



भारतीयविमानपत्तन प्राधिकरण/ AIRPORTS AUTHORITY OF INDIA

विशाखपट्टणम हवाईअड्डा / VISAKHAPATNAM AIRPORT

विशाखपट्टणम /VISAKHAPATNAM

ISO 9001:2015 & ISO 14001:2015 CERTIFIED

Ref: No.AAI/VZ/ ISO 45001 Consultancy/

Date: 19.06.2018

NOTICE INVITING QUOTATION

Airport Director, AAI, Visakhapatnam Airport – 530 009 on behalf of the Chairman, AAI invites quotations for Consultation job to obtain ISO 45001:2018 certification to Airports Authority of India (AAI), Visakhapatnam Airport. This airport currently certified for ISO 9001:2015 and ISO 14001:2015 and the certificates are valid till 2021.

Quotation should be submitted in a sealed 2 cover system and super scribed "Quotation for Engaging Consultancy Services to obtain ISO 45001:2018 Certification to Airports Authority of India, Visakhapatnam Airport and addressed to: The Airport Director

Airports Authority of India

Visakhapatnam Airport

VISAKHAPATNAM - 530 009.

NAME OF WORK: Engaging Consultancy Services to obtain ISO 45001:2018 Certification to Visakhapatnam Airport

Consultation job for preparation of required Documents, Training of the personnel & conduct internal and external audits to obtain ISO 45001:2018 Certification to Airports Authority of India, Visakhapatnam Airport.

Estimated Cost of Work: Rs.104333/-Plus applicable GST

Following are the various departments in AAI, Visakhapatnam Airport.

Sl.No	Process	Abbreviation
01	Terminal Management	TM
02	Central Industrial Security Force	CISF
03	Communication, Navigation & Surveillance	CNS
04	Engineering Service Civil	CE
05	Engineering Service Electrical	EE
06	Finance & Accounts	F&A
07	Human Resource Management	HRM
08	Commercial	CML
10	Security	CSO
11	Fire & Rescue	FR
12	Stake holders of AAI	SH

The scope of consultation includes the following

- a) Gap Analysis of existing management system with respect to the requirements of ISO 45001:2018
- b) Awareness training program in line with ISO 45001:2018 standard
- c) Risk assessment pertaining to ISO 45001:2018 standard.
- d) Review of legal requirements pertaining to ISO 45001:2018 standard
- e) Design, Development and preparation of documents to ISO 45001:2018 standard
- f) Internal Auditors training in line with ISO 45001:2015
- g) Conducting Internal Audit and MRM
- h) Coordination and Guidance during external audit.
- i) Any other certification related works
- j) **Periodicity: The Total period of the contract shall be maximum one month reckoned from the date of award of the work.**
- k) The services offered should be inclusive of all incidental and any other charges (except GST)
- l) **No Boarding, Lodging and traveling charges will be borne by AAI.**
- m) The Consultant / agency may visit the work site to ascertain the 'nature/scope' of the work to have full knowledge of the 'said work'. No extra charges consequent on misunderstanding shall be allowed.
- n) The consultant / agency body shall submit a detailed profile of the company including the list of clients to whom such services has been already provided.

Terms and Conditions:

1. The consultant or the firm
 - a. Should have done at least 3 OHSAS 18001 consultation jobs in the last 5 years for any government agency.
 - b. Should have lead auditor certificates for ISO 45001 and OHSAS 18001 standards and a certificate to the effect shall be produced with bid.
 - c. Should enclose copies of certificate for satisfactory completion of OHSAS 18001 standards consultancy for 1(a).
 - d. Proof of copy of valid registration with Quality Council of India (QCI) as consultant.
2. The ISO 45001:2018 certification work is anticipated to be carried out in the one months' time for initial certification from the date of award letter.
3. Selected consultant shall execute a bond in non-judicial stamp paper of value not less than Rs.100/- agreeing to the terms and conditions of AAI for this work.
4. Amount quoted must include fees for the following
 - a. Gap analysis for implementing ISO 45001:2018.
 - b. Documentation for ISO 45001:2018 standards and specific for AAI, Visakhapatnam.
 - c. Training fees for internal auditors.
 - d. Assistance for certification and surveillance audits.
 - e. Any other incidental charges including boarding, loading traveling expenses any other taxes as applicable
5. No advance payment will be made by Airports Authority of India, Visakhapatnam Airport.
6. The fees will be paid on completion of the above work given in this NIQ and as per quoted amount by the consultant in the financial quote or award letter as applicable.
7. Quotations are to be submitted in 2 cover system in the format given in **annexure A and annexure B** along with copy of certificates.

- a. Cover-A
 - i) Declaration as per **Annexure-A** duly filled and signed by the bidder with seal, address and date.
 - ii) Documentary proof for experience as per NIQ cause 1.a
 - iii) Copies of lead auditor certificates (to be associated with this consultancy)
 - iv) Proof of PAN number and GST
 - b. Cover-B Financial quote as per **Annexure-B** duly sealed & signed.
 - c. Both the covers should be put in a master cover, sealed and submitted.
8. Quotations can be submitted in person on working days till the date and time indicated at the end of this notice or through post/courier to the address given in beginning of this quotation notice. Only quotations received on or before the last date and time will be considered. AAI will not be responsible for any postal/courier delay or missing/damage of quotation in transit.
 9. Sealed quotations will be opened at the time and date indicated at the end of this notice before the available representatives of quoting consultants if any, in the office of Airport Director.
 10. Cover-A of all quoting parties will be opened and after scrutiny and or clarification if any only eligible parties financial quote (Cover-B) will be opened on the same day or any day that will be intimated to only eligible parties.
 11. AAI reserves the right to accept/reject any quotation or cancel the work in part or full without assigning any reason.

12. Compensation for the delay:

If the successful bidder fails to complete the work within time fixed under the contract he shall pay to the AAI without prejudice to any other rights or remedy as may be available to the purchaser, an agreed compensation amount calculated 0.5% of the total value of the work per week or part thereof subject to a maximum of 10% of the ordered value.

NOTE:

1. Profile of your company along with quotation is preferred.
2. Quotation can be downloaded from AAI website //www.aai.aero// or can be collected O/o AGM (CNS)/MR in all working days from 10:00 Hrs. To 18.00 Hrs.
3. For any clarification please contact Mr. S.Ganeswara Rao, AGM(CNS) / MR on the Mobile no. 9490173327

LAST DATE FOR RECEIPT OF QUOTATION : 04.07.2018 UP TO 15:00 Hrs
DATE OF OPENING OF QUOTATION : 04.07.2018 AT 15:30 Hrs

(S.Ganeswara Rao)
AGM (CNS)/MR
For Airport Director
Visakhapatnam Airport



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Annexure A

To

The Airport Director,

Airports Authority of India,

Visakhapatnam Airport.

Sir,

Sub: Declaration for "Consultation job to obtain ISO 45001:2018 Certification to Airports Authority of India, Visakhapatnam Airport"

I/We hereby declare that to the best of our knowledge I/We have carefully read and understood scope of the work. Terms & Conditions and mode of submission of completed quotation forms as mentioned in NIQ issued by the AIRPORTS AUTHORITY OF INDIA, Visakhapatnam Airport, Visakhapatnam - 530 009 and unconditionally accept the NIQ terms and conditions.

I/We also understand that:

- a. In case the documents submitted by my/out firm/company along with quotation are found inadequate/false/incorrect, the contract is liable to be rejected without assigning any reasons.
- b. The AAI does not bind itself to accept the lowest quotation and reserve to itself the right of accepting the whole or any part of the quotation and the agency shall be bound to provide the service at the rate quoted.
- c. AAI reserves itself the right to reject the conditional offer without any reason thereto.
- d. I/We are not blacklisted/debarred by any Government of India/PSU/or any other government undertaking/PSU.

Encl:

1. Copies of experience certificates. QCI registration and lead auditor certificates.
2. Copies of PAN card and GST.
3. Copies of certificate for satisfactory completion of OHSAS 18001 standards consultancy jobs.

Yours truly,

(Authorized signatory with date)

Name of consultant with complete postal address.



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Financial Bid

Annexure – "B"

(To be submitted in separate sealed cover duly super scribing Cover-B)

Ref: No.AAI/VZ/ ISO 45001 Consultancy/

Dated: 19.06.2018

Name of Work: **Engaging Consultancy Services to obtain ISO 45001:2018 Certification to Visakhapatnam Airport.**

Note: Payment will be made after completion of each work as per terms and conditions of NIO.

S.No.	DESCRIPTION	Unit Rate in Rs.	GST	Sub Total	Total Amount (in figures)
01	Providing ISO consultancy services for certification of ISO 45001:2018 to Airports Authority of India, Visakhapatnam Airport and Preparation of documents and other works as described in the scope of works				

(Total amount in words)

Rupees _____

Date:

Place:

(Authorised signature)