

REVISED

FLIGHT LAB,
DEPARTMENT OF AEROSPACE ENGINEERING
I.I.T.KANPUR

ENQUIRY NO. IITK/AE/FL/2014-15/09

ENQUIRY DATE: 16.12.2014

CLOSING DATE: 31.12.2014

Dear Sir,

Sealed quotation by post/courier are invited for our Quality Audit given below along with your complete terms and conditions. Your quote should be valid for minimum 45 days and must reach this office by 31.12.2014.

The quotation should be sent at the address given below.

THE CHIEF ENGINEER
FLIGHT LABORATORY
DEPARTMENT OF AEROSPACE ENGINEERING
I.I.T. KANPUR-208016 (U.P.)

Thanks & Regards,

Vipul Mathur
Chief Engineer
Flight Lab,
Dept. of Aerospace Engg.,
IIT, KANPUR

Tender for Quality Audit

1. Sealed tender are invited by Flight Lab, Department of Aerospace Engineering, Indian Institute of Technology Kanpur for providing Quality Assurance Audit related work as per the scope defined in this document.
2. The normal period of the contract against this tender shall be one year. However, if need be, the undersigned may extend the contract for a period of not more than six months on the same rates, terms and conditions on which the contract was granted. The contractor shall have to work for such extended period.
3. Tenders must be submitted in properly sealed covers and sent to the Flight Lab, Department of Aerospace Engineering, Indian Institute of Technology Kanpur, India subscribed with the following in block letters.
4. The Company profile of the tenderer shall be as follows:-
 - a. Should have been in the business of Quality Assurance/Quality audit work in the aeronautical field for minimum one year in the past and must have carried out such work for at least two aviation organizations (proof to be attached).
 - b. The head of the company/CEO/Chief Auditor should have the background of Engineering Degree in mechanical/aeronautical stream along with Lead Quality Auditors Certificate as per ISO-9000 or equivalent. (Proof to be attached).
 - c. Should be well versed with the DGCA Govt. of India Regulations and their various regulatory documents like:-
 - I) Indian aircraft Rules.
 - II) Civil Aviation Requirements Sec. 2/CAR 145/CAR M
 - III) Notice and Circulars.

5. Audit Area and Frequency.

As per stipulations of CAR, M and approved MOM+CAME all areas covered under the scope of approval granted to this organization has to be subjected to the planned audit at least twice a year. Currently the following areas of Flight Lab are to be audited as per the audit Plan mentioned at clause no. 6 below. However, areas of audit and the plan of audit may be modified to meet the latest requirements of the Flight Lab Department of Aerospace Engineering , Indian Institute of Technology, Kanpur

S/n	Audit	Frequency of Audit
1.	QC Setup and records will cover the following areas for audit:- a) Maintenance data & records. b) Occurrence reporting system c) Quality system & maintenance procedures. d) Inspection of QC set up. e) Training & competency. f) Certifying & supporting staff.	Twice a Year
2.	Stores, will cover the following areas for audit:- a) Store procedures for bonded, quarantine stores. b) Equipment & Tools.	Twice a Year
3.	Maintenance Hanger will cover the following areas for audit:- a) Hangar facility. b) Line maintenance facility. c) Office accommodation.	Twice a Year
4.	Ground Support Facility.	Twice a Year
5.	Battery shop	Twice a Year
6.	Inspection of Aircraft	Twice a Year
7.	Airworthiness Directives/Service Bulletins/Modifications	Twice a Year
8.	Compliance with subpart F requirements of CAR M	Twice a Year
9.	Compliance with subpart G requirements of CAR M	Twice a Year

6. Audit Plan

The above mentioned areas of audit are to be carried out as per the following plan:-

IITK check list no.	Area of Audit	Month
IIT/CL/01	a) Battery shop b) Inspection of A/C	January & July
IIT/CL/02	1)Maintenance Hanger a) Hangar facility b) Line maintenance facility. c) Office accommodation. 2) Ground support facility	February & August
IIT/CL/03	Stores a) Store procedures for bonded, quarantine stores. b) Equipment & Tools.	March & September
IIT/CL/04	1.)QC Setup and records a) Maintenance date & records. b) Occurrence reporting system c) Quality System & Maintenance procedures. d) Inspection of QC set up. e) Training & competency. f) Certifying & supporting staff. 2.) Airworthiness Directives/Service Bulletins/modifications	April & October
IIT/CL/05	Compliance with subpart F requirements of CAR M	May & November
IIT/CL/06	Compliance with subpart G requirements of CAR M	June & December

For this purpose checklist published by D.G.C.A Govt. of India shall be the basis of the audit programme. The tenderer is expected to refer the same to have a good idea of the work involved in Quality Audit.

7. The undersigned reserves the right to reject any or all received tenders, alter the date of receipt/ opening of the tender or cancel/ suspend the whole tender process, without assigning any reason.