

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

संख्या: एसआर-44011 (12) / 2/2020-CP & MS-एसआर /14

07 सितंबर, 2020

No. SR-44011(12)/2/2020-CP&MS-SR/14

07 September, 2020

To

मैसर्स AQL सिस्टम और कंसल्टेंट्स
M/s. AQL Systems & Consultants,
अनंदा, 357/5 ए, प्रिंस अनवर शाह रोड
Ananda, 357/5A, Prince Anwar Shah Road.
कोलकाता/ Kolkata - 700068.

विषय-कार्य आदेश के प्रेषण के संबंध में ।

Subject- Forwarding of work award letter.

महोदय/ महोदया

Sir/Madam,

कृपया दिनांक 07.09.2020 के पत्र संख्या एसआर-44011 (12) / 2/2020-सीपी एवं एमएस-एसआर /1 द्वारा जारी कार्य आदेश संलग्न है ।

Please find attached herewith work award letter no. No. SR-44011(12)/2/2020-CP&MS-SR/1 dated 07/09/2020

सादर/Thanking you,

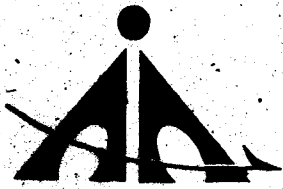
(मोहम्मद इल्ताफ अंसारी)/MD ILTAF ANSARI

सहायक महा-प्रबंधक (सीपी और एमएस)/ AGM (CP&MS)

मोबाइल नंबर: 9176960101

विस्तार संख्या/Extn No.-044-22567848

अनुलग्नक/ Encl: यथोपरि / as stated above.



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

No. SR-44011(12)/2/2020-CP&MS-SR/1

07 September, 2020

To

M/s. AQL Systems & Consultants,
Ananda, 357/5A, Prince Anwar Shah Road.
Kolkata - 700068.

Subject- Name of Work: Comprehensive consultancy for Integrated Management System certification of Chennai airport comprising of ISO9001:2015, ISO14001:2015 and ISO45001:2018 standard.

Ref: 1. TENDER ID: 2020_AAI_54175.

2. Your E-Tender (Envelope - II - Price bid) opened on 21.08.2020.

Dear Sir,

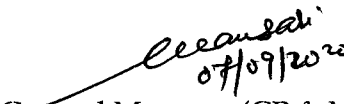
1. On behalf of Chairman, Airports Authority of India, I hereby accept the work mentioned above at the item rates quoted by you for the sum of Rs.4,31,000/- (Rupees Four Lakhs and Thirty One Thousand Only).
2. You are directed to start the work at once as per Schedule-A attached. The work shall be executed as per terms and conditions in the succeeding paragraph.
3. Period of completion of work is 30 months which shall be reckoned from the date of placing the work order. If you fail to complete the work within stipulated period and no justifiable reasons are found for delay, you should be liable to pay the compensation as per terms and conditions of this agreement.
4. Assistant General Manager (CP & MS), Airports Authority of India, Southern Region/ Chennai Airport, Chennai - 600027 shall be work - in - charge of the work. You are requested to attend the office of Assistant General Manager (CP & MS), Airports Authority of India, Operational Offices, Southern Region, Chennai - 600027 within 15 (Fifteen) days from the date of issue of this order to sign and complete the contract agreement. The contract Agreement shall be executed on a non-judicial stamp paper of value Rs. 100/- (Rupees One Hundred only) and the cost of the stamp paper shall be borne by you.
5. Please deposit Rs.43,100.00 (Rupees Forty Three Thousand one Hundred) towards Security Deposit within 10 days from the date of issue of this letter, failing which, the same will be deducted as per condition of Clause 5 of Special Conditions of Contract.

6. You are requested to comply with the provision of Contract Labour (Regulation and Abolition) Act 1970 and Contract Labour (Regulation and Abolition) Central Rules 1971 and minimum wages act and rules there of Central and State Government.
7. You are also directed to contact Assistant General Manager (CP & MS), Airports Authority of India, Southern Region/ Chennai Airport immediately who will arrange to hand over the site to you.
8. Any further correspondence in connection with the contract should normally be addressed to the Assistant General Manager (CP & MS), Airports Authority of India, Operational Offices, Southern Region, Chennai - 600027.
9. Please acknowledge the receipt and return the duplicate copy of this letter enclosed herewith after signing it to the undersigned as a token of acceptance.

Thanking you,

Encl: 1) Schedule of Quantities

Yours faithfully,

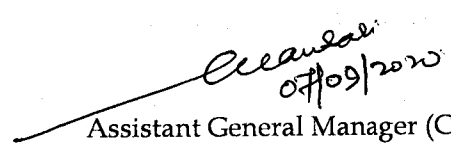

07/09/2020
Assistant General Manager (CP & MS)
For and on behalf of the Chairman,
Airports Authority of India.

Bill Of quantities

Name of Work: Comprehensive consultancy for Integrated Management System certification of Chennai airport comprising of ISO9001:2015, ISO14001:2015 and ISO45001:2018 standard.

Item No	Item Description	Qty	Unit	Rate (In Rs)	Amount (in Rs)
1	Organize 1/2 (half) day training program for NMR, MR, Dy. MR & HODs including kick-off meeting for implementation of IMS at Chennai Airport as per detailed scope of work. This session will include comprehensive discussion with all HODs and APD and finalization of MR/Dy.MR and Internal Auditors and target audience for awareness training. The no. of trainees shall be approximate 25 ($\pm 20\%$)	1	Job	10000	10000
2	Impart awareness training of half day for each batch of 40 ($\pm 20\%$) audience from officials of AAI, CISF, Airlines, Cargo Handling Agency, Ground Handling Agency, Commercial Concessionaires, Oil company, Customs, Emigration and any other agencies working at Chennai Airport and other stake holders of Chennai Airport etc. complete as required as per detailed scope of work (This work will be executed during the currency of contract in 1st Year/2nd Year/3rd Year as per AAI requirement)	16	Job	5000	80000
3	Organise 1 day training program for existing Internal Auditors of Chennai airport (batch 25 ($\pm 20\%$)) as per detailed scope of work for making them to audit ISO45001:2018 (Earlier these internal auditors were trained for IMS comprising of ISO9001:2015, ISO14001:2015 and OHSAS 18001:2007. (This work will be executed in 1st year before 1st Internal audit)	1	Job	15000	15000
4	Organise 3 days training program for nominated Internal Auditors of batch 25 ($\pm 20\%$) as per detailed scope of work (Tentatively this work will be executed in 2nd Year or 3rd Year as per AAI requirement).	1	Job	45000	45000
5	Review of existing Chennai Airport Apex Manual, Operation Control Procedure Manual, Common Procedure Manual, Departmental Manual (16 process) available for IMS comprising of ISO9001:2015, ISO14001:2015 and OHSAS18001:2007 and revising the same for Integrated Management System for ISO9001:2015, ISO14001:2015 and ISO45001:2018 including review of Risk assessment and making uniform risk assessment for all the process. Review and revise existing Quality Management System (QMS) policy, Environment Management Policy and Occupational Health & Safety Management Policy by studying all department structure/nature of works w.r.t Quality of services to be provided, Environment impact, Occupational Health and Safety after through discussion with Employees, HODs, MR, NMR APD and making gap analysis assessment etc. complete as required as per detailed scope of work. Each Manual shall be comprehensive and shall include Policy, Objectives, Procedures, Organization Structure, Flow chart, Documentation, record etc. complete pertaining to department Specific and suitable for obtaining certificate and Implementation of Integrated Management System.	1	Job	40000	40000
6	Preparation of new departmental manual for Integrated Management System for ISO9001:2015, ISO14001:2015 and ISO45001:2018 including Risk assessment etc. complete as required for IT department of Chennai Airport suitable for obtaining certificate and Implementation of Integrated Management System.	1	Job	10000	10000

Item No	Item Description	Qty	Unit	Rate (In Rs)	Amount (in Rs)
7	Organize Internal Audits followed by Management Review Meeting in co-ordination with APD/NMR/MR including Modification/Correction of Departmental Manual and assisting HODs in removing the NC identified during Internal Audits and MANAGEMENT REVIEW meeting. (Tentatively 2 Job will be executed in 1st Year and 2 Job will be executed in each 2nd year and 3rd Year. However Quantity may vary as per AAI requirement).	6	Job	22000	132000
8	Organize pre-assessment Audit and final Audit (which includes Stage1 and Stage 2 Audit) by certifying body including co-ordination with Certifying agency, HODs, Dy. MR, MR, NMR etc. complete as required. The job includes Modification/Correction of Departmental Manual and assisting HODs in removing the NC rose during these Audits and follow-up with Certifying body for obtaining certificate.	1	Job	31000	31000
9	Organize Surveillance Audit by certifying body including co-ordination with Certifying agency, HODs, Dy. MR, MR, NMR etc. complete as required. The job includes Modification/Correction of Departmental Manual and assisting HODs in removing the NC rose during these Audits (Tentatively 1 Job will be executed each in 2nd year and 3rd Year. However quantity may vary as per AAI requirement).	2	Job	34000	68000
Total Amount in words- Rupees Four Lakhs Thirty One Thousand only				Total Amount	431000


 Assistant General Manager (CP & MS)
 Airports Authority of India,
 Southern Region/Chennai Airport,
 Chennai-600027