

NOTICE INVITING QUOTATION (DRAFT)

Dated: 23.04.2026

Name of work: Inviting quotations for hiring of consultant for renewal of Consent to Operate(CTO) of Indian Aviation Academy, New Delhi-110070 from Delhi pollution Control Committee.

Name of Office: Assistant General Manager (E-C), Indian Aviation Academy, Vasant Kunj, New Delhi-110070.

1. Quotations are here by invited from the agencies interested in executing following items of work.
2. The scope of work involves execution of following items.
3. Agencies are requested to quote their rates in following format on their letter head.

Sl.	Description of Item	Unit	Qty.	Rate	Amount	Remarks
1.	Hiring of consultant for “renewal of Consent to Operate (CTO) & change in the name of the unit from Airports Authority of India to Indian Aviation Academy & amendments in Occupier Details” from Delhi Pollution Control Committee.	Job	1			

4. Sealed envelope quotation with Mention Name of Work: and addressed to A.G.M (E-C) should be submitted at the Reception of Indian Aviation Academy, Behind ISIC Hospital, Vasant Kunj, New Delhi-110070 before 3:00 PM on 30.04.2026.
5. The quotations shall be opened at 04:00 PM on 30.04.2026 in the presence of committee member and any agencies if available.
6. The completion time for the work shall be 04 weeks (One Month) after award of work.

Terms & Conditions	
The selected consultant shall be fully responsible for end-to-end execution of the CTP renewal process, including but not limited to the following:	
1.	<ul style="list-style-type: none"> • Review of existing CTO and current compliance • Collection, compilation and verification of all required documents and records • Identification of deficiencies in all compliance.
2.	<ul style="list-style-type: none"> • Consultant will be responsible for arranging, preparing and organizing all documents required for CTO renewal. • In case of any deficiency in documentation, consultant will arrange all in coordination with IAA. • Drafting all annexures as DPCC requirements.
3.	<p>Scope of Work – Amendment of Unit & Occupier Details: The consultant shall also be responsible for incorporating and updating the following changes as part of the CTO renewal process:</p> <ul style="list-style-type: none"> • Change of Unit Name <ul style="list-style-type: none"> ○ Previous: Airport Authority of India ○ New: Indian Aviation Academy • Change of Occupier Name • Change of Contact Details • Change of Email ID
4.	<ul style="list-style-type: none"> • Online submission through DPCC portal, including uploading of all the necessary documents. • Ensuring correctness and completeness of application to avoid rejection or delay.
5.	<ul style="list-style-type: none"> • Ensuring compliance with all applicable environmental norms • Advising and assisting IAA in fulfilling any additional compliance requirements.
6.	<ul style="list-style-type: none"> • Handling all queries, clarification and correspondence with DPCC • Regular follow-up for timely processing. • Obtaining the renewed CTO certificate and submit to IAA.
7.	<ul style="list-style-type: none"> • All DPCC Renewal Fees Etc. shall be borne by Indian Aviation Academy.
Eligibility Criteria	
<ul style="list-style-type: none"> • Valid PAN & GST Registration Certificate. • The agency/consultant must have prior experience in handling DPCC/State Pollution Control Board cases. • Minimum One Similar Assignments must be completed in the last 7 years. • Adequate knowledge of environmental regulations and DPCC procedures 	
Submission Detail of the BID Document	
<ul style="list-style-type: none"> • Quotations should include: <ul style="list-style-type: none"> a) Technical proposal detailing experience, team, and methodology b) List of similar works completed with supporting documents. 	
<ul style="list-style-type: none"> • The quoted price in the financial bid must be inclusive of all taxes, duties and incidental charges. • Payment shall be made after successful renewal of CTO. • Any delay due to incomplete documentation or submission lapses attributable to the consultant shall be their responsibility. • IAA reserves the right to accept or reject any or all quotations without assigning any reason. • The consultant must ensure strict confidentiality of all documents and information 	