



ISO 9001: 2015 & ISO 14001:2015 Certified

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
मदुरै हवाई अड्डा Madurai Airport

Ref: AAI/MDU/ISO Related works

Dt: 08.11.2021.

NOTICE INVITING QUOTATION

Airport Director, AAI, Madurai Airport-625022 on behalf of the Chairman, AAI, invites quotations for “**Consultation job for ISO related works at Airports Authority of India (AAI), Madurai Airport**” This airport is currently certified for ISO 9001:2015 & ISO 14001:2015 standards and the certificate is valid till 30th Nov 2023.

Quotation should be submitted in **a sealed 2 cover system** and super- scribed “**Consultation job for ISO related works at Airports Authority of India (AAI), Madurai Airport**” and addressed to

**AGM (Tech) / ISO MR,
O/o AIRPORT DIRECTOR,
AIRPORTS AUTHORITY OF INDIA,
MADURAI AIRPORT,
MADURAI-625 022**

NAME OF WORK:

“**Consultation job for ISO related works at Airports Authority of India (AAI), Madurai Airport**”.

Estimated cost : Rs.1,01,000/- plus applicable taxes.

Period of contract : Two years.

Eligibility:

- The firm/consultant/ proprietorship firm should have relevant experience in ISO consultancy work in service sector/Govt/ PSU and should submit at least one experience certificate for equal or more than the estimated cost carried out in the last three years. Work completion certificate for work done also needs to be submitted. Experience in Aviation/Transport sector is preferable.
- Should possess valid Lead auditor certificate for ISO 9001/14001. In case of company their employee shall possess the same.

The scope of Consultation includes the following over a 2 year period:

S.No	DESCRIPTION	QTY
1.	Conducting Internal audits for ISO 9001 & ISO 14001 standards with qualified lead auditor. (Approximate 3 man days per audit)	4 Audits
2.	Conduction of related Management review meetings and preparation of minutes (Approximate 1 man day each per MRM)	4 MRM
3.	Update of ISO documentation taking into consideration latest legal requirements as in force from time to time (Approximate 2 man days per review)	2 JOBS
4.	Conducting periodical ISO awareness programs for 30 staff. (½ day)	2 JOBS
5.	Zero waste management for EMS. Assistance/ supervision of 1 man day per month.	24 JOBS

The scope includes but not limited to

- 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 standards.
- A review to determine all environmental interactions (or 'environmental aspects') that results from airport activities, services including applicable laws, rules and regulations as on date and help in updating the Environment Management System in accordance with ISO 14001 standards.
- Study Environmental Aspects, Risk Identification and Assessment, setting Objectives, Targets and Action Plans
- Formulate responsibilities, training and awareness, communication, relevant documentation, suggest operational controls, and emergency preparedness and or response including monitoring, assessment and auditing
- Conduct QMS and EMS awareness program for AAI staff.

Terms and conditions

1. The ISO related works are anticipated to be started within 10 days' time from the date of award letter.
2. 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.
3. Amount quoted must take into account any other incidental charges including boarding, lodging, traveling expenses as applicable.
4. No advance payment will be made by Airports Authority of India, Madurai Airport.
5. The fees will be paid upon on completion of works on **quarterly basis** given in this NIQ and as per quoted amount by the consultant in the financial quote or award letter as applicable.
6. 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 experience as per NIQ eligibility condition.
 - iii) Proof of PAN Number and GST (if applicable).
 - 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.

NOTE:

- Profile of your company along with quotation is preferred.
- For any clarification please contact mkb@aai.aero or 0452-2691029 on working days.

LAST DATE FOR RECEIPT OF QUOTATION : 18.11.2021 upto1500 IST

DATE OF OPENING OF QUOTATION : 18.11.2021 at 1530 IST

विमानपत्तन निदेशक ,भा.वि.प्रा ,मदुरै/
AIRPORT DIRECTOR, AAI, MADURAI

ANNEXURE –“A”

To

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

Sir,

Sub: Declaration for participating in “**Consultation job for ISO related works at Airports Authority of India (AAI), Madurai 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, MADURAI AIRPORT, MADURAI-625022** 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/ work completion certificates and lead auditor certificates
2. Copies of PAN card and GST if available.

Yours truly,

(Authorized signatory with date)

Name of consultant with complete postal address.

Annexure-“B” FINANCIAL QUOTE



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

मदुरैहवाईअड्डा Madurai Airport

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

Ref: AAI/MDU/ISO Related works Dt: 09.11.2021.

Name of work : “Consultation job for ISO related works at Airports Authority of India (AAI), Madurai Airport ”

S.No (col 1)	DESCRIPTION (col 2)	QTY (col 3)	RATE PER MAN DAY IN Rs (col 4)	TOTAL NUMBER OF MAN DAYS (col 5)	TOTAL IN Rs (col 6 = col 5 X col 4)
1.	Conducting Internal audits for ISO 9001 & ISO 14001 standards with qualified lead auditor. (Approximate 3 man days per audit)	4 AUDITS		12	
2.	Conduction of related Management review meetings and preparation of minutes (Approximate 1 man day each per MRM)	4 MRM		4	
3.	Update of ISO documentation taking into consideration latest legal requirements as in force from time to time (Approximate 2 man days per review)	2 JOBS		4	
4.	Conducting periodical ISO awareness programs for 30 staff. (½ day)	2 JOBS		1	
5.	Zero waste management for EMS. Assistance/ supervision of 1 man day per month.	24 JOBS		24	
6.	Grand total for ISO related consultancy works for a period of 2 years.				

NOTE: GST @18% for SAC 99831 or as applicable will be paid on production of necessary forms.

(Total amount in words)

Rupees _____ **only**

Date:

Place:

With complete postal address and stamp → (Authorized signatory)

Witness: