

AIRPORTS AUTHORITY OF INDIA
(ISO QMS 9001: 2015 & EMS 14001: 2015 Certified)

Calicut International Airport, Karipur,
Calicut Airport P.O, Malappuram– Kerala State - 673 647

NOTICE INVITING QUOTATION (NIQ)

Sealed quotations are invited from ISO **Senior Consultants** (QCI registered) for carrying out Documentation works and training prior to re-certification of **ISO QMS 9001: 2015 & EMS 14001: 2015** at **AIRPORTS AUTHORITY OF INDIA**, Calicut International Airport.

The Quotation Form / documents including the terms and conditions can be obtained from AAI web site <https://www.aai.aero> The duly filled quotations, should reach the office of **The Airport Director, Airports Authority of India, Calicut International Airport, Karipur, Calicut Airport P.O, Calicut – Kerala State - 673 647, on or before 22.03.2021, 15.00 hrs. and will be opened on the same day at 15.30 hrs.**

The Airport Authority of India reserves the right to accept or reject any or all quotations without assigning any reasons.

Sd/-
Management Representative
For AIRPORT DIRECTOR

AIRPORTS AUTHORITY OF INDIA
(ISO QMS 9001: 2015 & EMS 14001: 2015 Certified)

Calicut International Airport, Karipur,
Calicut Airport P.O, Malappuram- Kerala State - 673 647

Quotation Document No. AAI/ CL / ISO Documentation cum Training/2021

"Documentation works and training prior to re-certification of ISO QMS 9001: 2015 & EMS 14001: 2015 at AIRPORTS AUTHORITY OF INDIA, Calicut International Airport".

Document Issued to : _____

Subject: NOTICE INVITING QUOTATIONS

- | | |
|-------------------------------------|---------------|
| 1. Notice Inviting Quotations (NIQ) | : Page 1 |
| 2. NIQ cover page | : Page 2 |
| 3. General Information | : Page 3 |
| 4. Terms & Conditions | : Pages 4 - 6 |
| 5. Form of Quotation | : Pages 7 - 9 |
| 6. Checklist | : Page 10 |

Sd/-

Signature of the Issuing Authority

GENERAL INFORMATION

1. Organization : Airports Authority of India, Calicut International Airport
2. Address : Calicut Airport P.O, Karipur, Malappuram District – Kerala - India.
3. Phone : +91-483-2719493
4. Fax : +91-483-2711406
5. E-mail : apd_calicut@aai.aero/rplanka@aai.aero
6. Scope of Certification : For Providing services related to Civil Aviation e.g. Air Traffic Control (Apron Management & Bay Allocation for Aircrafts), Aeronautical Communication Services, Terminal Management, Administration – P&A, Engineering Services – Civil & Electrical, Security services supported by Financial & other Commercial Activities to domestic and international airlines and passengers.
7. Departments covered : 1. Air Traffic Management
2. Fire & Rescue Services
3. Aeronautical Communication Services
4. Finance
5. Engineering – Electrical
6. Engineering – Civil
7. Aviation Security Group (CISF)
8. Terminal Management
9. Commercial
10. Personnel & Administration
11. Land Management
12. E&M Section
8. Re-Certification Required : **ISO QMS 9001: 2015 & EMS 14001: 2015**

Sd/-

Signature of the Issuing Authority

NIQ TERMS & CONDITIONS

The agency can **use quotation documents down loaded from the AAI web site** (<https://www.aai.aero>).

1. ELIGIBILITY CRITERIA (for participation in the Quotation) :

Should be an ISO Senior Consultant grade registered with Quality Council of India under NBQP. The Consultant can be an individual senior consultant Grade or else if it is a firm, at least one of the partners should be of a Senior Consultant Grade.

2. EXPERIENCE:

- 1) Minimum 3 years of Experience for doing similar type of work for Govt. Organizations /Reputed Companies (Certificate from the Clients regarding the experience shall be enclosed).
- 2) Experience in doing integrated documentation is desirable.

3. ESTIMATED AMOUNT :

Rs. 1,48,000/- (Rupees One Lakh Forty Eight Thousand Only only), excluding GST. The amount towards professional charges (including boarding / lodging / incidental and all other expenses) shall be stated in the Form of Quotation excluding GST.GST shall be paid as per relevant rules.

4. All the Documents mentioned in the Form of Quotation shall be furnished failing which the quotation may be rejected.
5. The quotation, should be submitted in a sealed envelope marked with "**Documentation works and training prior to re-certification of ISO QMS 9001: 2015 & EMS 14001: 2015** ", shall be received up to **15.00 hrs. on 22.03.2021**. The quotations will be opened at 15.30 hrs. on the same day. The NIQ should be addressed to "The Airport Director, Airports Authority of India, Calicut International Airport, Karipur, Malappuram, Kerala -673647" (Kind Attention: Management Representative for ISO). Any Postal delay will not be entertained.
6. **Work Description:** Documentation works and training prior to re-certification of **ISO QMS 9001: 2015 & EMS 14001: 2015** of the Airports Authority of India, Calicut International Airport. Conducting one pre-Audit followed by the imparting of necessary amendments in the documentation, if necessary.

7. Scope of consultancy :

- a. Updating all manuals including SOPs
- b. Conduct of aspect/ impact analysis for entire airport operations.
- c. Finding significant aspects and management programme
- d. Fulfilling operational control programme requirements.
- e. Training/Updating documents on emergency preparedness.
- f. Training of internal auditors.
- g. Conduct of internal audit & MRM.
- h. Evaluation of environment performance
- i. Overall summing up training for one day for AAI officers and staff
- j. Any other recertification work including one pre-assessment audit.

8. Work completion Period: The Total period of the contract shall be **2 months** reckoned from 10th date of award of the work.

9. AAI reserve itself the right to reject the offer without assigning any reason.

10. RATES:

- a. Rates quoted shall be inclusive of all taxes, duties, transportation, boarding and lodging charges, any incidental charges etc. **but exclusive of GST.**

11. PAYMENT CONDITIONS :

- a. First & Final payment shall be made after successful completion of the work, as per the scope detailed above.
- b. The original GST Invoice shall be submitted to AAI, up on completion on the work.

12. GENERAL CONDITIONS :

- a. 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.
- b. 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.
- c. In case if the consultant / agency fails to commence the work within the specified period or fails to provide satisfactory services, the AAI reserves its right to cancel the contract and debar the Agency / firm from entering into contract with AAI, for a period of 3 years.
- d. Decisions of the AAI in this connection shall be final and binding on the Consultant Agency. No further correspondence in this regard shall be entertained.
- e. For any corrigendum/updates, bidders to visit 'tender' segment in the website : www.aai.aero

**Signature of the Consultant Agency
with company seal**

Sd/-
Signature of the Issuing Authority

FORM OF QUOTATION

- 1. Quotation for : Documentation works and training prior to recertification of **ISO QMS 9001: 2015 & EMS 14001: 2015** at **AIRPORTS AUTHORITY OF INDIA,** Calicut International Airport.

- 2. Period of Contract : 2 months

- 3. Name & Address of the : _____
Certification Body _____
(in Block Letters) _____

- 4. Status of the Agency :
(Proprietorship/Partnership/
Company)

- 5. Profile of the Agency : **TO BE ENCLOSED SEPARATELY**

- 6. Work Experience : **TO BE ENCLOSED SEPARATELY**

- 7. Copy PAN & GST registration : **TO BE ENCLOSED SEPARATELY**

- 8. Copy of valid registration details
with QCI as per requirement of NIQ : **TO BE ENCLOSED SEPARATELY**

SCHEDULE FOR RATES

Description of the Work	Amount
<p>Professional Consultancy Charges for Documentation works and training prior to re- certification of ISO QMS 9001: 2015 & EMS 14001: 2015 at AIRPORTS AUTHORITY OF INDIA, Calicut International Airport. :</p> <ol style="list-style-type: none"> 1) Updating all manuals including SOPs 2) Conduct of aspect/ impact analysis for entire airport operations. 3) Finding significant aspects and management programme 4) Fulfilling operational control programme requirements. 5) Training/Updating documents on emergency preparedness 6) Training of internal auditors 7) Conduct of internal audit & MRM 8) Evaluation of environment performance 9) Overall summing up training for one day for AAI officers and staff 10) Any other recertification work including one pre-assessment audit. <p><u>* The Quoted amount shall be inclusive of boarding / lodging / incidental and all other expenses, but excluding GST.</u></p>	
<p>TOTAL QUOTE AMOUNT : Rupees_____</p> <hr/> <p>* The GST shall be paid as applicable</p>	<p>Rs._____</p>

Signature of the Consultant Agency
with Seal

Sd/-
Signature of the Issuing Authority

Declaration

i) I/We have carefully read and understood the terms and conditions of the Contract, Scope of the work, General Terms & Conditions and mode of submission of completed quotation forms, as mentioned in the Quotation Documents issued by **AIRPORTS AUTHORITY OF INDIA**, Calicut International Airport.

(ii) In case the documents submitted by my /our firm / company along with Quotation are found inadequate/false/incorrect, the contract shall be liable to be rejected without assigning any reasons.

AAI reserves itself the right to reject the offer without assigning any reason.

**SIGNATURE OF THE AUTHORISED REPRESENTATIVE
NAME & ADDRESS:**

Checklist

Sl.No.	Eligibility Criteria	Enclosed? (Yes/No)
Envelope should contain :		
1	NIQ duly filled and Signed (Page 1 to Page 10) including Price bid (page 8)	
2	Valid Registration details with QCI	
3	Work Experience	
4	PAN	
5	GST, as Applicable (In case GST is 'Not applicable' an undertaking in this regard shall be enclosed)	
6	Profile of the Agency / Consultant	

Note : The envelope should be superscripted with : "Documentation works and training prior to recertification of ISO QMS 9001: 2015 & EMS 14001: 2015 at AIRPORTS AUTHORITY OF INDIA, Calicut International Airport"

NIQ Ref No: AAI/CL/ISO Documentation cum Training/2021

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