



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
लुधियाना हवाई अड्डा Ludhiana Airport

Ref: AAI/LDH/ISO/Consultant_quot

Date: 28.03.2018

NOTICE INVITING QUOTATION

Sub: Airport Director, AAI, Ludhiana Airport-141120 on behalf of the Chairman, AAI, invites quotations for **“Consultation job to certify Airports Authority of India (AAI), Ludhiana Airport for ISO 9001:2015 QMS ”**

Quotation should be submitted in a sealed 2 cover system and super-scribed **“Consultation job to certify Airports Authority of India (AAI), Ludhiana Airport for ISO 9001:2015 QMS ”** and addressed to

**Airport Director,
Airports Authority Of India
Ludhiana Airport, Ludhiana - 141120,
Punjab**

1. NAME OF WORK:

“Consultation job to certify Airports Authority of India (AAI), LUDHIANA Airport for ISO 9001:2015 standard”. Following are the various sections in AAI, Ludhiana Airport.

SN.	Process	Abbreviation
01	Air Traffic Management.	ATM
02	Terminal Management.	TM
03	Communication, Navigation & Surveillance	CNS
04	Engineering Service Civil.	ENG-C
05	Engineering Service Electrical	ENG-E
06	Finance.	FIN
07	Fire & Rescue Service.	ARFF
08	Human Resource	HR
09	Motor Transport Service.	MT
10	Security section	SEC
11	Commercial section	COMML
12	Information Technology	IT

2. Staff Strength:

Ludhiana Airport has 20 AAI staff as on date to provide the above listed services.

3. Estimated cost of work: Rs. 1,15,500/-

4. The scope of work:

It is proposed to have services of a consultant to assist in obtaining ISO certification, who can guide and direct to meet the pre requisite conditions for ISO Certification. This will include study of the existing system, people survey, suggestion for changes and preparation of the documents; and the complete process till obtaining of the certification is the responsibility of the consultant, as detailed below:

- Conduct QMS awareness program for AAI staff.
- Conduct one internal audit with the trained internal auditors.
- A review to determine all major airport functions and related airport activities, services including applicable laws, rules and regulations as on date and help in updating the Quality Management System in accordance with ISO 9001:2015 standards.
- To review the suitability of Ludhiana Airport Quality Policies.
- Formulate responsibilities, training and awareness, communication, relevant documentation, suggest operational controls, and emergency preparedness and or response including monitoring, assessment and auditing.
- Train minimum 15 internal auditors for QMS to conduct internal audits as per 9001:2015 standards. The training program shall be of two days duration and shall be conducted by NABET/RAB-QSA or Exemplar Global/IRCA certified lead auditor. The consultant should also provide one hard copy and one soft copy of training material for the purpose. Place will be provided by AAI.
- Certification for ISO-9001:2015 QMS
- Corrective and preventive actions.
- Document audit review.

5. Terms and conditions

i) The Consultant or the firm

- a.** Should have done consultation jobs at least 2 each for ISO: 9001:2015 standards in the last 5 years. At least one such job should be for any Airport/Class A Central PSU/Any government agency. Copy of satisfactory completion certificate needs to be enclosed.
- b.** Should have NABET/RAB-QSA or Exemplar Global/IRCA certified lead auditor certificates for QMS ISO 9001:2015 standards. In case of firm, the firm should have such a lead auditor in their rolls and copy of lead auditor certificate needs to be enclosed.
- c.** Should enclose a self-certified copy of valid registration with Quality Council of India (QCI) as consultant.

ii) The ISO certification work is anticipated to be carried out in 45 days' time from the date of award letter.

iii) Selected Consultant shall execute a bond in non-judicial stamp paper of value not less than Rs100/- agreeing to the terms and conditions of AAI for this work.

iv) **Quoted amount should also include the following:**

- a. Gap analysis for QMS.
- b. Preparation of Documentation to meet 9001:2015 standards.
- c. Training fees for Awareness training and internal auditor training program.
- d. Conduct one internal audit program with newly trained auditors with corresponding MRM.
- e. Assistance for certification audit.
- f. Any other incidental charges including stationary, boarding, lodging, traveling expenses and GST or any other taxes as applicable.

v) No advance payment will be made by Airports Authority of India, Ludhiana Airport.

vi) The fees will be paid upon certification and on completion of work given in this NIQ and as per quoted amount by the consultant in the financial quote or award letter as applicable.

vii) 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.

6. Quotations are to be submitted in 2 cover system in the format given in annexure A and B along with copy of certificates.

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- 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 Terms and condition clause 5(i) of (a),(b),(c).
 - iii) Should enclose a self -certified copy of PAN card and GST certificate.
 - iv) 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.
 - b. Cover- B Financial quote as per Annexure- “B” duly sealed.
 - c. Both the covers should be put in a master cover, sealed and submitted.

7. 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.

8. 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.
9. 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.
10. AAI reserves the right to accept / reject any quotation or cancel the work in part or full without assigning any reason.
11. **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.
12. Quotation can be downloaded from AAI website [//www.aai.aero/](http://www.aai.aero/).

NOTE:

- For any clarification please contact apc_vild@aai.aero / vild.ats@aai.aero
Contact number-9815555772/9891434149

LAST DATE FOR RECEIPT OF QUOTATION: 19.04.2018 up to 1500 IST

DATE OF OPENING OF QUOTATION : 19.04.2018 at 1530 IST

(A.N.Sharma)
Airport Director,
Airports Authority of India,
Ludhiana Airport, Ludhiana

ANNEXURE –“A”

To
The Airport Director,
Airports Authority of India,
Ludhiana Airport.

Sir,

Sub: Declaration for participating in **“Consultation job to certify Airports Authority of India (AAI), Ludhiana Airport for ISO 9001:2015 standard”**

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, LUDHIANA AIRPORT, LUDHIANA 141120 and unconditionally accept the NIQ terms and conditions.

I/we also understand that

- a. In case the documents submitted by my / our 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 and lead auditor certificates
2. Copies of GST number if available.
3. Copies of certificate for satisfactory completion of ISO 9001 standards consultancy jobs.
4. Other documents as sought in clause no:06.

Yours truly,

(Authorized signatory with date)
Name of consultant with complete postal address.



Annexure-“B”:- Financial Bid

भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

लुधियाना हवाई अड्डा Ludhiana Airport

(To be submitted in separate sealed cover duly super scribing Cover-“B” Financial bid)

Ref: AAI/VILD/ISO/certification

date:

Name of work: “Consultation job to certify Airports Authority of India (AAI), Ludhiana Airport for ISO 9001:2015 standard”

Note: Payment will be made after completion of work as per Terms and conditions of NIQ.

S.No	Description	Qty	Amount	GST Rate	Total Amount
1	Total consolidated fees for Consultation job to certify Airports Authority of India (AAI), Ludhiana Airport for ISO 9001:2015 standards as per the scope of work & terms and conditions mentioned at clause no:4 and 5.	1 Job			

(Total amount in words)

Rupees _____ only

Date:

Place:

With complete postal address and stamp



(Authorized signatory)