



TIRUCHIRAPPALLI INTERNATIONAL AIRPORT, TRICHY  
(Quotation No.AAI/TR/ISO/IMS/2022/04/26)

QUOTATION DOCUMENT  
FOR

CERTIFICATION OF  
TIRUCHIRAPPALLI INTERNATIONAL AIRPORT, TRICHY FOR  
IMS (ISO 9001:2015, ISO 14001:2015, OHSAS 45001:2018)



भारतीय विमानपत्तन प्राधिकरण/AIRPORTS AUTHORITY OF INDIA  
तिरुचिरापल्ली अंतर्राष्ट्रीय हवाई अड्डा/TIRUCHIRAPPALLI INTERNATIONAL AIRPORT

AAI/TR/ISO/IMS/

DATE: 26.04.2022

**NOTICE INVITING QUOTATION**

Sealed quotation are invited by Airport Director, Airports Authority of India, Tiruchirappalli International Airport, Trichy on behalf of the Chairman, Airports Authority of India, invites quotations from accredited bodies for "IMS (ISO 9001:2015, ISO 14001:2015 & OHSAS 45001:2018) certification of Tiruchirappalli International Airport, Airports Authority of India, Trichy". The complete set of Quotation document can be downloaded from the website of Airports Authority of India [www.airportsindia.org.in](http://www.airportsindia.org.in) & [www.aai.aero](http://www.aai.aero) and submitted to the above office by the due date.

QUOTATION NO.	AAI/TR/IMS/2022/04/26
Name of Work:	To certify Tiruchirappalli International Airport, Trichy for IMS (for ISO 9001: 2015, ISO 14001:2015 & OHSAS 45001: 2018)"
Estimated Cost	Rs.94,320/- excluding GST @18%

**LAST DATE OF SUBMISSION OF QUOTATION**

Last date for the submission of Quotation Document is 1500 Hrs of 09<sup>th</sup> May 2022. Technical bid shall be opened on the same day at 1530 Hrs.

Quotation for the present work shall be submitted in two separate sealed covers as below: -

1. **Envelope. 1** shall be marked as "**Envelope. 1- Technical Bid**" which contains the documents mentioned in Para 3.1 of Annexure I, duly signed on each page.
2. **Envelope. 2** shall be marked as "**Envelope. 2 - Price Bid**" which shall contain Price / commercial Bid as per Annexure III  
(Cutting or Overwriting, if any, should be signed and stamped by the person signing the bid.)
3. **Master Envelope:** - These two sealed covers (**Envelope. 1 & Envelope. 2**) shall then be put in separate single cover, shall be sealed and super-scribed "**Quotation for certification of Tiruchirappalli International Airport, Trichy for IMS (for ISO 9001: 2015, ISO 14001:2015 & OHSAS 45001: 2018)**" and Address to :-

The Airport Director,  
Airports Authority of India,  
Tiruchirappalli International Airport,  
Trichy, Tamil Nadu- 620 007..

DIRECTOR

AIRPORT

Airports Authority of India,  
Tiruchirappalli International Airport



## Annexure I

### **NIQ Terms & Conditions**

Subject: "To certify Tiruchirappalli International Airport, Trichy for IMS (for ISO 9001: 2015, ISO 14001:2015 & OHSAS 45001: 2018)"

1. Airports Authority of India invites quotation from individuals or Companies (as per **para 2.1 & 2.2**) having authorization to conduct certification audit and recommended in the airport sector. "To certify Tiruchirappalli International Airport, Trichy for IMS (for ISO 9001: 2015, ISO 14001:2015 & OHSAS 45001: 2018)" Airports Authority of India as per the details of activities covered in this "Annexure I" of the QUOTATION document.

#### **2. ELIGIBILITY CRITERIA FOR PARTIES.**

2.1 Those certifying bodies should quote who has got the valid scope of certifying Airports Services in their Accreditation scope by NABCB (A part of QCI) i.e. Field 31 of QCI. Also certifying bodies shall enclose the documentary Proof for the same and any other authorized documents of certifying authority for ISO 9001: 2015, ISO 14001:2015 & OHSAS 45001: 2018, at the time of submission of offer, without this offer will be liable for rejection.

OR

Those certifying bodies having overseas accreditation can also quote who has got the valid scope of certifying Airports body. Services in their Accreditation scope by overseas Accreditation also certifying bodies shall enclose the documentary Proof for the same at the time of submission of offer, without this offer will be liable for rejection.

Certifying bodies operating as branch office / franchise of overseas certifying bodies are not eligible to participate.

Also certifying bodies shall enclose the documentary Proof of direct operation/legal entity at the time of submission of offer, without this offer will be liable for rejection.

2.2 Satisfactory Performance Certificate for ISO 9001:2015, ISO 14001:2015, OHSAS 45001:2018 standard certification from any two government organization /PSUs with in last five years.

#### **3. MODE OF SUBMISSION: -**

**Quotation** for the present work shall be submitted in two separate sealed covers as below:

3.1 **Envelope. 1** shall be marked as "**Envelope. 1**" which contains

- Documentary proof of eligibility as given **2.1**
- Experience certificate. as given in 2.2
- Self-attested copy of Permanent Account number (PAN).
- Original Quotation Document duly filled and Signed in each page.
- The unconditional acceptance letter, given in Annexure II.
- List of relatives employed in AAI, If any.
- Letter indicating the capacity and authority of individual signing the Quotation.
- Latest Annual Reports (Balance Sheet & Profit and Loss Account Statement duly audited by Chartered Accountant) of the last 3 years (01.04.2018 to 31.03.2021).
- Any other documents /relevant information which bidder(S) may consider appropriate to the activity of Quotation, if any.

3.2 **Envelope. 2** shall be marked as "**Envelope. 2 - Price Bid**" which shall contain Price Bid as per Annexure III

(Cutting or Overwriting, if any, should be signed and stamped by the person signing the bid.)

O/o The Airport Director, AAI, Trichy Phone: 0431-2341810 Fax: 0431-2341812



3.3 These two sealed covers shall then be put in separate single cover, shall be sealed and **super-scribed "Quotation for certification of Tiruchirappalli International Airport, Trichy for IMS of ISO 9001:2015, ISO 14001:2015 & OHSAS 45001:2018"** and address to **The Airport Director, Airports Authority of India, Tiruchirappalli International Airport, Airport. P.O., Trichy, Tamil Nadu — 620 007.**

3.4 At the stipulated time of opening of Quotation, "Envelope. 1" shall be opened first. If it is not found with required documents, shall stand rejected and "Envelope 2" of such Certifying bodies shall not be opened.

#### **4. RIGHT TO ACCEPT OR REJECT THE QUOTATION**

- 4.1 The right to accept the Quotation in full or in part/parts will rest with AAI. However, AAI does not bind itself to accept the lowest Quotation and reserves to it-self the authority to reject any or all the quotation received without assigning any reason whatsoever.
- 4.2 Quotation not accompanied with prescribed information or is incomplete in any respect, and/or not meeting prescribed conditions, shall be considered non-responsive and is liable to be rejected.
- 4.3 The AAI, 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 AAI's action.
- 4.4 The documentation submitted by the bidder shall not be returned unless the bidder explicitly states this request at the time of submission of the Quotation. AAI also reserves the right at its sole discretion not to award any order under the Quotation called. AAI shall not pay any costs incurred in the preparation and submission of any Quotation.
- 4.5 If the bidder gives wrong information in his Quotation, AAI reserves the right to reject such Quotation at any stage or to cancel the contract, if awarded.
- 4.6 A bidder has a relation or relations employed in AAI in the capacity of an officer, the authority inviting Quotation, 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 Quotation proceedings then AAI at its sole discretion may reject the Quotation or cancel the contract.
- 4.7 The requirements indicated in this NIQ 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 without any additional financial implication.
- 4.8 Any correspondence after the opening of the bids, from the bidder, regarding the bid unless specifically sought by AAI shall not be considered.

#### **5. CONTRACT AGREEMENT**

After accepting of offer a formal contract agreement shall be signed on a non- judicial stamp paper of suitable value. Cost of the stamp paper will be borne by the Party.

#### **6. VALIDITY OF OFFER** The Quotation shall be valid for 90 days (Ninety Days) from the date of opening

#### **7. ARBITRATION CLAUSE**

In the event of any dispute, difference or question arising out of or concerning the Agreement for the execution of work herein specified which cannot be settled mutually, the same shall be referred to the sole Arbitrator appointed by the Competent Authority as per Delegation of Power, Airports Authority of India. The provisions contained in the Indian Arbitration Act 1996 will govern the arbitration proceeding. The decision of arbitration shall be final and binding for both the parties. Even, if any dispute, difference or question arises out of or concerning this agreement and whether the same has been referred to arbitration, the Certifying body shall continue to perform his duties and this agreement with due diligence and the AAI will make the payment to the Certifying body to the extent incorporated in the Agreement.



Action to appoint an Arbitrator shall be taken within one month from the date of communication made in writing by any party to the Competent Authority, Airports Authority of India stating that a dispute has arisen and that the matter be referred to arbitration in accordance with the Agreement along with the list of quantified dispute to be referred for arbitration.

Subject as aforesaid the provision of the Arbitration Act 1996, or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

It is term of the contract that if the Certifying body does not make any demand for arbitration respect of any claim(s) in writing within 90 days of receiving the intimation from AAI that the final bill is ready for payment, the claim of the Certifying body will be deemed to have been waived and absolutely barred and AAI shall be discharged and released of all liabilities under the contract in respect of these claims.

## **8. FORCE MAJEURE**

Force Majeure is hereby defined as any cause, which is beyond the control of the Certifying body or the AAI as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially, affect the performance of the agreement such as:

Natural phenomena including but not limiting to floods, droughts, earthquakes and epidemics. Acts of any Government, domestic or foreign, including but not limited to war, declared or undeclared priorities, guarantees, embargoes, provided either party shall within 10 days from the occurrence of such a cause notify the other in writing of such causes.

## **9. COPY RIGHT /PROPRIETARY RIGHT.**

The Certifying body hereby agrees that the fees to be paid as provided in this agreement will be in full discharge of functions to be performed by him and no claim whatsoever shall be made against the AAI in respect of any part relating to the documents submitted by the Certifying body. The documents and other related details prepared and acquired by the Certifying body for the work entrusted to him under this agreement will become the property of AAI. These documents and details cannot be issued to any other persons, firms or authority or used by the Certifying body for any other project without prior permission by the AAI. However, these documents and details can be utilized by AAI for future projects and the Certifying body shall not have any objection of this arrangement.

## **10. COMPENSATION FOR DELAY**

In case the Certifying body fails to complete the work within the stipulated period and no justifiable reasons are found for the delay, the Certifying body shall be liable to pay compensation for delay @ 0.5% of the total value of the uncompleted work per week or part thereof, of delay subject to maximum of 5% of the total value of certification fees. The amount of compensation for delay and waiver of compensation for delay in justified reasons shall be decided at the discretion of Accepting Authority and the same shall be final and binding on Certifying body. Time taken by AAI for approval of documents, Force majeure reasons and any other reasons beyond the control of the Certifying body shall be considered as justified reasons. The amount of compensation may be adjusted or set off against any sum payable to the Certifying body under this or any other contract with AAI.

## **11.INDEMNITY**

The Certifying body shall indemnify and keep indemnified "AAI" against any claim regarding documents and other related details prepared and acquired for the work entrusted to him under this contract, by any other party and against all costs and expenses incurred by AAI in defending themselves against such claims.

## **12. RESCINDING OF CONTRACT**

In the event of failure on the part of the Certifying body 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 this 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 shall have power to engage another Certifying body to carry out the balance work debiting the Certifying body the excess amount, if any so spent subject to maximum of 10% of the total fees, which would have been paid. This deduction shall be made from the Bank





Guarantee and security deposit deducted from each payment released to Certifying body. AAI may consider black listing the Certifying body for future projects.

### **13. FORECLOSURE OF CONTRACT IN FULL OR IN PART DUE TO ABANDONMENT OR REDUCTION IN SCOPE OF WORK**

AAI has the right to close the contract, postpone the work after completing certain stages of work due to some reasons for which Certifying body will be paid only for those stages which have been completed by the Certifying body and approved by AAI. No payment shall be made to the Certifying body for any unfinished stage of work for which AAI's written consent to start has not been obtained. In the event of foreclosure of the agreement at any stage the Certifying body will not have any claim for the unfinished stages except already finished and accepted and approved by AAI. If any time after acceptance of the Quotation AAI shall decide to abandon or reduce the scope of the works for any reason whatsoever and hence not require the whole or any part of the works to be carried out, Airport Director shall give notice in writing to that effect to the Certifying body and the Certifying body shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the completion of the certification in full but which he did not derive in consequence of the foreclosure of the whole or part of the contract.

### **14. PRE OFFER SURVEY VISIT**

If Certifying body are seeking any clarifications about the scope of work or wish to survey the respective Unit / Officers working, they are advised to visit them and satisfy themselves about the nature of work and site details before submitting the Quotation. They shall be deemed to have full knowledge about the requirements whether they visit or not. No extra charge consequent on any misunderstanding or otherwise shall be admissible.

### **15. SCHEDULE OF PAYMENT**

15.1 The Certifying body shall quote fees (in Indian Rupees) for these works at the space shown in Schedule Form.

15.2 No mobilization advance shall be paid.

15.3 On completion of each of the audits the Certifying body shall be paid in the following stages consistent with the work done. Payment made to the Certifying body shall be on account and shall be adjusted against the final fees payable:

<b>SCHEDULE OF SERVICES / PAYMENTS STAGE I &amp; II</b>	
<b>1.</b>	<b>1 Initial / Main audit &amp; issue of Accredited certificate / 60% of quoted</b>
<b>SCHEDULE OF SERVICES / PAYMENTS STAGE III.</b>	
<b>2.</b>	<b>1st Surveillance audit / 20% of quoted price</b>
<b>SCHEDULE OF SERVICES / PAYMENTS STAGE IV.</b>	
<b>3.</b>	<b>2nd Surveillance audit / 20% of quoted price</b>

15.4 Deduction of income tax & other statutory levies shall be made from Bill as per the prevailing rates.

15.5 The quoted amount shall include all payments and deductions to statutory authorities and AAI will only pay the amount after deducting statutory payments to Govt. authorities from the quoted amount.

15.6 Progressive payment at each stage shall be allowed to the Certifying body based on the quantum of work done in that stage. Decision of Airport Director as regard to the proportionate cost of the said part or portion of the stage shall be final and binding on the Certifying body.

15.7 The rate quoted by the Certifying body for the work shall be final.

15.8 All travelling expenses to be incurred by the Auditor to visit the site or Client's office till

the services mentioned under Annexure - I are finalized and approved, shall be included in fee quoted in Annexure III and no payment on this account shall be reimbursed.



## 16. **GENERAL SCOPE OF WORK**

**The scope of certification includes the following core processes:**

1. The works includes pre assessment audit within two weeks of work Order.
2. Certification audit shall be done within four weeks from the date of receipt of work order and certifying agency shall give a provisional certificate immediately, once qualified.
3. Amount quoted shall include fees for following processes indicating break up for the same.
  - (i) Fees to conduct initial/Pre audit IMS - under stage 1 including certification application fee if any
  - (ii) Fees to conduct main audit & issue of accredited certificates - under stage2.
  - (iii) Certification Fee with certificate (in two copies) cost.
  - (iv) Two surveillance audit in three years' period- under stage 3 & 4.
4. Amount quoted shall include all incidental charges including, boarding, lodging, Travelling expenses or any other taxes as applicable.
5. No advance payment will be made by Airports Authority of India, Tiruchirappalli International Airport, Trichy. The amount will be paid on completion of certification process including the issue of certificate to Airports Authority of India Tiruchirappalli International Airport, Trichy, except that of surveillance audit. The amount of surveillance audit shall be paid proportionately for each audit, after the completion of audit.
6. Airports Authority of India, Tiruchirappalli International Airport, Trichy will provide the IMS Documentation as Hard copy to the certifying agency before pre audit if required.

**Note:-**

1. Profile of your company along with the quotation is preferred.
2. For any clarification please contact, Airport Director, Tiruchirappalli International Airport on the Telephone No. 0431-2341810 (Off) OR MR-ISO on 0431-2340936.

<b>Sections/Dept. covered:-</b>	
<b>Air Traffic Management.</b>	Communication, Navigation & Surveillance,
Civil Engineering	Electrical Engineering,
Fire & Rescue Service,	Terminal Management.
Human resources Management	Equipment Section.
CISF	Commercial Section
Finance	

Total Employees 399 ( AAI - 142 & CISF-257)

Note:- Tiruchirappalli International Airport is already certified for IMS (ISO 9001: 2015, ISO 14001:2015 & OHSAS 45001: 2018)



भारतीय विमानपत्तन प्राधिकरण/AIRPORTS AUTHORITY OF INDIA  
तिरुचिरापल्ली अंतर्राष्ट्रीय हवाई अड्डा/TIRUCHIRAPPALLI INTERNATIONAL  
AIRPORT

Annexure-II

**ACCEPTANCE OF AAI's QUOTATION CONDITIONS.**

To,  
The Airport Director,  
Airports Authority of India  
Tiruchirappalli International  
Airport, Trichy - 620 007.

Sub: Unconditional Acceptance of Terms & Conditions of Quotation

Name of Work: - To certify Tiruchirappalli International Airport, Trichy for IMS  
(ISO 9001: 2015, ISO 14001:2015 & OHSAS 45001: 2018)"

Ref: QUOTATION NO.: AAI/TR/ISO/IMS/2022/04/26

Dear Sir,

I / we hereby certify that I / we have read the entire terms and conditions of the Quotation document made available to me / us from the office of the **Airport Director, AAI**, Tiruchirappalli International Airport / through AAI web site — www.aai.aero; which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.

I / We hereby unconditionally accept the Quotation conditions of AAI's Quotation document in its entirety for the above works.

It is clarified that after unconditionally accepting the Quotation conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the Quotation enclosed in envelope. In case any provisions of this Quotation are found violated, I / we agree that the Quotation shall be rejected without prejudice to any other right.

Yours Faithfully,

(Signature of the Applicant)





**भारतीय विमानपत्तन प्राधिकरण/AIRPORTS AUTHORITY OF INDIA**  
**तिरुचिरापल्ली अंतर्राष्ट्रीय हवाई अड्डा/TIRUCHIRAPPALLI INTERNATIONAL AIRPORT**

**Annexure-III**

**QUOTED PRICE / COMMERCIAL BID**

<b>QUOTATION NO. :</b>		AAI/TR/ISO/IMS/ 2022/04/26	
<b>Name of Work:</b>		To certify Tiruchirappalli International Airport, Trichy for IMS (for ISO 9001: 2015, ISO 14001:2015 & OHSAS 45001: 2018)"	
<b>Sl. No</b>	Amount quoted shall include fees for following processes indicating break up for the same.	<b>Amount quoted shall include all incidental charges including, boarding, lodging, Travelling expenses or any other taxes as applicable :</b>	
		<b>In Figures</b>	<b>In Words.</b>
<b>01</b>	Fees to conduct initial/Pre audit IMS - under stage 1 ( including application and		
<b>02</b>	Fees to conduct main audit & issue of accredited certificates - under stage 2		
<b>03</b>	Certification Fee with certificates (in two copies each) cost.		
<b>04</b>	First surveillance audit - under stage 3.		
<b>05</b>	Second surveillance audit - under stage 4		
<b>06</b>	GST@18%		
<b>TOTAL</b>			

(In Figure Rupees \_\_\_\_\_ Only)

**Note 1:** Use of erasure, over writing and or corrections in the price Bid should be avoided. However, in case it becomes unavoidable to use any of these for correction, the same must be authenticated by the person signing the bid with his signature.

**Note 2:** For schedule of payment carefully read clause 15 in Quotation document &

Enclose payment BREAK-UP as per schedule of services. (ANNEXURE-1)

**AUTHORIZED SIGNATURE**

**NAME OF THE SIGNATORY: -**  
**OFFICIAL SEAL WITH DATE**  
**NAME & ADDRESS OF THE QUOTATIONER: -**

O/o The Airport Director, AAI, Trichy Phone: 0431-2341810 Fax: 0431-2341812

www..airportsindia.org.in / [www.aai.aero](http://www.aai.aero) Email: [apdtrichy@aai.aero](mailto:apdtrichy@aai.aero) / [jumam@aai.aero](mailto:jumam@aai.aero)