/PRE ASSESSMENT/FINAL AUDIT & MANAGEMENT REVIEW MEETING**

- (a) After completion of Sensitization / Training/ Preparation of manuals, Consultant has to organize two Internal Audits followed by Management Review Meeting in coordination with NMR/MR. Fixing date and time for Internal Audit and Management Review Meeting shall be the responsibility of Consultant. After Management Review Meeting, the Consultant has to prepare Management Review Meeting Minutes in consultation with Nodal Management Representative.
- (b) Organize pre-assessment Audit and Final Audit which includes 1st stage audit and second stage audit in consultation with Certifying body, Airport Director, NMR and MR. Certifying agency shall be finalized by AAI.
- (c) Consultant shall assist all HODs in clearing NC rose during Certifying Body Audit and shall review and suggest modification/corrections of all Departmental & Apex Manual if required as per requirement of ISO.
  - a. Follow up and co-ordination with certifying agency for obtaining certificate.  
The scope of work for accredited firms/ Individuals includes the following processes:
    - (i) Conducting awareness training program for the airport staff on the new revised **ISO 9001:2015 & ISO 14001:2015**.
    - (ii) Conducting one round of awareness training on the risk mitigation plan/activities.
    - (iii) All manual up preparation including SOP's.
- (d) Identification of

- (i) internal and external issues,
  - (ii) needs and expectations of interested parties;
  - (iii) compliance obligations;
  - (iv) finding significant aspects/impacts from A/I analysis;
- (e) Fulfilling management programmes/operational control programme requirements
  - (f) Training / Updation of documents on emergency preparedness
  - (g) Training for Internal Auditors for a minimum 20 AAI officials. Exact date of training shall be finalised in Coordination with airport Director/MR – QMS& EMS
  - (h) Conduct of Internal audit and MRM
  - (i) Any other recertification related works including one Pre assessment audit.
    - **The scope of work is indicative only, any task though not specifically mentioned above but required for meeting ISO 9001:2015 & ISO 14001:2015 QMS & EMS certification shall be deemed to be included in scope of work.**
    - **Arranging/ Assisting 3rd party certification agency approved by Quality Council of India.**

#### 9. **COPY RIGHT /PROPRIETARY RIGHT.**

The firm/Individual hereby agrees that the fees to be paid as provided in this agreement will be in full discharge of functions to be performed by him and no claim whatsoever shall be made against the AAI in respect of any part relating to the documents submitted by the firm/Individual. The documents and other related details prepared and acquired by the firm/Individual for the work entrusted to him under this agreement will become the property of AAI. These documents and details cannot be issued to any other persons, firms or authority or used by the Certifying body for any other project without prior permission by the AAI. However, these documents and details can be utilized by AAI for future projects and the firm/Individual should not have any objection of this arrangement.

#### 10. **INDEMNITY**

The firm/Individual should indemnify and keep indemnified "AAI" against any claim regarding documents and other related details prepared and acquired for the work entrusted to him under this contract, by any other party and against all costs and expenses incurred by AAI in defending themselves against such claims.

#### 12. **RESCINDING OF CONTRACT**

In the event of failure on the part of the firm/Individual to complete the work on time or to the complete satisfaction of AAI or in the event of committing a breach of any one or more of terms and conditions of the Agreement, the AAI shall be entitled to rescind this agreement without prejudice to its rights to claim damages or remedies under the law.

The period of notice to be given to rescind the contract will be **30 days**. AAI shall have power to engage other firm/Individual to carry out the balance work debiting the firm/Individual the excess amount, if any so spent subject to maximum of 10% of the total fees, which would have been paid. AAI may consider black listing the firm/Individual for future projects.

**13. PRE OFFER SURVEY VISIT**

If firm/Individual seek any clarifications about the scope of work or wish to survey the respective Unit / Officers working, they are advised to visit them and satisfy themselves about the nature of work and site details before submitting the Quotation. They shall be deemed to have full knowledge about the requirements whether they visit or not. No extra charge consequent on any misunderstanding or otherwise shall be admissible.

**PRICE BID**

**“Company’s Letterhead”**  
(To be submitted in sealed cover)

Ref: AAI/BHU/ACS/ISO QMS /Consultation work/ Tech -25

Date:

**Name of Work:** - Provision of Consultancy services for ISO 9001:2015 & ISO 14001:2015 certifications for B.P.I. Airport, Bhubaneswar”.

<b>S. No.</b>	<b>DESCRIPTION</b>	<b>Amount quoted in Indian rupees (in figures)</b>
01	Total consolidated fees for consultancy support Certification ISO 9001:2015 & ISO 14001:2015 including development of manuals/documents, awareness training to staff, training to Internal auditors, guidance to the officers and implementation of QMS & EMS till certification etc., complete as required	
02	Other charges, if any	
03	GST Taxes as applicable	
04	Total amount	

Total Rupees in words ( )

Validity of offer : 180 days

(AUTHORISED SIGNATORY)  
STAMP OF FIRM

DATE: \_\_\_\_\_

PLACE: \_\_\_\_\_

**(On Company's Letter Head)**

**CERTIFICATE**

TO

THE AIRPORT DIRECTOR  
AIRPORTS AUTHORITY OF INDIA  
B.P.I.AIRPORT  
BHUBANESWAR -751020

Subject: Unconditional letter of acceptance

Sir,

It is certified that we have studied and understood the terms and conditions of the quotation for engagement of Consultant for providing consultant service for Quality Management System (QMS) certification & Environmental Management System (ISO 9001:2015 & ISO 14001:2015 standard) of B.P.I. Airport, Airports Authority of India, Bhubaneswar and agree to abide by the same.

Authorized Signatory

**Stamp/Seal**

**Signature of Bidder**

**(On Company's Letter Head)**

**DECLARATION LETTER**

TO

THE AIRPORT DIRECTOR  
AIRPORTS AUTHORITY OF INDIA  
B.P.I.AIRPORT  
BHUBANESWAR -751020

Sub: Declaration for participating in the quotation "Provision of Consultancy services for ISO 9001:2015 & ISO 14001:2015 certification for B.P.I. Airport, Bhubaneswar".

Sir,

We hereby declare that to the best of our knowledge we

- a) Have done similar nature of job at various government organizations/PSUs in India in the last three years and have enclosed copy of testimonials with this letter.
- b) Not blacklisted/debarred by any Government of India body/PSU/ or any other government undertaking/ PSU.
- c) I/We declare that I/we have not paid and will not pay any bribe to any officer of AAI for awarding this contract any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe-gratification, I will immediately report it to the appropriate authority in AAI.

Yours truly,

(Authorized signatory)

Name of consultant with complete postal address.

**AGREEMENT FOR**

-----  
**AIRPORTS AUTHORITY OF INDIA, RAJIV GANDHI BHAWAN, SAFDARJUNG AIRPORT,  
NEW DELHI- 110 003  
AND**

**M/S** .....

This agreement is made at Bhubaneswar today ..... day of .....(Month) of ----(Year) between AIRPORTS AUTHORITY OF INDIA, A body corporate constituted by the Central Government under the Airports Authority Act ( Act 55 of 1994 ) and having its Corporate office at RAJIV GANDHI BHAWAN, SAFDURJUNG AIRPORT, NEW DELHI-110003 represented by hereinafter called the 'AUTHORITY' ( which term shall unless excluded by or is repugnant to the context be deemed to include its Chairman, or Member, Executive Directors, General Managers, Officers or any of them specified by the Chairman on his behalf and shall also include its successors and assigns on one part and ..... having its principal office space & place of business ..... (hereafter called ..... and represented by ..... of the on the other part hereinafter called the CONTRACTOR (which term shall unless excluded by or is repugnant to the context, be deemed to include its higher, representative, successors and assigns of the contract) .

Whereas, the AUTHORITY wants to-----, and CONTRACTOR ..... is desirous of supplying the same.

**WHEREAS**, AUTHORITY invited offers for the ----- . WHEREAS, the CONTRACTOR has offered its bid for -----, in accordance with their Price Bid opened on ..... on AAI e-portal. This Price is inclusive of patents, handling charges, VAT/Sales Tax/Entry Tax/Octroi /work contract tax/Service Tax, labour cess and all other taxes, duties, levies, freight, Insurance, etc...up to destination and Service tax against Supply and warranty services on each site and AAI has accepted its offer;

Now, therefore, in consideration of the promises and mutual covenants contained herein, the CONTRACTOR and the AUTHORITY (hereinafter referred to as the "parties") agree as follows:

For the purpose of this contract the following constitutes part of the agreement:

- a. **Contract Period** – for one year with effect from ..... up to ..... AUTHORITY's Tender Documents for the Scope of-----, comprised of Tender no.----- and CONTRACTOR *Price bid opened on AAI e-portal* ..... for.
- b. Bid Response Documents submitted by the CONTRACTOR in fulfilling the tender requirements that includes the signed Compliance.
- c. Unconditional acceptance of AUTHORITY Tender conditions as given by the CONTRACTOR.

- d. Replies to Queries raised by AUTHORITY during Technical evaluation and Technical clarifications submitted by the CONTRACTOR in response thereof vide *letter dated:* .....
- e. The price bid of the CONTRACTOR *opened on AAI e-portal* ..... and accepted by AUTHORITY.
- f. AUTHORITY's Letter of Intent stating acceptance dated----- and the CONTRACTOR's acknowledgement dated.....
- g. AUTHORITY Order no. ....
- h. Performance Bank Guarantee No. .... Date ..... for Rs.....

Whereas, the AUTHORITY agreed to Supply items against tender -----, inclusive of 12 calendar months onsite warranty ..... on AUTHORITY Terms and conditions, mutually agreed upon as hereunder:

**IN WITNESS WHEREOF, The parties have caused this agreement and executed by their respected duly authorized representatives on the .....day..... and .....year written.**

ON BEHALF OF  
(M/S .....)

ON BEHALF OF  
(AIRPORTS AUTHORITY OF INDIA)

1. Witness:

1.Witness:

2. Witness:

2.Witness: