



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
तूतीकोरिन हवाई अड्डा/ TUTICORIN AIRPORT
ISO 9001:2008 Certified
TUTICORIN-628103 FAX-0461-2271110

Ref: AAI/TUTI/ISO/Re-Certification

Date: 10.08.2017.

SHORT QUOTATION NOTICE

Airport Director, AAI, Tuticorin Airport-628103 on behalf of the Chairman, AAI, invites quotations “**Consultation job to recertify Airports Authority of India (AAI), Tuticorin Airport for ISO 9001:2015 (QMS)Standards**” This airport is currently certified for ISO 9001:2008 and the certificate was valid till **25 December 2017**.

Quotation should be submitted in a sealed 2 cover system and super scribed “**Consultation job to recertify Airports Authority of India (AAI), Tuticorin Airport for ISO 9001:2015 (QMS) Standards**” and addressed to,

**AIRPORT DIRECTOR,
AIRPORTS AUTHORITY OF INDIA,
TUTICORIN AIRPORT,
TUTICORIN-628103**

NAME OF WORK:

“**Consultation job to recertify Airports Authority of India (AAI), Tuticorin Airport for ISO 9001:2015 standards**”

Following are the various sections in AAI, Tuticorin Airport.

SN.	Process	Abbreviation
01	Air Traffic Management.	ATM
02	Communication, Navigation & Surveillance	CNS
03	Engineering Service Civil.	Engg-C
04	Engineering Service Electrical	Engg-E

05	Technical department	Tech
06	Fire & Rescue Service.	FS
07	Terminal Management	TM
08	Airport security Unit – Tamilnadu Police	APSU
09	Security Section	SEC

Staff Strength:

Tuticorin Airport has 31 AAI staff 14 APSU & 14 DGR security personnel as on date to provide the above listed services. The Airport operates in single shift with 13 executives and 18 staff.

The scope of Consultation includes the following:

AAI, Tuticorin is planning to recertify its QMS certificates under ISO 9001:2015 standards. For that 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 9001:2015 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 14001:2015 standards.
- To review the suitability of Tuticorin Airport Quality and Environment Policies.
- 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.
- Train 15 internal auditors for EMS & QMS to conduct internal audits as per ISO 9001:2015 standards. The training program shall be of two days duration and shall be conducted by NABET/RAB-QSA or Exemplar Global/IRCA certified lead auditor. The consultant should also provide one hard copy and one soft copy of training material for the purpose. Place and stationery will be provided by AAI.
- Conduct one internal audit with the trained internal auditors.

Terms and conditions

1. The Consultant or the firm
 - a. Should have done consultation jobs at least 2 each for ISO: 9001 and ISO: 14001 standards in the last 5 years. At least one such job should be for any Airport/Class-A Central PSU. Copy of satisfactory completion certificate needs to be enclosed.
 - b. Should have NABET/RAB-QSA or Exemplar Global/IRCA certified lead auditor certificate for ISO 9001 & ISO 14001 standards. In case of firm, the firm should have such a lead auditor in their roles and copy of lead auditor certificate needs to be enclosed.
2. The ISO recertification work is anticipated to be carried out in 45 days time from the date of award letter.
3. 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.
4. Amount quoted must include fees for the following
 - a. Gap analysis for QMS & EMS.
 - b. Existing Documentation review and incorporate suitable changes to meet 9001:2015 standards.
 - c. Training fees for internal auditor training program.
 - d. Conduct one internal audit program with newly trained auditors with corresponding MRM.
 - e. Assistance for certification audit.
 - f. Any other incidental charges including boarding, lodging, traveling expenses and Service tax or any other taxes as applicable.

NOTE: IT IS ESTIMATED THAT THE ABOVE JOB INVOLVES APPROXIMATELY 10 DAYS WORK.

5. No advance payment will be made by Airports Authority of India, Tuticorin Airport.
6. The fees will be paid upon recertification and on completion of work given in this NIQ and as per quoted amount by the consultant in the financial quote or award letter as applicable.
7. AAI, Tuticorin Airport will provide the current QMS & EMS documentation as soft copy if required, on demand.
8. 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 Terms and condition clause 1.
 - iii) Copies of NABET/RAB-QSA or Exemplar Global/IRCA certified lead auditor certificates for ISO 9001 and ISO 14001 (to be associated with this consultancy).

iv) Proof of PAN Number and GST registration Number (if applicable).

b. Cover- B → Financial quote as per Annexure- “B” duly sealed.

→ Duly Signed Acceptance letter as per Annexure-“C”

c. Both the covers should be put in a master cover, sealed and submitted.

9. 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.

10. 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.

11. 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.

12. 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 apd-tuticorin@aai.aero or 8077573550 on working days.

LAST DATE FOR RECEIPT OF QUOTATION:

21.08.2017 up to 1500 IST

DATE OF OPENING OF QUOTATION:

21.08.2017 at 1530 IST

(एन. सुब्रमनियन/ N. Subramanian)
विमानपत्तन निदेशक/ Airport Director
तूतीकोरिन हवाई अड्डा/ Tuticorin Airport

To,
The Airport Director,
Airports Authority of India,
Tuticorin Airport

Sir,

Sub: Declaration for participating in “**Consultation job to recertify Airports Authority of India (AAI), Tuticorin Airport for ISO 9001:2015 standards**”

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, TUTICORIN AIRPORT, TUTICORIN-628103 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 and lead auditor certificates
2. Copies of PAN card and GST Registration number if available.
3. Copies of certificate for satisfactory completion of ISO 9001 & ISO 14001 standards consultancy jobs.

Yours truly,

(Authorized signatory with date)

Name of consultant with complete postal address.

Acceptance Letter

(To be submitted along with the Technical Bid)

To,
The Airport Director,
Airports Authority of India,
Tuticorin Airport
Tuticorin-628103

Sir,

Sub: Acceptance of Terms and Conditions of the contract.

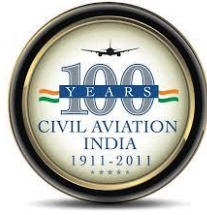
The quotation documents for the “**Consultation job to recertify Airports Authority of India (AAI), Tuticorin Airport for ISO 9001:2015 standards.**” have been issued to us by Airports Authority of India, Tuticorin Airport, and I/We hereby unconditionally accept the Terms and conditions as indicated in the NIQ document in its entirety for the above work.

The contents of documents have been noted wherein it is clarified that after unconditionally accepting the terms and conditions in its entirety, it is not permissible to put any remarks / conditions in the quotation document and the same has been followed in the present case. In case, this provision of the quotation if found violated after opening, I/We agree that the quotation shall be rejected.

Yours Faithfully,

Date:

Authorized Signatory of
Dealer/Supplier with rubber-stamp /seal



Annexure-“B”

भारतीय विमानपत्तन प्राधिकरण/AIRPORTS AUTHORITY OF INDIA

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ISO 9001:2008 Certified

TUTICORIN-628103 FAX-0461-2271110

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

Ref: AAI/TUTI/ISO/Recertification

Name of work: “Consultation job to recertify Airports Authority of India (AAI), Tuticorin Airport for ISO 9001:2015 standards”

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

SN	DESCRIPTION	Unit rate	Qty	Total Amount(in figures)
01	Total consolidated fees for consultation job to recertify Airports Authority of India (AAI), Tuticorin Airport for ISO 9001:2015standards. (Refer S.No 4 of Terms & Conditions)		01	
02	GST as applicable			
	Grand Total			

(Total amount in words)

Rupees _____ **only**

Date:

Place:

With complete postal address and stamp →(Authorized signatory)

Witness: