

AAI/CJB/ISO/IMS/eNIT/2022-2023
Cost of the Tender Rs. 1180/-
(Non-Refundable)



e-Tender

NAME OF WORK: Providing Consultancy Services for obtaining certificate of ISO 9001-2015 (QMS), ISO 14001-2015(EMS), ISO 45001-2018 (OHSAS) under Integrated Management System (IMS) at Coimbatore International Airport, Coimbatore-641014 (Tamil Nādu).

Tender ID: 2022_AAI_123669

Airport Director
AAI, Coimbatore

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For further details refer AAI website www.aai.acro

TENDER SCHEDULE

S.N.	Particular	Details/Date
1.	Name of Work	Providing Consultancy Services For obtaining certificate of ISO 9001-2015 (QMS), ISO 14001-2015(EMS), ISO 45001-2018 (OHSAS) under Integrated Management System (IMS) at Coimbatore International Airport, Coimbatore-641014 (Tamil Nādu)
2.	Tender No.	2022_AAI_123669
3.	Date of Publication of Tender	26.07.2022 at 1800 Hrs IST
4.	Bid Document Sale Start Date	26.07.2022 at 1800 Hrs IST
5.	Clarification Start Date	26.07.2022 at 1800 Hrs IST
6.	Clarification End Date	08.08.2022 at 1800 Hrs IST
7.	Bid Submission Start Date	26.07.2022 at 1800 Hrs IST
8.	Bid Submission End Date	12.08.2022 at 1800 Hrs IST
9.	Last date and time of submission of original DD/FDR against EMD and DD against tender processing fees and signed hard copy of AAI unconditional acceptance letter and other offline supporting documents as applicable (Envelope-I) through post or by hand	22.08.2022 at 1500 Hrs IST
10.	Opening of Technical Bids/Proposal(s) (Envelope-I) (online only)	22.08.2022 at 1800 Hrs IST
11.	Date of opening of Financial Bid (Envelope-II)	26.08.2022 at 1200 Hrs IST

SECTION –I

NOTICE INVITING TENDER

Sealed Item Rate Tenders are invited by Airport Director, Coimbatore International Airport, Airports Authority of India, on behalf of Chairman, AAI from firms/agencies having experience in Certification for Integrated Management System (QMS-9001:2015, EMS-14001:2015 and OHSAS-45001:2018). The Schedule of the Bill of Material is given in Schedule “A” of the Tender document. Time allowed for the completion of work is **Six months from the date of Award letter.**

1. Details of the Estimated Cost, EMD and Cost of Tender Document are as given below:

S.NO	Name of Work	Estimated Cost (in Rupees) **(Excluding GST	EMD (in Rupees)	Cost of Tender Document (in Rupees) (GST Excluding)	Last date for Submission of Tender
1.	Providing Consultancy Services For obtaining certificate of ISO 9001-2015 (QMS), ISO 14001-2015(EMS), ISO 45001-2018 (OHSAS) under Integrated Management System (IMS) at Coimbatore International Airport, Coimbatore-641014 (Tamil Nādu)	Rs.1,80,000.00	Rs. 3600.00	1180.00 (non-refundable)	12.08.2022

**Quoted rates should be excluding GST.

2. The Tender is invited through the Electronic Tendering process and can be downloaded from the Central Public Procurement Portal (CPPP) <https://etenders.gov.in/eprocure/app>. A copy of the tender is also available on AAI website www.aai.aero (for reference only). Please note that the submission of the tender is allowed only through the Central Public Procurement Portal <https://etenders.gov.in>. Tenders will not be accepted in any other form. Further, it may be noted that tenders duly submitted on e-tender portal (CPPP) shall only be final and tenders just saved without submission will not be available to the evaluation purpose. Bidders are requested to go through FAQ and help files available in the portal (CPPP). In case of any difficulty, bidders may contact the help desk numbers and emails ID provided in the CPPPortal.

3. Scope of Work:

3.1) The scope of consultancy services includes complete documentation, training (Internal Auditor Training, Awareness Training), development and implementation of Integrated Management System IMS (ISO 9001-2015 QMS, ISO 14001-2015 EMS, ISO45001-2018 OHSMS) till certification.

S.No.	Description of Work
PART-I	
1	Training
a	Awareness Training
b	Workshop on documentation
c	Internal Auditors Training
2	Assistance in documentation
a	Assistance for System development for each section
b	Implementation Assistance
c	Assistance in conduct of at least two nos. of internal audits and management reviews
d	Pre-assessment audit
e	Supply of IMS Manual
PART-II	
1	Certification Assistance
2	Surveillance Audit Assistance

S.No.	Item of Work	Scope of Work
PART-I		
1	Training	
a	Awareness Training: 1 Programme for each certificate	The programme should be in the form of workshop/seminar to generate awareness of ISO 9001: 2015, ISO 14001:2015 & ISO 45001:2018 to the officers / supervisors and staffs. The training shall be provided to persons selected as the IMS core committee members.
b	Workshop on documentation: 1 Programme for each Certificate	Documentation Workshop will be conducted for the working groups responsible for documentation. To Assist and Guide in preparation and drafting of the required documents needed for Integrated management system as per ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 certification.
c	Internal Auditors Training: 1 Programme for each Certificate	The objective of this programme shall be to provide training to office personnel to become competent internal auditors of IMS in accordance with international guidelines. The programme should cover topics such as Audit Objectives, Audit Methodology and reporting System including requirement of ISO 9001:2015, ISO14001:2015 & ISO 45001:2018 certification.
2	Assistance in documentation	
a	Assistance for system development for each sections for vetting of the documents raised.	Provision/Preparation of IMS Manual (ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018) with documents and formats shall be done by the firm/contractor. The firm/contractor shall act as facilitators in development and approval of IMS documentation suitable to our organizational needs for its implementation and meeting the requirements of concerned ISO standard. The firm/contractor shall help personal in developing the documentations within the time frame, provide adequate counselling for the same and

		constantly vet the documentation to ensure its adequacy with respect to ISO 9001:2015, ISO14001:2015 & ISO 45001:2018. Due consideration should be given to the concerns of departments while the documents are developed.
B	Implementation Assistance	Assist and Guide in ISO 9001:2015, ISO14001:2015 & ISO 45001:2018 standards. The contractor shall undertake a thorough assessment of existing quality systems & identify the weakness/strength of all Departments/activities of the Coimbatore Airport, Coimbatore where ISO 9001:2015, ISO14001:2015 & ISO 45001:2018 is required to be implemented.
C	Assistance in conduct of at least two nos. of internal audits and management reviews	To generate experience and confidence in implementation of the documentation system at least two nos. internal audits and management reviews shall be carried out by office personnel themselves. Necessary help and guidance shall be rendered by the firm in conducting the internal audit. Assist in closing non – conformities observed in internal audits.
D	Pre-Assessment audit	The firm shall conduct pre-assessment audit of Coimbatore Airport, Coimbatore on sample basis just before audit by certifying body. This will help in last minute pinpointing of any shortcoming before audit by certifying body and closure of non-conformities observed in pre assessment audit.
E	Supply of IMS Manual	Supply of IMS Manual Quantity- 16 (with good quality folder)
PART-II		
1	Certification Assistance	The firm/contractor shall assist in file application, resolve nonconformities, if any as may be pointed out by certifying Body during their adequacy and pre audits and also maintain liaison with Certifying Body till certification is finally achieved and will maintain liaison for a period of three years from the date of certification. The consultant shall remain present during audit by certifying body. The contractor shall arrange for final assessment /certification audit as per the requirement of standard on mutual agreed date and recommendation of certification. The contractor shall assist in closure of non-conformities and getting certification as per ISO 9001:2015, ISO14001:2015 & ISO 45001:2018 certification. The consultant would also assist in up-gradation work of ISO standards thus acquired if deemed necessary by AAI during the consultancy period of three years at no extra cost to AAI.
2	Surveillance Audit Assistance	Assistance to Departments/Sections at Coimbatore Airport, Coimbatore in preparation for conduct of two nos. surveillance audits at the interval of 12 months, post certification for validation of ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 certification.

3.2) The scope of work and responsibilities are indicative only and any task though not mentioned above but required for meeting IMS certification shall be deemed to be included in scope of work.

4.) Time Frame

Within six (06) months or as mutually agreed with AAI as per requirement of Standard.

5.) Work Force

Approximately 170 personnel of AAI are posted at Coimbatore International Airport.

6.) Sections: Office of Airport Director, Air Traffic Safety Electronics Personnel (ATSEP), ATC, Operations/Terminal Management, Airport Security, Civil and Electrical Engineering, MT, HRM, Finance & Account, Commercial Department and Fire & Rescue Department and store department.

7.) Bidders are required to pay the cost of Tender Document (non-refundable) and EMD off-line through Demand Draft drawn in favour of “Airports Authority of India” payable at Coimbatore. Original DD in respect of cost of the Tender document and EMD are to be delivered to the Airport Director, Airports Authority of India, Coimbatore International Airport, Coimbatore-641014 and should reach by date as given in Tender Schedule. AAI shall not be responsible for any kind of postal delay; bidders should ensure submission of documents either by post or by hand well within given time frame.

8.) Bid Submission

i) Bidders are advised to visit the CPP portal <https://etenders.gov.in/eprocure/app> regularly to keep themselves updated as any change/modification in the tender will be intimated through this website only.

ii) Bids shall be submitted on-line only at the website/CPP portal:

<https://etenders.gov.in/eprocure/app>

iii) Tenderers/Contractors are advised to follow the instructions provided in Section-II.

(Guidelines to Bidders for Online Bid Submission) of the Tender document for online submission of bids.

9. Last date for on-line submission of e-bid is 12.08.2022.

The following envelopes shall be submitted on-line through e-portal by the bidder:

a. Envelope-I – Fee/Eligibility Bid & unconditional acceptance letter as given in page 32.

b. Envelope-II – Financial Bid

10. Bid documents may be scanned with 100 dpi, Black and White option which helps in reducing the size of the scanned document. The scanned documents uploaded on e-Tender Portal shall be in a clearly readable format.

11. Worksite for the project will be Coimbatore International Airport, Coimbatore, Tamil Nādu.

12. Clarification needed if any may be sent through CPP e-tendering portal only within the given date and time. Any clarification asked beyond this time frame and by other means shall not be entertained.

Note: AAI reserves the right to accept or reject any or all Tender without assigning any reasons there.

Airport Director,
Airports Authority of India.
Coimbatore International Airport, Coimbatore-641014

SECTION –II

Guidelines to Bidders for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting the online bids on the CPP Portal may be obtained at Web Portal <https://etenders.gov.in/eprocure/app>

1. REGISTRATION

1.1 Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.

1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify, nCode, eMudhra etc.), with their profile.

1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

1.6 Bidder then logs into the site through the secured log-in by entering their User ID/Password and the Password of the DSC e-Token.

2. SEARCHING FOR TENDER DOCUMENTS

2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for Tenders, wherein the bidder may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a Tender published on the CPP Portal.

2.2 Once the bidder has selected the tender they are interested in, they may download the required documents/Tender schedules. These Tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidder through SMS/e-mail in case there is any Corrigendum issued to the Tender documents.

2.3 The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification/help from the Helpdesk.

3. PREPARATION OF BIDS

3.1 Bidder should take into account any Corrigendum published on the Tender document before submitting their bids.

3.2 Please go through the Tender advertisement and the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents are to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from the same may lead to rejection of the bid.

3.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or „Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

4. SUBMISSION OF BIDS

4.1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on 12.08.2022 or before the bid submission time. Bidder will be responsible for any delay for whatsoever reason.

4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Tender documents.

4.3 Bidder has to select the payment option as “offline” to pay the Tender fee/ EMD as applicable and enter the details of the instrument.

4.4 Bidder should prepare the Tender fee/EMD as per the instructions specified in the Tender documents. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the Tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data uploaded during bid submission time. Otherwise, the uploaded bid will be rejected.

4.5 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the Tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

4.6 The Server time (which is displayed on the bidder's "dashboard") will be considered as the Standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

4.7 All the documents are being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data once entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the Secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done.

4.8 Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the Tender opening by the authorized bid openers.

4.9 Upon the successful and timely submission of bids (i.e., after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.

4.10 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

5. ASSISTANCE TO BIDDERS

5.1 Any queries relating to the Tender document and the Terms & Conditions contained therein should be addressed to the Tender Inviting Authority of the Tender or the relevant contact person indicated in the Tender.

5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

6. CPPP under GePNIC, Help Desk Services

6.1 For any technical related queries please call the Helpdesk. The 24x7 Help Desk Numbers: 0120-4200462, 0120-4001002

Note- Bidders are requested to kindly mention the URL of the Portal and Tender ID in the subject while e-mailing any issue along with the Contact details.

Tel:0120-4200462, 0120-4001002,

Mobile: 8826246593

E-Mail: support-eproc@nic.in

6.2 For any Policy related matter/Clarifications, please contact Dept of Expenditure, Ministry of Finance: E-Mail: cphp-doe@nic.in

6.3 For any Issues/Clarifications relating to the publishing and submission of AAI tender(s):

6.3.1 In order to facilitate the Vendors/Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <https://etenders.gov.in/eprocure/app>. The help desk services shall be available on all working days

(Except Sunday and Gazetted Holiday) between 0800-2000 Hrs. and shall assist users on issues related to the use of Central Public Procurement Portal (CPPP).

6.3.2 Before submitting queries, bidders are requested to follow the instructions given in “Guidelines to Bidders” and get their computer system configured according to the recommended settings as specified in the portal at “System Settings for CPPP”.

6.4 In case of any issues faced, bidder can contact the escalation matrix as mentioned below:

Sl. No.	Support Persons	Escalation Matrix	E-Mail Address	Contact Numbers	Timings*
1.	Help Desk team	Instant support	eprochelp@aai.aero	011-24632950, Ext-3512 (Six Lines)	0800-2000 Hrs. (MON - SAT)

The Helpdesk services shall remain closed on all Govt. Gazetted Holidays

6.5 The above mentioned help desk numbers are intended only for queries related to the issues on e-procurement portal and help needed on the operation of the portal. For queries related to the tenders published on the portal, bidders are advised to contact the respective Tender Inviting Authority:

The Helpdesk services shall remain closed on all Govt. Gazetted Holidays

SECTION –III

Eligibility criteria and Bid opening process

A. INTRODUCTION

1. DEFINITIONS

- 1.1 “AAI/The Buyer” means the Airports Authority of India.
- 1.2 "The Bidder /Vendor" means the individual or firm who participates in this tender and submits its bid.
- 1.3 “Management Representative (MR), AAI” means the AAI executive responsible for signing all documents from AAI side and shall coordinate all the activities of the Certification work with the bidder agency.
- 1.4 "The Firm/Agency" means the individual or firm taking up the work as defined under the Notice Inviting Tender.
- 1.5 “The Works Order” means the order placed for the “Providing Consultancy Services For obtaining certificate of ISO 9001-2015 (QMS), ISO 14001-2015(EMS), ISO 45001-2018 (OHSAS) under Integrated Management System (IMS) at Coimbatore International Airport, Coimbatore-641014 (Tamil Nādu).” by the Buyer on the Firm/Agency signed by the Buyer including all attachments and appendices there to and all documents incorporated by reference therein.
- 1.6 "The Purchase Order/Supply Order" means the order placed for the supply of items by the Buyer on the Firm/Agency signed by the Buyer including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.7 “The Contract” means the agreement signed between the Buyer and the Firm/Agency as per the terms and conditions contained in the e-NIT and Works Order/Purchase Order.
- 1.8 "The Contract Price" means the price payable to the Contractor under the Works Order/Purchase Order for the full and proper performance/completion of its contractual obligations.
- 1.9 “Non-responsive Bid” means a bid, which is not submitted as per the instructions to the bidders or Earnest Money Deposit has not been attached, or the required data has not been provided with the Bid or intentional errors have been committed in the Bid.

2. ELIGIBILITY CRITERIA:

Eligibility for participation in the Tender:

The eligible bid shall be submitted online on the e-tender portal. All supporting documents shall be scanned and uploaded for scrutiny by the evaluation team. Following documents are to be uploaded in the e-portal (Envelope-I):

- 2.1 Proof of holding Valid Lead Auditors certificate for QMS, EMS and OHSAS from IRCA or NABET as consultant.
- 2.2 Company shall be accredited with International Accreditation Forum (IAF).

2.3 The cost of Tender fee of rupees 1180/- shall be paid offline through Demand Draft drawn in favour of “Airports Authority of India” payable at Coimbatore on or before the last date and time of submission of the bid and self-attested scanned copy of the Demand Draft is to be uploaded in Envelope-I of e- Tender Portal.

2.4 Copy of registration of **GSTIN number & PAN Card.**

2.5 Proof of execution of works: At least Two Work Order Copies with completion certificates of similar nature from clients (preferably Govt./ PSUs/ Semi-Govt. organizations etc), done in last seven years with latest ISO Standards with proof of execution of at least two major projects completed in the last seven years in above mentioned organizations, “Providing Consultancy Services For obtaining certificate of ISO 9001-2015 (QMS), ISO 14001-2015(EMS), ISO 45001-2018 (OHSAS) under Integrated Management System (IMS).” Vendor has to submit TDS certificate for the same work if the end-user is a Private Agency.

2.6 Earnest Money Deposit (EMD):

2.6.1 EMD of the value of Rs.3600.00 (Rupees Three Thousand Six Hundred only) (as given in Section-I of the Tender (Notice Inviting Tenders) shall be accepted offline as Demand Draft drawn in favour of “Airports Authority of India” payable at Coimbatore from any scheduled commercial bank by date as given in Tender Schedule. Vendors are required to upload a scanned copy of DD as a proof of submission of EMD.

Note: Tender cost and EMD is accepted in the form of DD only and shall not be accepted in any other form. In no scenario, the vendors are required to submit/contact any AAI employee for physical submission of any documents before opening of the Bids (except for submission of Tender cost/EMD). The Tenders of the bidders who fail to submit the Tender cost and EMD before the stipulated time shall be rejected outright.

2.6.2 **Refund of EMD:** Refund of EMD to bidders who fail to qualify the Eligibility/Technical stage shall be initiated within 7 days of their rejection. For all bidders whose financial bids are opened, the refund of EMD except for L1 bidder shall be processed within 7 days of opening of the financial bid.

2.6.3 Valid MSME/NSIC Certificate for claiming exemption of paying Tender Fee/EMD, if applicable.

2.7 **Power of Attorney** authorizing the designated executive to sign all documents on behalf of the company as per the format in Annexure-III.

2.8 **ESI & PF Registration Certificate** of the Firm/Contractor, if applicable.

2.9 **Articles of Memorandum of Association or Partnership deed or Proprietorship deed** as the case maybe.

2.10 **Un-Conditional Acceptance of all Tender conditions** as per the format in Annexure-II of the Tender documents.

2.11 **PQ Pro-forma:** Duly filled PQ Pro-forma as per Annexure-I of the Tender documents.

Note: AAI reserves the right to verify, refer any document to the concerned authority for confirmation from case-to-case basis. Mere submission will not bind AAI to accept the

documents as valid for opening of financial bid. If at any stage it is found that the submitted documents are false/forged then suitable action as deemed fit including forfeit of EMD shall be initiated against the agency/firm/contractor.

3. No bidder firm or its subsidiary firm or its parent firm shall be allowed to submit alternate bids. Such bids shall be summarily rejected. Any firm who wishes to sublet or outsource to any third party, then it shall bring to notice of AAI in submittals to this bid itself. AAI may or may not agree or accept such intentions/proposals of out sourcing or subletting of scope of work in the Tender.

4. Bank account details: as per Annexure-IV.

4.1 Duly filled Annexure-V clearly mentioning the Rate of GST applicable for each item at the time of submission of the bid.

4.2 Digitally Signed copy of original Tender including Corrigendum (if any).

5. COST OF BIDDING

5.1 The Bidder shall bear all costs associated with the preparation and submission of the bid. The Buyer, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

B. THE BID DOCUMENTS

6.1 The Bidder is expected to examine all instructions, forms, terms, conditions and specifications in the Bid Documents. Failure to furnish all information required leads to rejection of the bid.

7. AMENDMENTS TO BID DOCUMENTS

7.1 At any time, prior to the date of online submission of bids, the Buyer may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments.

7.2 The amendments shall be notified on the website <http://etenders.gov.in> Bidder shall regularly visit this website, as these amendments are binding on them.

C. PREPARATION OF BIDS

8. DOCUMENTS COMPRISING THE BID

The bid prepared by the bidder shall be in two parts to be submitted as per clause “D” of this Section. Each part to contain the following components:

8.1.1 Off-line Payment of Tender fee for participating in E-Tender (Scanned copy of DD to be submitted online)

8.1.2 EMD in accordance with Clause 2.6 under Section III of the Tender.

8.1.3 All the relevant documents asked for Eligibility for issue of Tender as per clause 2 of this section.

8.2 Financial Bid- consisting of the following documents and filled as per clause 9 of this section.
- Financial Bid form as per Schedule –A. (To be filled up Online)

9. BID PRICES

9.1 The bidder shall fill the Price schedule as follows:

9.1.1 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The Financial Bid shows the Bill of Materials for all items with Scheduled quantities. Bidders are required to download the BOQ file, open it and complete the unprotected cells with the irrespective financial quotes and other details (such as name of the bidder).

No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected. It may be noted that only duly submitted bids shall be evaluated and bids just saved but not submitted shall not be part of the evaluation process.

9.1.2 The rate shall be exclusive of applicable GST.

9.1.3 In the event of any errors or Ambiguity in Unit Rates itself the Price Bid of the Vendor shall be rejected.

9.1.4 The Bids are all inclusive and AAI shall not pay any changes in prices on any account after the submission of the bid and hence the prices offered shall remain firm during the validity of the Bid and shall not be subject to variation on any account.

9.1.5 The bidder shall quote as per price schedule given in Schedule “A” for all the items.

9.1.6 Post offer discount, if any, offered by the bidders shall not be considered. Any Bidder planning to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly net price taking into account of any discount, free supplies etc. However, such discounts from the firm declared as L1 on the basis of post bid negotiations if any shall be considered and such negotiated offers when agreed by AAI & the bidder shall form a part of the financial Bid.

10. DOCUMENTS ESTABLISHING ITEMS CONFORMITY TO BID DOCUMENTS

10.1 The bidder shall furnish, as part of his bid, documents establishing the conformity of his bid to the Bid documents of all Items and services, which he proposes to supply under the contract. submission shall be as follows:

11. PERIOD OF VALIDITY OF TENDER(BID)

11.1 The Tender (Bid) shall remain valid for a minimum of 90 days from the date of opening of financial bid. The bidder shall not be entitled to revoke or cancel the offer or to vary any term thereof, during the said period of validity, in case of any change written consent of AAI is mandatory. In case of the bidder revoking or cancelling the offer or varying any term in regard thereof, the bidder's Earnest Money Deposit/Bank Guarantee shall be forfeited.

11.2 If there is any delay in finalization due to unforeseen factors, all the bidders shall be asked to extend the validity for an appropriate period, specifying a date by which tender is expected to be finalized. However, the Tender process shall not be vitiated if any tenderer declines to extend the offer as requested for.

12. FORMATS AND SIGNING OF BID

12.1 e-tendering portal binding the bidder to the contract. Written Power of Attorney in favour of the person authorized to sign the bid electronically shall be submitted in this regard at the e-tender portal. The e-bid submitted shall be in properly readable form and encrypted as per e-tendering portal requirements. Standard Printed terms and conditions of the company other than the NIT conditions shall not be considered. Any such bids received with vendor terms and conditions shall be liable for rejection.

12.2 The bid shall not contain any interline insertions, erasers or overwriting. Any correction, if necessary, shall be made by scoring out the incorrect figures/words and shall be signed (physically for scanned documents/electronically otherwise) by authorized person or persons signing the bid.

D. SUBMISSION OF BID DOCUMENTS

13. DIGITALLY SIGNING AND ENCRYPTION OF BID

13.1 The bidders shall digitally sign & encrypt their bids and upload the bids with all documents online at e- Tender in portal.

13.2 Bids which are not digitally signed, encrypted or “Not Duly SUBMITTED” shall not be accepted and such bids shall liable to be rejected.

14. SUBMISSION OF BIDS

14.1 The buyer shall receive the bids on-line through CPP e-portal only. The e-tender portal shall automatically stop accepting bids at the scheduled date and time specified in the NIT. Partially submitted bids shall be treated as invalid and shall not be processed. Bidders are advised to upload and submit their bids timely in view of the electronic process so as to avoid last minute hurries.

14.2 The Buyer may, at its discretion extend this deadline for the submission of the bids by amending the bid documents in accordance with Clause 7 in which case all rights and obligations of the Buyer and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

14.3 The bidder shall submit his bid offer on-line at CPP e-tender portal only in the digitally bid documents downloaded by him from e-portal. No separate documents shall be acceptable. Only relevant attachments, if any other than the tender document, shall be listed out for reference.

15. LATE BIDS

15.1 The system shall not permit uploading/submission of any bids/document after the scheduled date and time of submission of the bid document has elapsed.

16. CORRECTIONS/MODIFICATIONS AND WITHDRAWAL OF BIDS

16.1 The bidder may correct, modify or withdraw his bid after submission but prior to the scheduled date and time of submission of the bids. No correction, modification or withdrawal is permitted after the scheduled date and time of submission of the bids.

16.2 Subject to Clause 18, no bid shall be modified subsequent to the deadline for submission of bids.

E. BID OPENING AND EVALUATION

17. OPENING OF BIDS:

17.1 The Buyer shall open Eligibility and Financial Bids on-line through e-tendering portal as per the schedule. The bidders may monitor the bid opening event online. They may even depute an authorized representative to witness the event at AAI Office if they so desire.

17.2 Representative whose bid is not opened cannot monitor or witness the bid opening event.

18. CLARIFICATION/CONFIRMATION OF COMPLIANCE OF BIDS

18.1 To assist in the examination, evaluation and comparison of bids, the Buyer may, at its discretion ask the bidder for the clarification/confirmation of compliance of its bid. The request for clarification/confirmation of compliance and the response thereof shall be in writing. However, no post bid clarification/confirmation of compliance at the initiative of the bidder shall be entertained.

18.2 It may be noted that the enquiries/clarifications shall be entertained only through CPP e-Tendering Portal. All such queries received as per the scheduled date and time provided for queries/clarifications shall be responded/replied within **24 hours** of the schedule given for receipt of queries in the NIT/Tender. The reply shall be uploaded on the e-tendering portal. No verbal/telephonic enquiry shall be entertained during the Tender process.

19. EVALUATIONS AND COMPARISON OF SUBSTANTIALLY RESPONSIVE TECHNICAL BIDS:

19.1 Eligibility Evaluation:

The general eligibility criteria shall be evaluated during preliminary stage and the vendors who have not submitted requisite documents may be asked to submit the documents at the sole discretion of AAI through CPP e-tendering portal to substantiate their claims with documentary evidence before a given date failing which their bids shall not be considered further for detailed evaluation. However, such discretion shall be applied uniformly to all bidders depending upon the tender response

20. OPENING OF THE FINANCIAL BIDS:

20.1 Financial Bids of only those bidders who qualify technically shall be opened electronically at e-Tender portal. Time and date of opening shall be notified through e-Tender portal.

20.2 The bidder if desires so, shall issue authorization letters to their representatives to attend the opening of financial bids and the representative shall be present at AAI premise well before the scheduled date/time of opening of financial bid.

21. CONTACTING THE BUYER:

21.1 Canvassing in any form in connection with the Tender is strictly prohibited and the Tenders submitted by the contractors who resort to canvassing are liable for rejection. Such rejected Tenders will not be returned.

21.2 No bidder shall try to influence the Buyer directly or through external source on any matter relating to its bid, from the time of publication of NIT till the time the contract is awarded.

21.3 Any effort by a bidder to influence the Buyer in the bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid, and such actions will be considered as bad performance for any future Projects.

22. AWARD OF CONTRACT:

22.1 The acceptance of the Tender will be intimated to the successful bidder by AAI, either by e-mail or Fax. Successful bidder shall return one copy of work order within seven working days as a confirmation to acceptance of terms and conditions of work order duly signed by him on each page of the order. Successful bidder has to enter into an agreement with AAI on terms and conditions mentioned in the tender within 15 days of award of contract.

22.2 AAI shall be the sole judge in the matter of award of contract and decision of AAI shall be final and binding.

23. RIGHT TO ACCEPT OR REJECT THE TENDERS:

23.1 The right to accept the tender in full or in part/parts will rest with AAI. However, AAI does not bind itself to accept the lowest tender and reserves the authority to reject any or all the tenders received without assigning any reason whatsoever.

23.2 Tenders not accompanied with prescribed information or incomplete in any respect and/or not meeting prescribed conditions, shall be considered non responsive and are liable to be rejected. The Buyer reserves the right to accept or reject any bid or a part of the bid or to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Buyer' section.

23.3 Pursuant to Clause 23.3, the documentation submitted by bidder shall not be returned unless the bidder explicitly states this request at the time of submission of the Tender. AAI also reserves the right at its sole discretion not to award any order under the Tender called. AAI shall not pay any costs incurred in the preparation and submission of any tender.

23.4 If the bidder gives wrong information in his Tender, AAI reserves the right to reject such Tender at any stage or to cancel the contract, if awarded, and forfeit the Earnest Money.

23.5 Tenders that are not accompanied with Earnest Money Deposit (EMD) shall be rejected outright.

23.6 If a bidder has a relation or relations employed in AAI in the capacity of an officer, the authority inviting tender, shall be informed. In the event of failure to inform and in a situation where it is established that the relation or relations employed in AAI has/have tried to influence the tender

proceedings, then AAI at its sole discretion may reject the tender or cancel the contract and forfeit the Earnest Money.

23.7 The requirements indicated in this NIT are the minimum and bids of the firms not complying with these minimum requirements or having deviations equivalents to the minimum requirements shall be rejected. However, higher than the minimum requirements shall be technically acceptable if the item offered is fully compatible for the offered solution and is without any additional financial implications to AAI.

23.8 Any correspondence after opening of the technical bid, from the bidder regarding the bid unless specifically sought by AAI shall not be considered. Such post bid offers/clarifications may be liable for action as per clause 21 above.

24. ISSUE OF WORK ORDER:

24.1 The issue of a Works Order/Purchase Order shall constitute the intention of Buyer to enter into a contract with the bidder.

24.2 Acceptance of the Works Order/Purchase Order will be deemed as effective from the date of issue of Works Order/Purchase Order. All formalities of signing of the contract shall be completed within 15 days of from the issue of Work Order.

24.3 AAI shall be the sole judge in the matter of award of the contract and decision of AAI shall be final and binding.

25. SIGNING OF CONTRACT:

25.1 The issue of Works Order/Purchase Order shall constitute the award of contract on the bidder. The signing of the Contract shall be completed within 15 days of the acceptance of the Works Order/Purchase Order. The cost of non-judicial stamp paper for Rs 100/- shall be borne by agency/contractor.

26. ANNULMENT OF AWARD:

Sufficient ground for the annulment of the award and forfeiture of the EMD in which event the Buyer may make the award to any other bidder at his discretion or call for new bids.

27. TRANSFER OF TENDER DOCUMENTS:

27.1 Transfer of Tender Documents by one bidder to another is not permissible. Similarly transfer of tenders submitted by one bidder in the name of another bidder is not permissible.

SECTION –IV GENERAL TERMS & CONDITIONS OF THE CONTRACT

1. Purpose:

1.1 This document sets out the Terms & Conditions to be met in connection with the work of “Certification of Integrated Management System (IMS) which includes ISO 9001:2015, ISO14001:2015 AND ISO 45001:2018 certification at Coimbatore International Airport, Coimbatore” as per details given in the Notice Inviting Tender (NIT).

2. Scope of work: This tender is for “Providing Consultancy Services for obtaining certificate of ISO 9001-2015 (QMS), ISO 14001-2015(EMS), ISO 45001-2018 (OHSAS) under Integrated Management System (IMS) at Coimbatore International Airport, Coimbatore-641014 (Tamil Nādu).” The details of works to be carried out in Part-A & Part-B areas follows.

Part-A PRE-CERTIFICATION

Scope of work: Shall include rendering consultancy services for Design, development & implementation of IMS/Training/Documentation/Internal Audits/Pre-Certification Audit, assistance in documentation, etc for acquisition of Integrated Management System certification for Coimbatore International Airport, Coimbatore.

The consultancy services also include the following tasks in brief:

S.No.	Item of Work	Scope of Work
PART-I		
1	Training	
a	Awareness Training: 1 Programme for each certificate	The programme should be in the form of workshop/seminar to generate awareness of ISO 9001: 2015, ISO 14001:2015 & ISO 45001:2018 to the officers / supervisors and staffs. The training shall be provided to persons selected as the IMS core committee members.
b	Workshop on documentation: 1 Programme for each Certificate	Documentation Workshop will be conducted for the working groups responsible for documentation. To Assist and Guide in preparation and drafting of the required documents needed for Integrated management system as per ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 certification.
c	Internal Auditors Training: 1 Programme for each Certificate	The objective of this programme shall be to provide training to office personnel to become competent internal auditors of IMS in accordance with international guidelines. The programme should cover topics such as Audit Objectives, Audit Methodology and reporting System including requirement of ISO 9001:2015, ISO14001:2015 & ISO 45001:2018 certification.
2	Assistance in documentation	
a	Assistance for system development for each sections for vetting of the documents raised.	Provision/Preparation of IMS Manual (ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018) with documents and formats shall be done by the firm/contractor. The firm/contractor shall act as facilitators in development and approval of IMS documentation suitable to our organizational needs for its implementation and meeting the requirements of concerned ISO standard. The firm/contractor shall help personal in developing the documentations within the time frame, provide adequate counselling for the same and

		constantly vet the documentation to ensure its adequacy with respect to ISO 9001:2015, ISO14001:2015 & ISO 45001:2018. Due consideration should be given to the concerns of departments while the documents are developed.
B	Implementation Assistance	Assist and Guide in ISO 9001:2015, ISO14001:2015 & ISO 45001:2018 standards. The contractor shall undertake a thorough assessment of existing quality systems & identify the weakness/strength of all Departments/activities of the Coimbatore Airport, Coimbatore where ISO 9001:2015, ISO14001:2015 & ISO 45001:2018 is required to be implemented.
C	Assistance in conduct of at least two nos. of internal audits and management reviews	To generate experience and confidence in implementation of the documentation system at least two nos. internal audits and management reviews shall be carried out by office personnel themselves. Necessary help and guidance shall be rendered by the firm in conducting the internal audit. Assist in closing non – conformities observed in internal audits.
D	Pre-Assessment audit	The firm shall conduct pre-assessment audit of Coimbatore Airport, Coimbatore on sample basis just before audit by certifying body. This will help in last minute pinpointing of any shortcoming before audit by certifying body and closure of non-conformities observed in pre assessment audit.
E	Supply of IMS Manual	Supply of IMS Manual Quantity- 16 (with good quality folder)
PART-II		
1	Certification Assistance	The firm/contractor shall assist in file application, resolve nonconformities, if any as may be pointed out by certifying Body during their adequacy and pre audits and also maintain liaison with Certifying Body till certification is finally achieved and will maintain liaison for a period of three years from the date of certification. The consultant shall remain present during audit by certifying body. The contractor shall arrange for final assessment /certification audit as per the requirement of standard on mutual agreed date and recommendation of certification. The contractor shall assist in closure of non-conformities and getting certification as per ISO 9001:2015, ISO14001:2015 & ISO 45001:2018 certification. The consultant would also assist in up-gradation work of ISO standards thus acquired if deemed necessary by AAI during the consultancy period of three years at no extra cost to AAI.
2	Surveillance Audit Assistance	Assistance to Departments/Sections at Coimbatore Airport, Coimbatore in preparation for conduct of two nos. surveillance audits at the interval of 12 months, post certification for validation of ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 certification.

Note: The time period for completing the items no. 1 of BOQ is 06 months i.e., the agency has to obtain the IMS certificate for Coimbatore International Airport, Coimbatore within Six (06) months from the date of start of work as mentioned in the work order.

Part-B

CERTIFICATION

1. Certification assistance: -

The contractor shall help to file application, resolve non-conformities, if any, as may be pointed out by certifying body during their pre-assessment and adequacy and surveillance audits and maintain liaison with CERTIFYING BODY for a period of three years from the date of certification. The consultant shall remain present during audit by certifying body.

2. Certification Audit

2.1. The contractor shall arrange for final assessment / certification audit. The certification audit shall include Visit to Coimbatore International Airport, Coimbatore to carry out the certification audit as per the requirement of standard on mutual agreed date and recommendation of certification.

2.2. The contractor shall assist in closure of non-conformities and getting Integrated Management System (IMS) certification as per ISO 9001:2015, ISO 14001:2015 & OHSAS 45001:2018 certification.

3. Language and Currency:

3.1 The bidder shall quote the rates in English language and international numerals. The rates shall be in whole numbers. In the event of the Work Order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided under this contract will be in English language. The bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupee shall not be accepted.

4. Standard Conditions:

4.1 Standard printed conditions of the bidder to the offer, other than the conditions specified here, will not be acceptable.

4.2 For the purpose of the Tender, Metric system of units shall be used.

4.3 The bidder shall duly attest all corrections, cancellation and insertions.

4.4 Bidder's offers shall be with reference to Section and Clause numbers given in the Tender schedules.

5. Earnest Money Deposit:

5.1 EMD of the value of Rs.3600.00 (Rupees Three Thousand Six Hundred only) shall be submitted in the form of DD to the address as mentioned in clause 4 of Section-I.

5.2 The EMD of the unsuccessful bidders other than the lowest bid shall be discharged / returned promptly, after evaluation of Financial Bids.

5.3 The EMD of the unsuccessful bidders other than the lowest bidder shall be returned as soon as the work is awarded.

5.4 The EMD of the successful bidder shall be returned to the bidder on successful completion of the guarantee/defect liability period of One Year or EMD shall be converted as part of security deposit and shall be adjusted.

5.5 The EMD amount shall be forfeited in the following events:

5.5.1 If the successful bidder fails to enter into a contract with AAI within 15 calendar days after the receipt of the Purchase Order/Work Order as specified under clause 25 of section-III

5.5.2 In the event of not accepting the conditions of the contract even after agreeing to do so and submitting the letter of un-conditional acceptance of terms as per letter in Annexure-II.

5.6 No interest or any other expenses, whatsoever, will be paid by AAI on the EMD in any manner.

6. Correspondence:

6.1 All correspondences should be directly with the bidder and correspondence through agents will not be entertained.

7. Extension of Time:

7.1 The completion period of the work as per contract shall be strictly adhered to. However, in case of extraordinary situations which may delay the completion of the project, the contractor shall apply for extension of time in writing.

7.2 AAI at its sole discretion may extend the time period for the completion of work without any prejudice to operate the penalty clauses provided for in clause-8 of this section. Such extension of time and the circumstances leading to the extension of time shall be communicated in writing to the contractor.

8. Compensation for Delay:

8.1 Time is the essence of the Contract.

8.2 If the successful bidder fails to complete the work within time fixed under the contract, he shall pay to the AAI without prejudice to any other rights or remedy as maybe available to the purchaser, an agreed compensation amount calculated @ 1% of the tendered value per week of delay or lesser amount as decided by the competent authority subject to the maximum of 10% of contract value.

8.3 The amount of compensation for delay and waiver of compensation for delay in case of Justified reasons shall be decided at the discretion of Accepting Authority and the same shall be final and binding on the contractor. Time taken by AAI and local statutory authorities for approval of drawings, design, estimate, etc., force majeure reasons and any other reasons beyond control of the contractor shall be considered as justified reasons. The amount of compensation may be adjusted or set off against any sum payable to the contractor under this or any other contract with AAI.

8.4 Appeal for waiver of compensation for delay with due justification shall be decided as per the provisions of clause 13.10 of the Delegation of Powers (DOP) of Airports Authority of India. The decision of the Competent Authority on appeal shall be final and binding on the contractor.

9. Force Majeure:

9.1 Completion of the work is delayed by force majeure beyond the contractor's control, subject to what is stated in the following sub paragraphs and to the procedures detailed therein being followed. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, flood, storms etc), acts of states, the direct and indirect consequences of wars (declared or un-declared), hostilities, national emergencies, civil commotion and strikes (only those which exceed a duration of ten continuous days) at successful Bidder's factory. The successful bidder's right to an extension of the time limit for completion of the work in above mentioned cases is subject to the following procedures:

9.1.1 That within 10 days after the occurrence of a case of force Majeure but before the expiry of the stipulated date of completion, the bidder informs the AAI in writing about the occurrence of Force Majeure Condition and that the Bidder considers himself entitled to an extension of the time limit.

9.1.2 That the contractor produces evidence of the date of occurrence and the duration of the force majeure in an adequate manner by means of documents drawn up by responsible authorities.

9.1.3 That the contractor proves that the said conditions have actually been interfered with the carrying out of the contract.

9.1.4 That the contractor proves that the delay occurred is not due to his own action or lack of action.

9.2 Apart from the extension of the time limit, force majeure does not entitle the successful bidder to any relaxation or to any compensation of damage or loss suffered.

10. Patents, Successful bidder's Liability & Compliance of Regulations:

10.1 Successful bidder shall protect and fully indemnify the AAI from any claims for infringement of patents, copyright, trademark, license violation or the like.

10.2 Successful bidder shall also protect and fully indemnify the AAI from any claims from successful bidder's workmen/employees, their heirs, dependents, representatives etc. or from any person(s) or bodies/companies etc. for any act of commission or omission while executing the order.

10.3 Successful bidder shall be responsible for compliance with all requirements under the laws and shall protect and indemnify completely the AAI from any claims/penalties arising out of any infringements.

11. Settlement of Disputes – Dispute resolution Mechanism:

11.1 If a dispute of any kind whatsoever arises between the AAI and the Contractor in connection with, or arising out of the Contract or the execution of the works, whether during the execution of the Works or after the completion of the Works and whether before or after repudiation or after termination of the contract, including any disagreement by either party with any action, inaction, opinion, instruction, determination, certificate or valuation of the Project Leader or his nominee, the matter in dispute shall, in first place be referred to Airport Director , Coimbatore International Airport, AAI. He shall activate the dispute resolution mechanism to resolve the dispute in question. Any party may invoke arbitration clause, if dispute in question is not settled by the Dispute resolution mechanism.

11.2 Unless the Contract has already been repudiated or terminated or frustrated, the Contractor shall in every case, continue to proceed with the works with all due diligence and the Contractor and AAI shall give effect forthwith to every decision of the Project Leader or his nominee unless and until the same shall be revised, as here in after provided, by the Dispute Resolution Mechanism or in an Arbitral Award.

11.3 It is also a term of contract that if the contractor does not make any demand for Dispute Resolution Committee in respect of any claim in writing within 90 (Ninety) days of receiving the intimation from the AAI that the bill is ready for payment, the claim of contractors(s) will be deemed to have been waved and absolutely barred and the AAI shall be discharged and released of all liabilities under the contract in respect of these claims.

12. Arbitration and Law:

- 12.1 Except where otherwise provided for in the contract, all questions and disputes relating to the provisions of this contract shall be settled under the Rules of Indian Arbitration and Conciliation Act, 1996, within thirty (30) days or such longer period as may be mutually agreed upon from the date that either party notifies in writing that such dispute or disagreement exists. The single Arbitrator for settlement of any dispute with regard to this contract shall be appointed by the Chairman, AAI. The venue of Arbitration shall be Coimbatore, India. The arbitration resolution shall be final and binding upon the parties and judgment may be entered thereon, upon the application of either party, by any court having jurisdiction.
- 12.2 Indian laws shall govern this contract.

13. RESCINDING OF CONTRACT:

- 13.1 In the event of failure on the part of consultant to complete the work on time or to the complete satisfaction of AAI or in the event of committing a breach of any one or more of terms and conditions of the agreement, the AAI shall be entitled to rescind the agreement without prejudice to its rights to claim damages or remedies under the law. The period of notice to be given to rescind the contract will be 30 days. AAI will be entitled to make full use of all or any of the materials prepared by the consultant. AAI will have power to engage another consultant to carry out the balance work debiting the consultant the excess amount, if any so spent, subject to a maximum of 10% of the total fees, which would have been paid. In case of breach of contract, AAI will blacklist the consultant for at least five years from participating in any work or project of AAI.
- 13.2 As a penalty to the Contractor, AAI shall en-cash the Contract EMD/Bank Guarantee. The AAI in such case shall pay for the assessed value of the executed work that can be used. No payment shall be made for the efforts put in by the Contractor in case the same are of no values to AAI. The balance unfinished work of the project will be got done by fresh tendering on Contractor's risk and that extra expenditure will be recovered.

14. TERMINATION FOR INSOLVENCY:

- 14.1 AAI may at any time terminate the Contract by giving written notice to the supplier, without compensation to the Contractor, if the Contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to AAI.

15. SET-OFF: Any sum of money due and payable to the contractor (including Security Deposit refundable to him) under this contract may be appropriated by the Buyer to set off the same against any claim of the Buyer for payment of a sum of money arising out of this contract made by the Contractor with Buyer.

16. SURVEY VISIT: If consultants are seeking any clarification about the scope of work or wish to survey the respective units/offices working, they are advised to visit them and satisfy themselves about the nature of work and site details before submitting the quotations. They shall be deemed to have full knowledge about the requirements whether they visit the offices/units or not. The visit carried out will be at the cost of the bidder and AAI will have no liability whatsoever in this regard.

17. ADEQUACY OF DOCUMENTS: The services rendered by the consultant shall be based on the relevant latest ISO standard guidelines. The consultant shall be fully responsible for adequacy, accuracy and quality of the entire services performed under the contract and the services performed by them shall be in accordance with accepted standards of ISO certification.

18. PROGRESS & MONITORING: The AAI will hold regular progress meetings after the award of the work to monitor the performance of the project. The date & time will be communicated to consultant through e-mail/fax or phone.

SECTION –V

SPECIAL CONDITIONS OF THE CONTRACT

The following special conditions shall be read in conjunction with General Conditions of Contract and amendments/corrections thereto. If there are any provisions in these special conditions which are at variance with the provisions in the mentioned documents, the provisions in these special conditions shall take precedence.

1. Terms of Payment:

- 1.1 No mobilization advance shall be paid for any activity.
- 1.2 The payment shall be done as per the payment schedule mentioned in Annexure-VI.

2. Sufficiency of Tenders:

- 2.1 The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the work and of the rates and prices quoted in the Schedule of Works/Items/Quantities or in Bill of Quantities which rates and prices shall, except as otherwise provided, cover all his obligations under the contract, and all matters and things necessary for the proper completion of the works.

3. Contractor's Representative, Agents and Workmen:

- 3.1 The Contractor shall employ only Indian Nationals and verify their antecedents and loyalty before employing them for the work. He shall ensure that no person of doubtful antecedent and nationality is in any way associated.

4. Stores and Materials:

- 4.1 All the stores and materials except the materials stipulated for issue by the Authority, required for the satisfactory completion of the work shall be arranged by contractor from his own sources/open market. No claim whatsoever shall be entertained by the Authority on account of any delay in either providing these materials or non-availability of these materials in the market.

5. Bye-Laws:

- 5.1 The contractor shall comply with all bye-laws and regulations of local and statutory authorities having jurisdiction over the work and shall be responsible for payment of all fees and other charges and the giving and receiving of all necessary notice and keep the Airport Director informed of the compliance with the bye-laws payment made, notice issued and received.

- 5.2 The contractor shall indemnify the Authority against all claims in respect of patent right, design, trademarks of name or other protected rights in respect of any plant, machine work or material used for or in connection with the supply or temporary works and against all claims, demands, proceedings, cost, charges and expenses whatsoever in respect of or in relation thereto. The contractor shall defend all action arising from such claims and shall himself pay all royalties, license fees, damages, cost and charges of all and every sort that may be legally incurred in respect thereof.

6. Rates:

6.1 Rate for each of the items in the schedule of quantities shall be on lump sum basis for services delivered at site excluding GST.

6.1.1 The tenderer shall state in his offer that the rates quoted by him are inclusive of transportation, boarding & lodging charges etc. In the case of the tenderer remaining silent on this matter, the Authority shall presume that the rates quoted for each of the items are inclusive of transportation, boarding & lodging charges etc. Claims made later in such cases, by the tenderer for payment of above said charges over and above the quoted price for each of the items in the schedule of quantity, shall not be considered for evaluation by the Authority. The decision of the Authority in this regard shall be final and binding.

6.2 Prices shall remain firm and free from variations due to rise and fall in the cost of materials, equipment, labour or any other reason whatsoever except due to changes in statutory rules and regulations in so far as admissible under the conditions of contract.

7. Contract Document:

7.1 The agreement shall be executed on a non-judicial stamp paper of value of Rs. 100/- (Rupees One Hundred only) and cost of the stamp paper shall be borne by the contractor.

8. Airport Entry Pass (AEP):

8.1 Contractor is responsible to get the Airport Entry Pass (AEP) for the staff deputed to execute this contract & charges of AEP shall be borne by the contractor if any. He has to coordinate in advance with MR (ISO) and Chief Security Officer for issuance of AEP of their staff, so that it can be issued timely. It is the responsibility of the contractor that their staff does not involve in any other matters of AAI or other agencies in Airport and their duties are strictly restricted to the work executed under the purview of this contract.

ANNEXURE-I
PQ PROFORMA
(To be submitted in Envelope-I)

ANNEXURE-I
PQ PROFORMA

Sl. No	Qualifying Criteria	Particulars	Enclosure Check Lists
1.	Name and Address of the firm/contractor		
2.	Envelope – 1 shall contain scanned copy of :		
a)	Details of Demand Draft submitted towards TENDER FEE	Amount :Rs..... DD No. Bank:	DD Copy enclosed: Yes/No
b)	Permanent Account No. (PAN)	PAN No.....	Copy enclosed: Yes/No
c)	GSTIN Registration No.	Reg. No..... ...	Copy enclosed: Yes/No
d)	EPF, ESI Registration Certificate of the Firm/Contractor	ESI Reg. No..... PF Reg. No.....	Copy enclosed: Yes/No
e)	Valid registration certificate of MSME's which are registered under NSIC/MSME act.	Applicable only if exemption of paying EMD is claimed	Cert. No..... Copy enclosed: Yes/No
f)	Details of the work (s) as applicable 1. Client Name: 2. Name of Work: 3. Work Order/Agreement No. &date: 4. Cost: 5. Stipulated date of completion: 6. Actual date of completion: 7. Completion cost		
g)	Whether experience from Govt. organization or private clients?	In case experience of non-Govt./ non-PSU client, TDS Certificate from clients to be enclosed	Govt./Private Client (✓whichever is applicable) TDS cert. enclosed: Yes/No

h)	Lead Auditor Certificate		Copy enclosed: Yes/No
i)	Details of Demand Draft submitted towards EMD	Amount: ----- DD No. Bank:	DD Copy enclosed: Yes/No
j)	Valid accreditation proof by IAF		Enclosed: Yes/No
k)	Power of Attorney as per Annexure-III		Enclosed: Yes/No
l)	Article of Memorandum of Association/ Proprietorship deed or Partnership deed as applicable		Copy enclosed: Yes/No
m)	Duly signed un-conditional acceptance of AAI Terms & Conditions as per Annexure-II		Copy enclosed: Yes/No
n)	Duly filled PQ Performa and Checklist as per Annexure-I		Copy enclosed: Yes/No

Place: Date::

Signature

Authorized Signatory of the Contractor/Firm

Declaration

I(.....) hereby declare that the documents submitted/enclosed are true and correct. In case any document at any stage is found fake/incorrect, my EMD may be forfeited & action as deemed fit by AAI can be taken against me.

Authorized Signatory of the Contractor/Firm

ACCEPTANCE LETTER

Annexure –II

(TO BE SUBMITTED IN ENVELOPE-I)

**To,
The Airport Director,
Coimbatore Airport,
Airports Authority of India,
Coimbatore -641014**

Sub: Acceptance of Terms & Conditions of Tender

Name of Work: Providing Consultancy Services for obtaining certificate of ISO 9001-2015 (QMS), ISO 14001-2015(EMS), ISO 45001-2018 (OHSAS) under Integrated Management System (IMS) at Coimbatore Airport, Coimbatore-641014 (Tamil Nādu)

Tender No.

Dear Sir,

1. The tender document for the works mentioned above have been sold to me/us by Airports Authority of India and I/we hereby certify that I/we have read the entire terms and conditions of the tender document made available to me/us by the office of the Airport Director, AAI, Coimbatore Airport, which shall form part of the contract agreement and I/we shall abide by the conditions/clauses contained therein.
2. I/We hereby unconditionally accept the tender conditions of AAI's tender document in its entirety for the above works. Any conditions submitted by us stands automatically withdrawn.
3. It is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks/conditions (except unconditional rebates on quoted rates if any) in the Tender enclosed in Envelope "II" and the same has been followed in the present case. In case any provisions of this Tender are found violated after opening envelope "II", I/we agree that the tender shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.
4. That, 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, and further if any officer of AAI asks for bribe/gratification, I will immediately report it to the appropriate authority of AAI.

Yours Sincerely,

Date:

(Signature of the Tenderer with seal)

(To be submitted on the firm's/contractor's letter head)

Power of Attorney Format for the Authorized Person(s)
(TO BE SUBMITTED IN ENVELOPE-I)

(Bidder shall submit irrevocable Power of Attorney on a **non-judicial stamp paper of Rs.100/-** signed by Authorized Signatory as per Memorandum of Articles authorizing the persons, who are signing this bid on behalf of the company)

POWER OF ATTORNEY

By this POWER OF ATTORNEY executed on _____, we _____, a Company incorporated under the provisions of companies Act, 1956 having its Registered Office at _____, (hereinafter referred to as the Company") do hereby severally appoint, constitute and nominate _____, official(s) of the Company, so long as they are in the employment of the Company (here in after referred to as the "Attorneys") to sign agreement and documents with regard to Tender ID: 2022_AAI_123669 on received from Airports Authority of India, Coimbatore Airport, Coimbatore-641014 for "Providing Consultancy Services For obtaining certificate of ISO 9001-2015 (QMS), ISO 14001-2015(EMS), ISO 45001-2018 (OHSAS) under Integrated Management System (IMS) at Coimbatore Airport, Coimbatore- 641014 (Tamil Nadu) and to do all other acts, deeds and things the said Attorneys may consider expedient to enforce and secure fulfilment of any such agreement in the name and on behalf of the Company.

AND THE COMPANY hereby agrees to ratify and confirm all acts, deeds and things the said Attorneys shall lawfully do by virtue of these authorities here by conferred. IN WITNESS WHERE OF, this deed has been signed and delivered on the day, month and year first above written by Mr. Secretary of the Company/Authorized Signatory, Duly Authorized by the Board of Directors of the Company vide it's resolution passed in this regard.

WITNESS

- 1.
- 2.

By order of the Board
For _____
(_____)
Company Secretary/Authorized Signatory
Attorney Signature of Mr. _____
Attorney Signature of Mr. _____.
(Attested)
(_____)
Company Secretary/Authorized Signatory

Bank Account Details

(TO BE SUBMITTED IN ENVELOPE-I)

Beneficiary Name:

Beneficiary Address:

PAN No.:

Name of the Bank:

Branch:

Complete address of the Bank:

Beneficiary A/c. type:

(Saving/Current/Overdraft)

IFSC code of the bank:

AUTHORIZED SIGNATURE

NAME OF THE SIGNATORY

NAME & ADDRESS OF THE TENDERER

OFFICIAL SEAL

Date

(TO BE SUBMITTED IN ENVELOPE-II)

Name of work: Providing Consultancy Services For obtaining certificate of ISO 9001-2015 (QMS), ISO 14001-2015(EMS), ISO 45001-2018 (OHSAS) under Integrated Management System (IMS) at Coimbatore Airport, Coimbatore- 641014 (Tamil Nadu)

Sl. No.	Description of Item	Rate exclusive of GST
1	Providing consultancy services (as mentioned in Section-I, scope of work) for obtaining certificate of ISO 9001-2015 (QMS), ISO 14001-2015(EMS), ISO45001-2018 (OHSAS) under Integrated Management System (IMS) at Coimbatore Airport, Coimbatore- 641014 (Tamil Nadu). Note: - The Rate offered by the bidder shall be inclusive of all taxes, duties, cess, fee, travelling, boarding, lodging, all trainings, surveillance audits, certification charges if any etc. but Exclusive of GST.	

Seal of the firm

Signature

(Firm's authorized signatory)

Name:

Designation:

Schedule- A Sample Price Schedule

PAYMENT MODE AND TIME LIMITS

- a) The Consultant shall quote fee (in Indian Rupees) for the work at the space shown in “Schedule Form”.
- b) Amount quoted must include the charges including boarding, lodging, travelling expenses and service tax or any other tax or charges applicable. All the travelling expenses to be incurred by the Certifying body to visit the site for complete scope of work, shall be included in the rates quoted by the Certifying body and no payment in this account shall be reimbursed additionally.
- c) No mobilization advance shall be paid.
- d) Consultant shall submit security deposit for an amount equal to 10% of quoted amount within 15 days of placement of offer by AAI, failing which, the same shall be recovered from running & final bills. EMD shall be converted as part of security deposit and shall be adjusted.
- e) On submission of security deposit and completion of each of the services, the Consultant shall be paid in the following stages consistent with the work done.

Sl. No	Stage	Payment to be released of the Total Cost
1	Amount to be paid after successful completion of Pilot study/Gap Analysis, system development which includes general awareness, System development and implementation which includes preparation of documents, successful completion of all training programs on IMS (QMS, EMS & OHSAS) and conduct of internal audit, pre-assessment audit etc.	30%
2.	Amount to be paid after successful completion of Implementation of system documentation and on receipt of ISO Certification.	50%
3.	Amount to be paid after 1st surveillance audit of IMS	10%
4	Amount to be paid after 2nd surveillance audit of IMS	10%

- f) Deduction of Income Tax and other statutory levies shall be made from every bill paid to CONSULTANT as per prevailing rates. **The rate offered by the bidder shall be exclusive of GST.**
- g) The quoted amount shall include all payment and deduction to statutory authorities and AAI will only pay the amount after deducting statutory payment to Govt. Authorities from the quoted amount.
- h) Progressive payment at each stage shall be allowed to the Consultant based on the quantum of the work done in that stage. Decision of the Competent Authority i.e. Airport Director, Coimbatore

Airport, Coimbatore as regard to the proportionate cost of the said part or portion of the stage shall be final and binding on the Consultant.

i) Security Deposit shall be released after the successful completion of 2nd Surveillance audit.