

INDIAN AVIATION ACADEMY



IAA, Vasant Kunj, New Delhi

Notice Inviting Tender

For

Hiring the Services of an

Auditing Agency for

conducting Third Party Food

Safety Audit of Catering

Services at Indian Aviation

Academy, New Delhi.

Name of Work: “Hiring the services of an Auditing agency for conducting Third Party Food Safety Audit of Catering Services of Indian Aviation Academy, New Delhi”

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The tender documents contain **16** pages as detailed above.

**Sr. Manager (Operations), IAA
Vasant Kunj, New Delhi.**

NOTICE INVITING TENDER**Name of Work: Hiring the Services of an Auditing Agency for conducting Third Party Food Safety Audit of Catering Services at Indian Aviation Academy, New Delhi.**

E-tenders are invited through the GeM portal by Senior Manager (Operations)-Bid Manager on behalf of Director, Indian Aviation Academy to hire the services of an Auditing agency for conducting Third Party Food Safety Audit of Catering Services of Indian Aviation Academy, New Delhi for an estimated amount of **Rs 82200(inclusive of all components) Exclusive GST for a period of 12 months (One Audit/month) further extendable up to 12 months.**

Sr. No.	Name of the Work	Estimated Cost (INR)	EMD Amount (INR)	COST OF TENDER (INR)- (TENDER FEE)
	Hiring the Services of an Auditing Agency for conducting Third Party Food Safety Audit of Catering Services at Indian Aviation Academy, New Delhi.	Rs 82200/- (Inclusive of all components) Exclusive of GST	Rs 1644/-	Rs 590/- (incl GST)

1. Technical & Financial Bids shall be submitted Online at GeM portal by the bidder as per the following schedule:

Sl. No.	Activity	Date & Time (IST)
1	Publishing Date	28.11.2022 at 1500 Hrs
2	Bid Document Download / Sale Start Date	29.11.2022 at 0930 Hrs
3	Clarification Start Date	29.11.2022 at 0930 Hrs
4	Clarification End Date	02.12.2022 at 1800 Hrs
5	Reply to clarification	06.12.200 upto 1800hrs
5	Bid Submission Start Date	29.11.2022 at 0930 Hrs
6	Bid Submission End Date	19.12.2022 at 1100 Hrs
7	Last date and time of <i>physical submission</i> of DD against EMD, Tender Fee, Signed hard copy of IAA Unconditional Acceptance Letter.	19.12.2022 at 1100 Hrs
8	Bid Opening Date: Envelope-I (Technical Bid)	19.12.2022 at 1130 Hrs
	Shortfall Documents submission	20.12.2022 to 21.12.2022 upto 1800 hrs
9	Bid Opening Tentative Date: Envelope-II (Financial Bid)	22.12.2022 upto 1100 Hrs

2. Tender documents may be downloaded from GeM Portal <https://gem.gov.in>. Aspiring Bidders/ Suppliers who have not enrolled/registered in GeM portal should enroll/register before participating through the website <https://gem.gov.in>. The portal enrollment is free of cost.
3. a) If the bidder has any query related to the Bid Document of the work, they should use 'Seek Clarification' on GeM portal to seek clarifications. No other means of communication in this regard shall be entertained.
b) Any time Extension, Corrigendum, Addendum, Amendments etc. shall be issued and uploaded in GeM portal <https://gem.gov.in> only.
4. Tenders (Technical Bid & Financial Bid) should be uploaded through GeM portal at <https://gem.gov.in>. Hard copy of the tender documents will not be accepted. The bids shall not be accepted in any other form.
5. Tender fee of **Rs.590/-(incl.GST) (non-refundable)** and EMD of **Rs 1644/-** will be required to be paid **offline** in the form of Demand Draft from any Nationalized scheduled bank (but not from co-operative or Gramin bank). Tender Fee in favour of **Indian Aviation Academy (Niamar Society)**, payable at **New Delhi**. The original demand draft against tender fee should be posted / couriered / given at reception of IAA, received latest by the last date of bid submission or as specified in the tender document. The details of demand draft / any other accepted instruments, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.
6. **Concessions to Indian Micro & Small Enterprises (MSEs) Units: -**
As per the provisions of public Procurement Policy for MSE's Order 2012, MSEs (Micro & Small Enterprises) registered with MSME/DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc. Only following concessions shall be applicable and extended to the MSEs of same specifications under which they are register equaling tender scope of work.
 - i) **Tender Document Fee/EMD Fee:**
MSEs Bidders seeking exemption and benefits on tender fee/ EMD fee should submit signed self-attested scanned copy of valid MSE Registration Certificate, giving details of such validity and scope of work covered etc. in **Envelope-I (Technical Bid)**, failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs. The benefits to MSEs shall be available only for the goods/Services produced and provided by MSEs for which they are registered.
 - ii) For this tender MSEs Bidders seeking exemption for tender fee/EMD fee they must submit the MSMEs certificate which clearly mention that the certificate is issued for the "**Work of Third Party Food safety Audit of Catering services or similar Nature in respect of food safety audit**", **If it was found that the certificate is not issued for these works it will presumed that the bid is submitted without tender fee and the bid of the agency shall be summarily rejected.**
 - iii) a) Exemption for EMD & tender fee will be given only to those bidders who are found eligible (eligibility as mentioned below in NIT clause 6 i & ii)
- (b) Implementation of micro, small and medium enterprises development (MSMED)Act, 2006.**
It has been clarified that benefit to MSMEs shall not be extended to construction work as it cannot be treated as service rendered or supply of goods.

It is further clarification that capital MEP work like Electrical & Mechanical (E&M), HVAC, BHS, Power supply system, fire alarm & detection and PA system etc., which involve SITC, also fall under the category of construction work and hence the benefits to MSME shall not be extended for these works.

Supply of material/ goods and services like supply of manpower, where consumable material is involved can be considered for the benefits to the MSME as per public Procurements policy. Further, it is also clarified that benefits to MSME shall be available only for the goods/ services produced and provided by MSME for which they are registered as mentioned clearly in their MSME/ NSIC certificate.

7. The Bidders have to submit Original DD for Tender fees, Original DD for EMD and Original Unconditional Acceptance letter at the address(given at NIT Pg 9) provided in the NIT. The Bidders whose original Demand Draft against Tender Fee, EMD and Unconditional Acceptance letter on Bidder's letter Head is not received by due date & time of opening of Envelope-1, their tender application shall be summarily REJECTED.

8. In the event of inconsistency, conflict or ambiguity between the terms and condition of GeM Bid document and uploaded E-Tender, the term set forth in the uploaded e-Tender SHALL PREVAIL.

9. The NIT document can be downloaded from IAA website and AAI Website:

URL for AAI website: <https://www.aai.aero/en/tender/tender-search>

URL for IAA website: <https://iaa.edu.in/tender>

10. Bids submission Process (Two Bid system) -

1. **Envelope-I Technical Bid:** - Each page of Technical Bids should be signed by the tenderer or person authorized by the tenderer. Bidders shall upload scanned legible copy of following documents in readable form as PDF file at GeM Portal at <https://gem.gov.in> as part of Technical bid. The Technical bid which will be opened first, shall contain the following documents specified as under.

- a) Scanned Copy of Tender fees. (**Original to be sent physically**)
- b) Scanned Copy of EMD Demand Draft. (**Original to be sent physically**)
- c) Scanned copy Signed NIT Documents.
- d) Scanned Copy of Self-attested PAN
- e) Scanned copy of GST Registration Certificate
- f) Scanned copy of self attested Valid Certificate of recognition by FSSAI for food safety Auditing Agency under the Food Safety and Standards (Food Safety Auditing) Regulations 2018.
- g) Scanned Copy of Experience certificate duly signed by the firm in which food safety audit was conducted in at least 3 (Three) different establishments (Food Sector) in last 5 years (5 years will be counted from date of tender floatation).
- h) Scanned Copy of Valid NSIC/MSME registration certificate issued by competent authority, in case of seeking for exemption for Tender Fee/EMD by the NSIC/MSME registered firms.
- i) Scanned Copy Duly signed and stamped Unconditional Acceptance letter (Annexure B) on Bidder's letter Head. (**Original to be sent physically**)
- j) Scanned copy of 'Undertaking' regarding Blacklisting / Debarment on Bidder's Letter Head. (Annexure-C).
- k) Scanned Copy of Undertaking regarding False Documents on Bidder's letter Head (Annexure-D)

2. **Envelope-II Financial Bid** – The Financial e-Bid through GeM Portal.

- i. All rates shall be quoted 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 tenderers. If the BOQ file is found to be modified by the tenderer, the bid will be rejected
- ii. **The rate quotes should include all like cost, profit margin, travelling expenses, boarding/lodging etc. The final rate quotes should be inclusive of all component but exclusive of GST.**
- iii. The tenderer shall submit their application only at GeM Portal: <https://gem.gov.in>. Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

11. Not more than one tender shall be submitted by one tenderer or tenderers having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
12. Tenderer who has downloaded the tender from GeM portal website <https://gem.gov.in>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with IAA.

13. **Bids Opening Process is as below:-**

a) **Envelope –I (Technical Bid):**

Envelope-I containing documents (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

The tenderer shall upload the requisite clarification / documents within time specified by IAA, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly. The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through GeM portal

b) **Envelope-II(Financial bid):**

Envelope-II containing financial bid if the tenders found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATA SHEET.

(In case the date and time for opening of Envelope-II (Financial bid) is required to be changed, the same shall be intimated through GeM Portal)

14. IAA reserves the right to accept or reject any or all applications without assigning any reasons. IAA also reserves the right to call off tender process at any stage without assigning any reason.
15. **Penalty Clause: -**
Food safety Audit should be done on or before 15th of every month and report should be submitted before 25th of every month failing to which the Firm will be subjected to Penalty of Rs 200/- per day for every late conduct of Audit or late submission of Audit Report.(Eg.1 days late-Rs 200/-,2 days late Rs 400 /-etc.)
16. IAA reserve the right to verify the credential submitted by the tenderer at any stage (before or after the award the work). If at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the tenderer or if they withdraw/failed to sign the contract then IAA shall take the following action: -
- a) Forfeit the entire amount of EMD submitted by the tenderer.
 - b) The tenderers shall be liable for debarment from tendering in IAA, including termination of the contract apart from any other appropriate contractual/legal action.
17. Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate application.
18. If the entity participating in any of the tenders is a private or public limited company, partnership firm or proprietary firm and any of the Directors/Partners/Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with IAA and has outstanding dues payable to the Authority, the said entity shall not be allowed to participate in IAA Tenders.

**Sr. Manager (Operations), IAA
Vasant Kunj, New Delhi**

Terms & Conditions of the Contract

1. Scope of Work:-

- a) Indian Aviation Academy is a joint venture of Airports Authority of India, Directorate General of Civil Aviation and Bureau of Civil Aviation Security. It is involved in the area of imparting training in aviation related areas.
- b) Participants from all over the India come for training to IAA. Duration of various training varies from 1 day to few months. IAA is comprised of one Academic building (capacity of training 500 participants at a time) and one Hostel (140 beds) Catering services at both the buildings have been outsourced to one catering agency.
- c) To ensure the quality and hygiene of catering services IAA is desirous to hire the services of Third-Party food safety auditing agency.
- d) Location of the Workplace- **Indian Aviation Academy, Behind Indian Spinal Injuries Centre, Vasant Kunj, New Delhi-110070 (Academic Block and Hostel are in close proximity of each other).**
- e) The rates are to be quoted for per audit and normally it will be one audit per month. However, it can be more than one audit in a month on requirement basis and for that agency will be intimated in advance. The audit is to be conducted as per the Food Safety and standards (Food Safety Auditing) Regulation, 2018 and other relevant rules and regulation as applicable from time to time.
- f) The agency should have conducted Food Safety Audits in at least 3 (Three) different establishments in food Sector in last 5 years.
- g) Agency has to submit its procedure and check-list well in advance to IAA for approval and audits is to be conducted as per approved procedures and schedule.

2. Validity of Contract period: -12 months (Further extendable up to 12 months)

3. Rate: -

- i. The rate quotes should include all like cost, profit margin, travelling expenses, boarding/lodging etc. The final rate quotes should be inclusive of all components but exclusive of GST.
 - ii. Rates quoted by the agency should be inclusive of all components but exclusive of GST. Boarding, Lodging, food or any other claim whatsoever will not be entertained by the IAA for conducting audit. The firm has to bear the charges of additional claims.
 - iii. The rate quoted shall be valid for a period of 90 days from the Bid opening date and no escalation / deviation shall be accepted under any circumstances
4. All rates shall be quoted in the format provided in GeM portal and no other format is acceptable.

5. **Refund of EMD :-**

EMD amount of rejected bidders will be refunded to them after submission of Technical/Financial evaluation report on GeM Portal and award of Work Order to successful bidder by Bid Manager.

6. **Payment:-**

- i. No advance payment shall be made.
 - ii. Payment shall be processed through **NEFT/RTGS/ONLINE** within 20-25 days after submission of Invoice in Original.
 - iii. TDS & other Taxes as applicable may be deducted from the bill.
7. The Security Deposit @ 10% shall be deducted from the running bills, which shall be released after successful completion of Defects Liability Period.
8. Evaluation of price bids will be based on overall **L1** status as per GeM portal. In case rate offered by two or more bidders are same, Higher Annual Turn Over in last Financial year of the Bidding Agency shall be preferred criteria for selection of successful Bidder. Further IAA on its discretion shall decide suitably to award the work to any of the lowest bidder . No query shall be entertained in this regard and decision of IAA shall be final and binding on all the bidders.
9. IAA is not bound to accept lowest quotation and reserves the right to accept or reject any or all tender without assigning any reason thereof, and to call for any other details of information from any of the Bidder.
10. Bid should be uploaded on or before the last date and time for Bid submission. IAA is not responsible for any Technical issues related to GeM. Bidder may contact GeM helpline for any Technical issues.
11. Duly filled relevant details of Information for Food Safety Audit (As per FSSAI Guidelines) is enclosed for information for providing Competitive Bidding. (Annexure-F)
12. The Original DD of Tender Fees, Original DD of EMD and Original Unconditional Acceptance letter must reach this office either by Speed/Registered Post or in person at the following address on or before 19.12.2022 up to 1100 IST positively: **Pooja Bharti, Senior Manager (Operations) O/o Director, Indian Aviation Academy, Behind Indian Spinal Injuries Centre, Vasant Kunj, New Delhi-110070**
13. For any issues/ clarifications relating to the understanding of the tender(s) published kindly contact the Bid Manager whose details are given below:-

Sr.No.	Name of the Bid Manager	Designation	Email id	Phone No.
1.	Pooja Bharti	Sr. Manager(Operations)	poojab@iaa.edu.in	9780412696

CHECK LIST of Envelope-I /Technical Bid**(To be uploaded by applicants along with tender application in Envelope-I -Technical Bid)****Name of work:-** “Hiring the Services of an Auditing Agency for conducting Third Party Food Safety Audit of Catering Services at Indian Aviation Academy, New Delhi.

Ref No.	Qualifying Criterion	Particulars	Enclosure check list1.
1	Envelope-I shall contain scanned copy of		
a	DD of Tender Fee (DD)	(Self-attested copy of Bank DD)	Enclosed / Not Enclosed
b	DD of Earnest Money Deposit (EMD)		Enclosed / Not Enclosed
c	Signed NIT Documents		Enclosed / Not Enclosed
d	Self-attested PAN		Enclosed / Not Enclosed
e	Self Attested GST Registration Certificate		
f	Self Attested Valid Certificate of recognition by FSSAI for food safety Auditing Agency under the Food Safety and Standards (Food Safety Auditing) Regulations 2018.		Enclosed / Not Enclosed
g	Experience certificate duly signed by the firm in which food safety audit was conducted in at least 3 (Three) different establishments (Food Sector) in last 5 years (5 years will be counted from date of tender floatation)		Enclosed / Not Enclosed
h	Valid NSIC/MSME registration certificate issued by competent authority, in case of seeking for exemption for Tender Fee by the NSIC/MSME registered firms.		Enclosed / Not Enclosed
i	Duly signed and stamped Unconditional Acceptance letter on Bidder Firm's letter Head(Annexure-B)		Enclosed / Not Enclosed
j	Undertaking' regarding Blacklisting / Debarment on Bidder Firm's Letter Head (Annexure-C)		Enclosed / Not Enclosed
k	Undertaking regarding False Documents on Bidder firm's letter Head (Annexure -D)		Enclosed/ Not Enclosed

DECLARATION

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

Place:

Date:

Signature
Authorized Signatory of the contractor/ Firm
(Signature with stamp)

(FORM OF UNCONDITIONAL ACCEPTANCE / UNDERTAKING)

To,
The Director,
Indian Aviation Academy,
Behind Indian Spinal Injuries Centre,
Vasant Kunj,
New Delhi,110070

Name of Work: Hiring the Services of an Auditing Agency for Conducting Third Party Food Safety Audit of Catering Services at Indian Aviation Academy, New Delhi.

Dear Sir,

1. The GeM documents for the works mentioned above has been uploaded by Indian Aviation Academy, New Delhi on GeM portal and I/We hereby certify that I/We have read the entire terms and conditions of the bid documents made available to me/us on GeM portal, which shall form part of the contract agreement and I/We shall abide by the conditions/clause contained therein.
2. It is clarified that after un-conditionally accepting the Bid conditions in its entirety, it is not possible to put any remarks / conditions.
3. I / We do hereby declare and state that our Firm / Company has not been blacklisted/ debarred by CBI / OIC / AAI / BCAS or any other Department of Govt. of India / StateGovt. and have no outstanding dues payable to the IAA.
4. I / We do further declare and state that all the above information given by me / us is true to the best of my/our knowledge and in case if it is found to be false / incorrect, IAA shall have the absolute right to take any action as deemed fit / without any prior intimation to me/us.
5. If after the opening of Bid, I/We Withdraw or modify my/our bid during the period of validity of Bid (including extended validity of Bid) specified in the Bid documents, I/We shall be suspended for 01 (One) Year and shall not be eligible to bid for IAA works from date of issue of suspension order.
6. That, I have not paid and will not pay any bribe to any officer of Indian Aviation Academy for awarding this contract at any stage during its execution or at the time of payment of bills.
7. That if any officer of Indian Aviation Academy asks for bribe / gratification, I will immediately report it to the appropriate authority of Indian Aviation Academy.

Yours faithfully,

(Signature of the Tenderer)

Name and address of the firm:

Contact Number:

Mail ID:

Date

(On bidder Firm's Letter Head)

Name of Work:- "Hiring the Services of an Auditing Agency for conducting Third Party Food Safety Audit of Catering Services at Indian Aviation Academy, New Delhi"

Undertaking Regarding Blacklisting

I/we (Name and post of authorized signatory) on behalf

..... (Name of firm) do here by solemnly affirm and declare as follow:

Our firm is not debarred / blacklisted by Indian Aviation Academy, Airports Authority of India or Central / State Govt Depts. / PSU Bank / ADB etc. and the debarment is not in force as on last date of submission of proposal. Our firm understand that in case above is discovered at later stage, our firm shall be liable for restrained from bidding in IAA, apart from any other appropriate contractual action including debarment/blacklisting, termination of the contract.

Date:-

[Signature and name of the authorized
Signatory of the firm]

Place:-

Note: Above undertaking is to be given on a non-judicial stamp paper of Rs. 100/-

(On Bidder Firm's Letter Head)

Name of Work-: "Hiring the Services of an Auditing Agency for conducting Third Party Food Safety Audit of Catering Services at Indian Aviation Academy, New Delhi."

Undertaking Regarding False Documents

I/We _____ (Name of company/ Firm) _____ hereby undertakes that in case the Registration Certificate No. _____ dated _____ issued by _____ and Work Experience Certificates along with other relevant documents submitted by me / us, is found to be forged /false at any stage, I / We may be debarred from IAA for taking participation in all future IAA works & any other suitable action may be taken against our company / firm as deemed fit by IAA.

**Signature of Director / Proprietor of the Company / Firm/Authorized
Representative
With rubber-stamp.**

Name of Work:- “Hiring the Services of an Auditing Agency for conducting Third Party Food safety Audit of Catering Services at Indian Aviation Academy, New Delhi.”

Pro forma for e-Payment

To

**Director,
Indian Aviation Academy,
Vasant Kunj, New Delhi.**

Subject: - Request for E-Payment.

Sir,

The following particulars are given below for effecting E-Payment in respect of our claim / bill.

1. Name of the Company :
2. Address :
3. Bank Account Number :
4. Bank Name :
5. Branch Address :
6. Branch Code :
7. IFSC Code of the Bank :
8. Permanent Account No. :

We are also enclosing herewith a cheque duly cancelled of our above Bank Account Number _____.

Thanking You

Yours faithfully,

Signature of the Agency
(With rubber stamp)

Information Form for Food Safety Audit
(As per FSSAI Guidelines)

FBO Details	
Name of FBO:	
FSSAI License Number:	
Address:	New Complex of Indian Aviation Academy, Behind Indian Spinal Injuries Centre, Vasant Kunj, New Delhi-110070
Name of Contact Person from FBO/Academy:	Mrs. Pooja Bharti, Indian Aviation Academy (IAA), New Delhi
Email id:	Poojab@iaa.edu.in
Contact Number:	9780412696
No. of Site	(IAA Academic Block + IAA Hostel)- In close proximity with each other
Scope (Kind of Business):	Aviation Training Academy- We have hired a Catering Service agency for providing meals at IAA, New Delhi for trainees and guests. (Breakfast/Lunch/Dinner/Tea/Snacks).
Product Groups	Both at Academic Block and Hostel, the following product groups are served: - -Poultry -Meat -Fish & Prawn -Grocery like Pulses, Spices, Refined Oil, Atta, Maida etc. -Dairy Products -Breads, Jam & Juices -Fruits -Vegetables -Eggs etc.
No of HACCP Studies:	NA
No of Employee / Food Handlers:	6-10
Agency Empaneled for Consultancy (If Any)	NA
Agency Empaneled for Training (If Any)	NA

Note:-Relevant information is provided in the above Information form just to calculate “Man days” so that appropriate bid can be quoted for the said work.

Schedule of Quantities (SOQ)

Annexure G

Name of Work: Hiring the Services of an Auditing Agency for Conducting Third Party Food Safety Audit of Catering Services at Indian Aviation Academy, New Delhi.

Sr. No	Description of Item	Quantity	Unit	Frequency	Rate	Total Amount	Remarks
1	Conducting third party food safety audit of catering services at Indian Aviation Academy (academic block as well as at hostel) as per the Food Safety and standards (Food Safety auditing) Regulations,2018 and other relevant rules and regulation as applicable from time to time.	12	Months	One Audit/Month			
2	Applicable GST						
3	Final Amount Inclusive GST						

In words

.....

Note:

1-Boarding, Lodging, food or any other claim whatsoever will not be entertained by the IAA for conducting audit. The firm has to borne the charges of additional claims

2-Rates Quoted above will inclusive of all components but exclusive of GST. Taxes will be paid as prevailing rules and regulation time to time.

3-One Audit means Audit for both Academic block and Hostel site. The rate for one Audit should include Audit rate of both Academic Block and Hostel (Both site are in close proximity with each other).

Sign & Rubber Stamp of the Agency

