



भारतीय विमानपत्तन प्राधिकरण



AIRPORTS AUTHORITY OF INDIA

OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR

LGBI Airport, Guwahati-15

Phone:0361-2840223(O)/2840042(Fax)

(No: AAI/RHQ/NER /ISO-QMS/NIQ)

Date : 18.05.2018

NOTICE INVITING QUOTATION

On behalf of Chairman, Airports Authority of India, SM(Elex) NER invites quotations from experienced accredited bodies for the job “**Training services leading to ISO 9001:2015 Internal Auditing and Awareness programme on QMS Standard of Regional office of Airports Authority of India, RHQ, NER, Guwahati.**” Quotation shall be submitted in a sealed cover in two bid system and super scribed “QMS Training (ISO 9001: 2015 standard)” and addressed to **The Sr. Manager(Elex), O/o The Regional Executive Director, RHQ (CNS), North East Region, Airport Authority of India, Guwahati Airport, Guwahati -781015.**

**Gautam Goswami SM(Elex)
RHQ(CNS),NER, Guwahati Airport**



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AIRPORTS AUTHORITY OF INDIA

Terms and Conditions:

1. Sealed Quotation in the prescribed form are hereby invited in two bid system on behalf of the Chairman, Airports Authority of India, for engagement of accredited certifying body for providing training services for Internal Auditors and awareness program of ISO 9001:2015 standard at RHQ, North East Region., Guwahati Airport.
2. Quotation document consisting of conditions of contract, eligibility and the schedule etc., can be obtained from the office of the RED (NER), RHQ, Guwahati Airport between the hours of **10.00 AM and 05:00 PM** every day except on Saturdays, Sundays and public holidays, from Dt **18/05/2018 to 25/05/2018** (Application for extension of dates will not be entertained by AAI. AAI reserves the right for extension of dates in this regard.)
3. The complete set of Quotation document can also be downloaded from the website of Airports Authority of India www.aai.aero and submitted to the above office by the due date.
4. Quotation placed in sealed covers with the name of the work written on the envelope, will be received by SM(Elex) NER; RHQ, NER, Guwahati airport Guwahati -781015 **up to 15:00 hrs. of 08/06/2018 and will be opened on the same day at 15:30 hrs.**
5. **Mode of Submission:** Quotation should be submitted in two separate sealed covers and both covers **should be sealed in a single sealed cover.**
 - I. **COVER-A: "TECHNICAL BID"** -Should be written in top side right corner and should contain the following proof of eligibility as given below:
 - (1) Valid accreditation certification from any national or International body.
 - (2) Work completion certificate against earlier work award letter (*issued within last seven years*) for similar nature of work as a proof of experience,
 - (3) Photocopy of PAN Card.
 - (4) Letter of duly signed Unconditional acceptance of terms & conditions as per the format given in **Annexure-II** in the company letter head.
 - II. **COVER-B: "PRICE BID"** -Should be written on topside right corner and should contain the following proof of eligibility as given below:
 - (1) Price bid to be filled as per **Annexure-I**. Agency should quote training fee excluding GST.
 - (2) AAI's quotation duly signed in all pages shall also be submitted with the Price bid.
6. The acceptance of a quotation will rest with the Competent Authority of Airports Authority of India who does not bind himself to accept the lowest quotation and reserve to him the authority to reject any or all the quotations received without assigning any reason. The quotations in which, any of the prescribed conditions is not fulfilled or incomplete in any respect are liable to be rejected.

7. No advance payment will be paid by Airports Authority of India, RHQ, NER. The fee will be paid after completion of the training.
8. Non-performance of the contract, violation of any terms and conditions or not initiation of work within the stipulated time by willful delay shall make him liable to debarment from participating in AAI works.
9. After issue of award letter, the training should be conducted within 03 weeks.

GENERAL INFORMATION

- I. Name of Organization: Airports Authority of India, RHQ, NER, Guwahati Airport, Guwahati -781015
- II. Address: O/o The Regional Executive Director, Regional Head Quarter, North East Region Guwahati Airport, Guwahati -781015.
- III. Phone: 0361 2840223
- IV. Fax : 0361-2840042
- V. E-mail : ggoswami@aai.aero
- VI. Scope of work: Training services leading to ISO 9001:2015 Internal Auditing and Awareness programme on QMS Standard of Regional office of Airports Authority of India, RHQ, NER, Guwahati.
- VII. No of trainees : 25 (Approx)

NOTE: For any clarification please contact Sh. Gautam Goswami SM(Elex), ISO Coordinator on the telephone no. 9864082670 / 7002575990 (Mobile).

SM(Elex)
RHQ,NER, Guwahati Airport

(Signature of bidder)

FORM OF QUOTATION

1. Quotation for: Engagement of accredited certified body for providing Training services leading to ISO 9001:2015 Internal Auditing and Awareness programme on QMS Standard of Regional office of Airports Authority of India, RHQ, NER, Guwahati.

2. Duration of training: 02 days.

3. Name & Address of the

Agency (IN BLOCK LETTER): -----

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

5. Declaration: I/ We have carefully read and understood the terms and conditions of the work, Scope of the work and mode of submission, as mentioned in the Quotation Documents issued by the SM(Elex), O/o the Regional Executive Director, NER, AIRPORTS AUTHORITY OF INDIA, GUWAHATI – 781015 including the following.

- i. IN case documents submitted by me / our firm /company along with quotation are found inadequate/false/ incorrect the offer shall be liable to reject without assigning any reason.
- ii. AAI reserves itself the right to reject the conditional offer without any reason there to.

SIGNATURE OF THE REPRESENTATIVE OF THE CERTIFYING BODY

NAME:

ADDRESS WITH SEAL:

PHONE NO. (OFFICE) :

PHONE NO. (MOBILE)

PHONE NO (RESIDENCE)

Email:

Signature of Bidder

PRICE BID
SCHEDULE OF RATES

SL. No	Item of works	Qty	Amount (Rs.) (Excluding GST)
1.	Training of Internal auditors and awareness programme of QMS(ISO 9001:2015)	02 days training	

Total Rupees in words (_____)

(AUTHORIZED SIGNATORY)

STAMP OF THE FIRM

NOTE:

- (1) Payment will be made by AAI on successful completion of the training after deducting statutory taxes as per govt. Rules.
- (2) The services offered should be excluding of GST. No boarding, Lodging and traveling charges etc. will be borne by AAI.

Signature of Bidder

" On Company 's Letterhead"

CERTIFICATE

To
The Sr. Manager (Elex)
O/o The Regional Executive Director, North East Region,
REGIONAL HEAD QUARTER
AIRPORTS AUTHORITY OF INDIA
GUWAHATI -781015

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 accredited certified body for providing training of Internal auditors and awareness of QMS (ISO 9001:2015 standard) at Airports Authority of India, RHQ, NER, Guwahati Airport, Guwahati-15 and agree to abide by the same.

I/We declare that I/We have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills. If any officer of AAI asks for bribe / gratification, I will immediately report to appropriate authority in AAI.

I/We agree that "If at any stage, any information/ documents submitted by us are found be false, we shall be liable for debarment from tendering in AAI, apart from any other appropriate /legal action".

I/we hereby unconditionally accepted the terms and conditions of the quotation in its entirety for the work & agree not to put any remarks/conditions except unconditional rebate on quoted amount.

Yours faithfully

(Signature of the contractor/firm) with rubber stamp