



ICAR - CENTRAL INLAND FISHERIES RESEARCH INSTITUTE

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No.ISO-55(1)/2019-Adm.II

5th March, 2022

NOTICE INVITING E-TENDER

The Institute invites online quotation through e-procurement portal (www.eprocure.gov.in) in two bid system to select and appoint a certification body with NABCB (QCI) accreditation for recertification under ISO 9001 : 2015

1	Project Title	Implementation of ISO
2	Department	ICAR-Central Inland Fisheries Research Institute, Indian Council of Agricultural Research, an autonomous organization under the Department of Agricultural Research and Education, Ministry of Agriculture & Farmers Welfare, Govt. of India
4	Contact Person	Dr. S.K. Nag, Acting Head, FRAI Division, ICAR-CIFRI, Barrackpore
6	Contact details	ICAR - CENTRAL INLAND FISHERIES RESEARCH INSTITUTE Barrackpore, Kolkata-700 120, West Bengal E-mail: director.cifri@icar.gov.in
7	Website	www.cifri.res.in
8	Date and Time for Issue/Publishing	05.03.2022 ; 6:00 PM
9	Document Download start Date and Time	05.03.2022 ; 6:00 PM
11	Bid submission start Date and Time	05.03.2022 ; 6:00 PM
12	Bid submission end Date and Time	15.03.2022 ; 3:30 PM
13	Date and Time for opening of Technical Bids	16.03.2022 ; 3:30 PM

JOINT DIRECTOR (ADMN.)-CUM-REGISTRAR

GENERAL TERMS & CONDITIONS :

1. The bidders are expected to examine all instructions, forms, terms, project requirements and other details in the Tender document. Failure to furnish complete information as mentioned in the Tender documents or submission of a proposal not substantially responsive to the Tender Documents in every respect will be at the bidder's risk and may result in rejection of the proposal.
2. The Head Office of ICAR-CIFRI is located at Barrackpore, Kolkata – 700 120. This Institute has 191 regular staff and 68 Research Scholars.
3. The scope of certification : "Basic, Strategic and applied Research on Sustainable Fisheries Management in Inland Waters".

4. The Firms are required to upload the following document in form of PDF for qualifying in the Technical Bid :

- i. Name, address details of the agency in letterhead.
- ii. PDF copy of GST Registration.
- iii. PDF copy of PAN
- iv. Registration of the firm
- v. The certification body shall be accredited by Quality Council of India (QCI)-NABCB under the mentioned scope. The eligible certification Body will enclose a proof for accreditation from (QCI)-NABCB for ISO 9001:2015 Certification with reference to scope of certification for each work. The non-accredited certification will not be considered.
- vi. The certification body should have certified at least 2 or more Govt. Organization/Department under ISO 9001: 2015 Standard during last 2 financial years. The certification Body will furnish documentary proof in this regard.
- vii. Income Tax Return for FY 2019-20, 2020-21.
- viii. Whether the firm was ever blacklisted by any user/office, give details (An undertaking should be enclosed).

5. TECHNICAL PROPOSAL CONTENT

Technical Proposal should be prepared considering the Terms of Reference, Details Approach & Methodology, Activity Schedule & Deliverables, Time period any other information to highlight the capability of the consultant.

6. SECURITY DEPOSIT

An amount of Rs. 2500.00 (Rupees two thousand five hundred only) is to be deposited by the Selected Agency/Successful Bidder as Security Deposit after award of the contract.

7. FINANCIAL PROPOSAL CONTENT

Financial proposal (in Indian Rupee) should be in the form of a lump sum amount inclusive of all taxes for the entire scope of services in BoQ.

The lump sum quote should be inclusive of all expenses which the consultant may incur while executing the assignment including Travel, Boarding & Lodging as required.

8. SCOPE OF WORK

GENERAL BACKGROUND

Under the Performance Monitoring and Evaluation System (PMES) for Government Departments, each Government Department a department / ministry expects to achieve during a financial year. Under RFD, there is a set of mandatory indicators that are common to all departments preparing RFD's. One such important mandatory indicator is obtaining ISO 9001 : 2015 re-certification. Accordingly governments departments have to start the work of re-certification ISO 9001 : 2015 It is envisaged that government departments will need the services of competent agencies for recertification of ISO 9001 : 2015 The expression of Interest (EOI) has been developed to engage agency for favour of government departments to obtain certification under ISO 9001 : 2015 standards.

9. TERMS OF REFERENCE :

To audit the quality system and award ISO 9001 : 2015 to the Institute.

10. CONDITIONS UNDER WHICH THIS EOI IS ISSUED

- a. The Director, ICAR-CIFRI, Barrackpore reserves the right to withdraw the Tender Document and change or vary any part therefore at any stage. ICAR-CIFRI, Barrackpore also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- b. The ICAR-CIFRI, Barrackpore reserves the right to withdraw this Tender Document if ICAR-CIFRI, Barrackpore determines that such action is in the best interest of the Government of India.
- c. Timing and sequence of events resulting from this Tender Document shall ultimately be
- d. The payment terms will be as follows :
 - 1) For Initial Certification
 - 2) 100% of the amount quoted in BoQ on issue & delivery of ISO 9001 : 2015 certificate to ICAR-CIFRI.
 - 3) For yearly Surveillance Audit
 - 4) 100% of the amount quoted in financial bid on successful completion of surveillance audit at the end of year 1 and year 2.
- e. The contract will be for 3 years i.e. Pre-assessment Audit, initial certificate and subsequent surveillance audit. Total period of certification will be 3 years in total.
- f. The certification body shall submit a detailed profile of the company including the list of clients to whom such services have been already provided with separate list of Government Body to whom such services have been provided.

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CHECKLIST FOR TECHNICAL BID

Sl. No.	Particulars	Whether uploaded
1.	Name, address details of the agency in letterhead	Yes / No
2.	PDF copy of GST Registration.	Yes / No
3.	PDF copy of PAN	Yes / No
4.	Registration of the firm	Yes / No
5.	Proof for accreditation from (QCI)-NABCB for ISO 9001:2015 Certification with reference to scope of certification for each work.	Yes / No
6.	Documentary proof of certifying at least 2 or more Govt. Organization/Department under ISO 9001: 2015 Standard during last 2 financial years.	Yes / No
7.	Income Tax Return for FY 2019-20, 2020-21.	Yes / No
8.	Whether the firm was ever blacklisted by any user/office, give details (An undertaking should be enclosed).	Yes / No

I hereby undertake that all information and documents submitted by me are true and authenticate to the best of my knowledge and belief. I am aware that if any information/document found incorrect at any stage, contract may be terminated immediately and I will be solely responsible for the loss occurred on that account.

Date :

Name :

Signature with seal :