



AIRPORTS AUTHORITY OF INDIA  
Visakhapatnam Airport

Ref: No.AAI/VZ/ ISO/Consultant Quotations

Date: 31.07.2017

**NOTICE INVITING QUOTATION**

Airport Director, AAI, Visakhapatnam Airport – 530 009 on behalf of the Chairman, AAI invites quotations for Consultation job to obtain ISO 9001:2015 & ISO 14001:2015 certificates for Airports Authority of India (AAI), Visakhapatnam Airport. This airport currently certified for ISO 9001:2008 and ISO 14001:2004 and the certificates are valid till June 2017.

Quotation should be submitted in a sealed 2 cover system and super scribed “ Quotation for Consultation job to obtain ISO 9001:2015 & ISO 14001:2015 Certificates for Airports Authority of India, Visakhapatnam Airport and addressed to :AIRPORT DIRECTOR

AIRPORTS AUTHORITY OF INDIA  
VISAKHAPATNAM AIRPORT  
VISAKHAPATNAM - 530 009.

**NAME OF WORK: ISO Re-Certification-2017: Engaging Consultancy Services at Visakhapatnam Airport**

Consultation job for preparation of required Documents, Training of the personnel & conduct internal and external audits to obtain ISO 9001:2015 and 14001:2015 Certificates for Airports Authority of India, Visakhapatnam Airport. .

**Estimated Cost of Work:** Rs.177000/-Plus applicable GST

Following are the various departments in AAI, Visakhapatnam Airport.

Sl.No	Process	Abbreviation
01	Terminal Management	TMG
02	Central Industrial Security Force	CSF
03	Communication, Navigation & Surveillance	CNS
04	Engineering Service Civil	CES
05	Engineering Service Electrical	EES
06	Finance & Accounts	F&A
07	Human Resource Management	HRM
08	Commercial	CML
09	Official Language	OL
10	Security	CSO
11	Cargo	CG

**Staff Strength:**

Visakhapatnam Airport has **82** AAI Staff and **170** CISF security personnel as on date to provide the above listed services. The Airport operates in four shifts with an average of 20 executives and 16 staff per shift. Remaining staff are deployed in general and administrative duties.

**The scope of consultation includes the following**

AAI, Visakhapatnam is planning to obtain QMS Certification under ISO 9001:2015 and EMS certification under ISO 14001:2015 standards. For that the scope includes but not limited to.



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- a) All manual updation including SOP's
- b) Conducting Aspect/ Impact Analysis of the entire Airport Operations
- c) Finding significant aspects and Management Program.
- d) Fulfilling Operation Control Program requirements
- e) Training/ updation on Emergency preparedness
- f) Training for Internal Auditors
- g) Conducting Internal Audit and MRM
- h) Evaluation of Environmental performance
- i) Overall / Summing up training for 1 day for AAI Officers and Staff.
- j) Any other recertification related woks
- k) **Periodicity: The Total period of the contract shall be maximum one month reckoned from the date of award of the work.**
- l) The services offered should be inclusive of all incidental and any other charges (except Service Tax / Goods Service Tax which ever applicable/prevailing)
- m) **No Boarding, Lodging and traveling charges will be borne by AAI.**
- n) 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.
- o) 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 5 QMS ISO 9001 and 5 EMS ISO 14001 consultation jobs in the last 5 years out of which one or more should be QMS & EMS consultation job for any government agency.
  - b. Should have lead auditor certificates for ISO 9001 & ISO14001 standards in case of firm should have a lead auditors for ISO9001& ISO 14001 in their rolls and a certificate to the effect shall be produced with bid.
  - c. Should enclose copies of certificate for satisfactory completion of ISO 9001 & ISO14001 standards consultancy for 1(a).
  - d. Proof of copy of valid registration with Quality Council of India (QOI) as consultant.
2. The QMS & EMS certification wok is anticipated to be carried out in the one months' time for initial certification from the date of ward letter.
3. Selected consultant shall execute a bond in non-judicial stamp paper of value not less than Rs.20/- 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 QMS & EMS.
  - b. QMS & EMS documentation suitable for ISO 9001& ISO 14001 standards and specific for AAI, Visakhapatnam.
  - c. Integration of QMS Document with EMS document.
  - d. Training fees for internal auditors.
  - e. Assistance for certification and surveillance audits.
  - f. Any other incidental charges including boarding, loading traveling expenses and service tax or any other taxes as applicable(GST)



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5. No advance payment will be made by Airports Authority of India, Visakhapatnam Airport.
6. The fees will be paid on completion of each of the above work given in this NIQ and as per quoted amount by the consultant in the financial quote or ward letter as applicable.
7. Quotations are to be submitted in 2 cover system in the format given in annexure A and 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 expense as per NIQ sub cause1.
    - iii) Copies of lead auditor certificates (to be associated with this consultancy)
    - iv) Proof of PAN number and service tax number (if applicable)
  - 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)/ISO in all working days from 10:30 to 05.00 IST.
3. For any clarification please contact Mr. S.Ganeswara Rao, AGM(CNS) ISO MR on the Mobile no. 9490173327

LAST DATE FOR RECEIPT OF QUOTATION : 16.08.2017 UPTO 1500 IST  
DATE OF OPENING OF QUOTATION : 16.08.2017 AT 1530 IST

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



**ANNEXURE -A**

**To**

The Airport Director,  
Airports Authority of India,  
Visakhapatnam Airport.

Sir,

Sub: Declaration for participating in “Consultation job to obtain ISO 9001:2015 & ISO 14001:2015 Certificates for 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 service tax number if available.
3. Copies of certificate for satisfactory completion of ISO 9001 and ISO 14001 standards consultancy jobs.

Yours truly,

(Authorized signatory with date)

Name of consultant with complete postal address.



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**Annexure – “B”**

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

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Dated:

Name of Work: Consultation job to obtain ISO 9001:2015 and ISO 14001: 2015 certificates for Airports Authority of India, Visakhapatnam Airport.

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

S.No.	DESCRIPTION	Unit Rate	Service Tax	Sub Total	Total Amount (in figures)
01	<ul style="list-style-type: none"><li>➤ Providing ISO consultancy services for recertification of ISO 9001: 2015 &amp; ISO 14001:2015 of Airports Authority of India, Visakhapatnam International Airport.</li><li>➤ Preparation of documents as described in the scope of works, Conducting one pre Audit followed by the imparting of necessary amendments in the documentation</li></ul>				

(Total amount in words)

Rupees \_\_\_\_\_

Date:

Place: