



भारतीय विमानपत्तन प्राधिकरण

AIRPORTS AUTHORITY OF INDIA

गया हवाई अड्डा, गया/ Gaya Airport, Gaya

Ref: AAI/Gaya/ISO/F-64/ISO/2018/2641

Date: 07.08.2018

NOTICE INVITING QUOTATION

Airport Director, Airports Authority of India, Gaya Airport, Gaya on behalf of Chairman of AAI, invites sealed quotations under two envelope systems from eligible bidders for “**Consultation Job for certification of Airports Authority of India (AAI), Gaya Airport for ISO standard 9001:2015 QMS**”

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

**Airport Director,
Airports Authority of India,
Gaya Airport, Gaya,
Bihar-823004**

1) NAME OF WORK:

“Consultation Job for certification of Airports Authority of India (AAI), Gaya Airport for ISO standard 9001:2015 QMS”.

Following are the various sections in AAI, Gaya Airport, Gaya.

- a. Office of the Airport Director
- b. Human Resource Department
- c. Air Traffic Management
- d. Communication, Navigation & Surveillance Department.
- e. Terminal Management
- f. Commercial department.
- g. Civil Engineering Department
- h. Electrical Engineering Department.
- i. Airport Security Department.
- j. Fire & Rescue Department.
- k. Motor Transport department.
- l. Official Language (Hindi) Section
- m. Finance section

2. Staff Strength:

Gaya Airport has 63 AAI officials as on date to provide the above listed services.

3. Estimated cost of work: Rs. 64,900/- (Rupees sixty four thousand and nine hundred only) inclusive of GST

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:

- To review the suitability of Gaya Airport Quality Policies.
- Certification for ISO- 9001:2015 QMS
- 02 Numbers of annual surveillance audits for QMS thereafter, within the certification period.
- Corrective and preventive actions.

5. Eligibility criteria-

i) The Consultant or the firm-

- a.** Should have done consultation jobs at least 2 times 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 enclose self-certified copies of certificate for satisfactory completion of ISO 9001 standards consultancy from client to prove experience.
- c.** 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.
- d.** Should enclose a self- certified copy of valid registration with Quality Council of India (QCI) as consultant.
- e.** Should enclose a self certified copy of PAN card and GST certificate, as applicable.

6. Time allowed-

The Total period of the contract shall be for 3 years starting from the date of issue of the certificate for ISO 9001:2015 standard. The QMS re- certification work is required to be completed within 10 Days' time from the date of issue of award letter. Certificate shall be valid for 3 years subject to maintenance and improvement of the system, which will be verified by agency through the annual certification audits.

7. Terms and conditions

- 1) The services offered should be inclusive of all incidentals and any other charges.
- 2) No Boarding, Lodging and traveling charges will be borne by AAI.
- 3) 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.
- 4) Selected consultant shall execute a bond in non-judicial stamp paper of value not less than Rs.100/-agreeing to the terms and conditions of AAI for this work.

8. Payments:

- a. No advance payment will be made by Airports Authority of India.
- b. The fees will be paid on completion of each of the above work given in this NIQ and as per quoted amount in the financial quote. The quoted rates shall be net, inclusive of audit fee, periodic surveillance fee, GST and any other expenses.
- c. The payment shall be made after following activities:-

Sr. No.	Description of work	Amount Payable (% of total amount quoted)
1.	Certification for ISO 9001:2015	50%
2.	1 st Surveillance audit	25%
3.	2 nd Surveillance audit	25%
	Total	100%

9. 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 mis-understanding shall be allowed.

10. 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 criteria.
- iii) Should enclose a self - certified copy of PAN card and GST registration 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 and the master cover should be sealed and submitted.

7. Quotations can be submitted by hand on working days till the date and time indicated at the end of this notice or through speed 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 date and time 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 stipulated 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//.

NOTE:

- For any clarification please contact apd_vegy@aai.aero
/jsingh83@aai.aero
- Contact number- 0631-2210129/8294691871

LAST DATE OF SALE OF QUOTATION- 24.08.2018 up to 1700 hrs.
LAST DATE FOR RECEIPT OF QUOTATION: 27.08.2018 up to 1500 IST
DATE OF OPENING OF QUOTATION : 28.08.2018 at 1100 IST

(Jeetendra Kumar Singh)
Manager (Elex)/MRO
For Airport Director,
Airports Authority of India,
Gaya Airport, Gaya.

Copy to:-

- 1) RED, ER for information please
- 2) APD-Patna/Ranchi/Bhubneshwer/Raipur/Bagdogra/portblair
- 3) Manager (F & A)-For information please.
- 4) PA to APD, Gaya-for information please
- 5) Notice Board

ANNEXURE –“A”

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

Sir,

Sub: Declaration for participating in “**Consultation Job for certification of Airports Authority of India (AAI), Gaya Airport for ISO standard 9001:2015 QMS**”.

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, Gaya Airport, Gaya-823004 and unconditionally accept the NIQ terms and conditions.**

I/we also understand that

- n. 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.
- o. 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.
- p. AAI reserves itself the right to reject the conditional offer without any reason thereto.
- q. 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 PAN/GST Registration.
- 3. Copies of certificate for satisfactory completion of ISO 9001 standards consultancy jobs.
- 4. Other documents as sought in Eligibility criteria of this NIQ.

Yours truly,

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



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AIRPORTS AUTHORITY OF INDIA
गया हवाई अड्डा, गया/ Gaya Airport, Gaya
Financial Bid

Annexure-“B”

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

Ref: AAI/GAYA/F-64/ISO/2018/

Date:

Name of work: “Consultation Job for certification of Airports Authority of India (AAI), Gaya Airport for ISO standard 9001:2015 QMS”

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

S.No.	Name of Work	Total quoted amount (in INR) (Inclusive of GST)	
1	To consolidated fee for Consultation Job for certification of Airports Authority of India (AAI), Gaya Airport for ISO standard 9001:2015 QMS as per the scope of work of NIQ.	In Figure	
		In words	

Date:

Place:

With complete postal address and stamp (Authorized