



Ref. No. AAI/RAJ/APD/General/2021/ 188

Date :- 16/07/2021

To,

(SPEED POST)

M/s Manoria Associates,
Office 14, First Floor, Dinubhai Estate,
Trikampura Cross Road, Vatva,
Ahmedabad-382445
Mob. No. :- 9825437917, 9327437917

Subject :- **Provision of Consultancy services for upgradation and surveillance clearance of Integrated Management System (compliance of ISO 9001:2015, ISO 14001:2015 and upgradation from OHSAS 18001:2007 to ISO 45001:2018) at AAI Rajkot Airport for three years.**

Reference- 1. E-tender Reference number: AAI/RAJ/APD/GENERAL/2021
2. E-tender ID: 2021_AAI_77054_1

Sir,

In reference to above cited subject, We are pleased to inform you that Consultancy work for IMS **and up-gradation of OHSAS** at AAI Rajkot airport is awarded for three years from the date of start of work as per given terms and conditions.

- Consultancy service for continuation of Integrated Management System(IMS) which include QMS ISO 9001:2015, EMS ISO 14001 2015 and up-gradation from OHSAS 18001:2007 to ISO 45001:2018 for Airports Authority of India, Rajkot Airport.
- The **contract agreement** as per attached format shall be executed **within 30 days** from the date of acceptance of this letter, on a non-judicial stamp paper of value Rs. 100/- (Rupees One Hundred Only).

c) Liquidated Damages (L.D.):

In case of delay in completion of the contract / unsatisfactory services, liquidated damages (L.D.) shall be levied @ 1% of the full value of uncompleted portion of work per week (part of week to be treated as one week) subject to a maximum of 10% of total contract value. If the uncompleted work / unsatisfactory services, restricts the operation of complete system then LD shall be applicable to total value of contract with approval of Competent Authority



- d) Assessment and providing continuation of integrated management system and identify GAP for successful continuation to ISO 9001:2015, ISO 14001:2015 and upgradation of present OHSAS 18001:2007 to ISO 45001:2018.
- e) Training programme shall be arranged to generate awareness on IMS for all concerned officers and to help them to fulfil new requirements related to two upgraded standards ISO 9001:2015 , ISO 14001:2015 & ISO 45001:2018.
- f) To facilitate development and approval of documented system as per revised / continuation/upgraded standards of QMS & EMS with respect to:
- Context of the organization with respect to QMS & EMS.
 - Risk and Opportunity related procedure and risk and opportunity register for each section with respect to QMS & EMS.
 - Procedure for Change Management.
 - Action plan to achieve new objectives for QMS & EMS.
 - Support for updation in HIRA(Hazard Identification & Risk Analysis) & Environment Imapct.
- g) To provide training and certification to at least 10 personnel to become competent internal auditors of IMS.
- h) To provide necessary help and guidance in conducting internal audits and shall assist in closing non conformities observed during internal and external audit.
- i) The consultant shall assist AAI, Rajkot to plan up-gradation related IMS audit and periodic surveillance audit related coordination with the Certification body.

j) Performance Bank Guarantee / Security Deposit:

The contractor within **15 calendar days** from the date of issue of this work order shall submit the unqualified performance guarantee / security deposit of **3 % of the total work order** value to AAI in the form of an irrevocable and unconditional bank guarantee in Indian Rupees from a Nationalized/scheduled bank in India, If party is submitting PBG then PBG as per proforma (**Annexure-IV**) of NIET document is required to be submitted. The Performance Guarantee / Security



Deposit shall be valid for **03 months** beyond the service completion period shall remain valid as per provisional extension granted by AAI. If the agency fails to extend the validity of the Performance Guarantee, the same shall be encashed by AAI with or without notice. The guarantee amount shall be payable to AAI without any condition whatsoever and the guarantee shall be irrevocable.

The performance guarantee / Security Deposit shall be deemed to govern the following guarantees from the contractor, in addition to the other provisions of the guarantee.

The successful and satisfactory completion of consultancy services for continuation of IMS and upgradation of OHSAS accordance with the specifications and other relevant documents.

The performance guarantee / security deposit is intended to secure the performance of the entire consultancy service. However, it is not to be construed as limiting the damages stipulated in any other clause.

- k) **ISO Consultancy services** shall be completed satisfactory within three years from the date of acceptance of this work order.

Cost of the said works is Rs.76,110/- (**inclusive of all taxes and charges**) for all three years.

Payment shall be made after satisfactory completion of work in two stages after deducting the statutory taxes. The payment shall be made as follow:

- (a) 40% after training, documentation & First internal audit year 2021.
- (b) 30% after successful updated certification and audit of year 2022.
- (c) 30% updated certification and audit of year 2023.

Payment shall be made on submission of the following documents in ORIGINAL :

- a) Bill/Invoice + 2 copies along with undertaking as per Section 206AB/206CCA of Income Tax Act, 1961
- b) Satisfactory completion certificate of services by the Airport Director, AAI, Rajkot Airport.
- c) Details in respect of your firm required for RTGS as per attached vendor reg. form
- d) Submission of work plan in each stages.
- e) Payment will be done break up wise i.e. 40%, 30% & 30% as per above point j).



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

- I) All the works to be done as per scope of work mentioned strictly as **per Annexure -X of NIET document.**

Yours Sincerely,

(Diganta Borah)

Airport Director

AAI Rajkot Airport.

विमानपत्तन निदेशक
Airport Director
क. वि. प्रा., राजकोट
AAI RAJKOT

- Enclosure: - 1. Agreement format
2. Vendor registration form / Party payment detail form

O/C

Agreement

AGRREMENT (on Rs.100/- Non Judicial Stamp Paper) for “Provision of Consultancy services for Integrated Management System (ISO 9001:2015, ISO 14001:2015) and up-gradation of OHSAS 18001:2007 to ISO 45001:2018) at AAI Rajkot Airport”.

Between

Airports Authority of India, Civil Aerodrome, Rajkot-360006, Gujarat

And

(M/s Manoria Associates, Office 14, First Floor, Dinubhai Estate, Trikampura Cross Road, vatva,Ahmedabad-382445, Gujarat)

THIS AGREEMENT, entered into this (Date)_____ day_____ of (Month & Year) _____ by and between (Name of Contractor), having its office at (Contractor’s Office Address) (hereinafter called the “Contractor”) and the Airports Authority of India having its office at Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi India (hereinafter called the “AAI”), the expressions “Contractor” and “AAI” shall mean their successors, legal representatives or assigns, for the **“Provision of Consultancy services for Integrated Management System (ISO 9001:2015, ISO 14001:2015) and up-gradation of OHSAS 18001:2007 to ISO 45001:2018) at AAI Rajkot Airport.”**

WITNESSETH

WHEREAS, AAI invited offers for the “**Provision of Consultancy services for Integrated Management System (ISO 9001:2015, ISO 14001:2015) and up-gradation of OHSAS 18001:2007 to ISO 45001:2018)**” at Airports Authority of India, Civil Aerodrome, Rajkot, Gujarat.

WHEREAS, the Contractor has offered to undertake “**Provision of Consultancy services for Integrated Management System (ISO 9001:2015, ISO 14001:2015) and up-gradation of OHSAS 18001:2007 to ISO 45001:2018) at AAI Rajkot Airport**”, Gujarat in accordance with their Price Bid and AAI has accepted its offer.

NOW, therefore, in consideration and mutual covenants contained herein, the Contractor and the AAI (hereinafter referred to as the “parties”) agree that the following document shall be part of this agreement:-

AAI E - Tender Documents (Etender ID :- **2021_AAI_77054_1**) for the **Provision of Consultancy services for Integrated Management System (ISO 9001:2015, ISO 14001:2015) and up-gradation of OHSAS 18001:2007 to ISO 45001:2018)** at Airports Authority of India, Civil Aerodrome, Rajkot, Gujarat supplied by AAI.

1. Tender corrigendum no. 1, 2....., if any.
2. Bid Documents submitted by the Contractor dated 28.02.2020 in fulfilling the contract requirements that includes the signed compliance.
3. Unconditional acceptance of AAI Tender conditions as given by the Contractor.
4. Queries raised by AAI during technical evaluation and technical clarification submitted by contractor in response thereof.
5. The price bid of the Contractor which was opened **on 24/06/2021** and accepted by AAI.
6. Reference of LOI/Work order issued/acceptance of bidder.

For and on behalf of Contractor

For and on behalf of Chairman, AAI.

Signature
Name
Designation

Signature
Name
Designation

1. Witness : (Signature, Date, Name, Designation on behalf of AAI)
2. Witness : (Signature, Date, Name, Designation on behalf of Contractor)

PARTY PAYMENT DETAILS FORM / VENDER REGISTRATION FORM

PARTY NAME / VENER NAME :	
NAME OF CONTACT PERSON :	
OFFICE ADDRESS	
OFFICE TELEPHONE NO	
FAX NO	
MOBILE NO	
E-MAIL ID (FOR PAYMENT CONFIRMATION)	
TAX RAGISTRATI	
SERVICE TAX REG.NO.	
DATE OF SERVICE TAX REG.	
CATEGORY UNDER CHAPTER OF SERVICE TAX.	
CHAPTER NO	
GST REG. No.	
DATE OF GST TAX REG.	
GST VENDOR CLASS (0,1,2,3) 0 FOR NOT REGISTERED; 1 FOR Compounding Scheme; 2 FOR Special Ecomonic Zon 3FOR PSU/GOVERNMENT ORGANIZATION	
Region (i.e. Gujarat, Maharashtra etc.) Domestic or Import vendor	
Postal City	
Country	
Vendor Type (General / MSME (If MSME/ NSIC then attached proof))	
TDS DET	
PAN NO	
PAN Valid from	
TAN NO	
TIN NO	
TDS CATEGORY	
DETAILS	
BILL NO & DATE	
BILL RS	
DETAILS OF BILL	

BANK DETAILS (FOR	
BANK NAME	
BRANCH NAME & ADDRESS	
NAME OF BANK A/C	
BANK ACCOUNT NO	
ACCOUNT TYPE (CA/SB/CC)	
RTGS (IFSC) CODE	
MICR CODE	

ENCLOSED :

(1) CANCEL CHEQUE

(2) ZEROX COPY OF PAN

(3) Zerox copy of GST Registration (SIGNATURE) OF PA

DATE: