

DEPARTMENT OF INDUSTRIAL TRAINING

Kerala State

I2/6031/14

Directorate of Training
KSHB, 4th Floor,
Thiruvananthapuram -1
Date: 27/02/2015

TENDER NOTICE

Sub: Tenders from ISO certification bodies for certification of ISO 9001 : 2008 for 9 selected Government Industrial Training Institute.

Director of Training invites sealed competitive tenders from ISO Certification bodies for providing the ISO Certification for QMS as per ISO 9001: 2008 for the 9 Govt. ITIs viz. ITI Kannur, ITI Kozhikode, ITI Kalpetta, ITI Chennerkkara, ITI (W) Chalakudy, ITI Kalamassery, ITI Attingal, ITI (W) Kazhakuttom, ITI Areacode with its 40-100 officials each. Industrial Training Institute is an Institution for industrial training under ministry of Labour of Government of Kerala.

Scope of work:

It is proposed to have services of an accredited ISO Certification Body for ISO Certification of QMS as per ISO 9001:2008 for 9 Govt ITIs. The works involves the following activities:

- 1) Certification Audit of 9 Govt ITIs and issue of ISO Certification certificate.
- 2) Surveillance Audits (Post Certification)
 - A) Surveillance Audit – I (SI) at the end of first year
 - B) Surveillance Audit – II (S2) at the end of second year
 - C) Renewal Certification at the end of third year.

Time Schedule

- a) Time schedule for receipt of certificate is 21 days from the date of execution of contract.
- b) Cost of 3 yearly surveillances should be quoted separately since payment shall be made after receipt of continuation letters or renewal certificate from the agency concerned.

Terms and conditions

- a) The Bidder agency must have a valid international accreditation or national accreditation of India either UKAS or ANAB or NABCB and shall have the scope for Certification of similar industry. In case of private organization, It must have certified at least Ten (10) ISO 9001:2008 Projects in the Government /Semi Government /Public sector Undertakings/large Public Limited Organizations.

- b) The agency must be in operation for a minimum period of three years.
- c) The agency must have a client list of not less than 200 clients of which Ten (10) ISO 9001:2008 Projects in the Government /Semi Government /Public sector Undertakings/large Public Limited Organizations.
- d) The entire operation must be done within a maximum period of 21 days or earlier.
- e) Director of Training reserves the right to accept or reject any tender without assigning any reason thereof.
- f) Competent authority reserves the right to terminate the services of Certification Body at any time without assigning any reason thereof.
- g) The successful bidder will be required to sign a contract/agreement.
- h) The successful bidder shall be required to deposit performance guarantee security deposit amounting to 5% of the value of the Financial Bid quoted. No interest will be paid on performance guarantee or EMD.
- i) The Certificate body should have extensive and proven mix of skill and expertise in the field of ISO 9001:2008 certification. Previous experience of similar work is essential. The Certification Body must meet the following minimum criteria.
- j) The Team Leader of Certification Body should have a minimum of 10 Years' of Professional experience in ISO 9001:2008 certification Process and should have relevant EA code.
- k) The team members of the Certification Body shall be qualified lead assessors (with IRCACertification)
- l) The Team Leader should have professional Membership with Quality Council of India (QCI)
- m) **Agreement:** The successful bidder shall be required to sign the contract agreement with the competent authority on a non-judicial stamp paper of Rs.100/- (Rupees one hundred only) immediately after award of contract.

PROPOSAL SUBMISSION:

Interested Certification Body should submit both technical and financial proposals in two parts, namely:-

- a) Technical
- b) Financial

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as "TECHNIAL PROPOSAL and FINANCIAL

PROPOSAL”. Financial proposal to indicate a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL”. The envelopes containing the Technical Financial proposals shall be placed in to an outer envelope and sealed. This outer envelope shall bear the title of the assignment “Proposal for certification of ISO 9001:2008 for 9 ITIs ”.

TECHNICAL PROPOSAL CONTENT: TECHNICAL Proposal should be prepared considering the Terms of Reference, Detailed Approach and Methodology, Activity Schedule and Deliverables, Time Period and any other information to highlight the capability of the Certification Body.

Technical Proposal must include:

- i. Brief description about the Certification Body.
- ii. Experience of the Certification Body: In addition to overall experience of the Certification Body, Certification of Government Departments or Public Sector Undertakings or large Public Limited Organization for ISO 9001:2008 may be specifically mentioned.
- iii. Approach
- iv. Methodology
- v. Work Plan and Schedule
- vi. Team Size
- vii. **DOCUMENTRY EVIDENCE TO BE SUBMITTED TO SUPPORT ELIGIBILITY:**
 1. Work orders indicating the details of certification done, client, date and year of award.
 2. List of Successful of similar work with certificates from such education/ training institutions.
 3. Detailed resume of the Team Leader and Team Members indicating the details of qualifications and professional experience.
 4. Certificate of Lead assessor course undergone by the Team Leader and Team Member(s)
 5. Certificates of previous certifications undertaken (Desirable)
 6. Demand Draft for Rs.3,450/- (Rupees Three Thousand Four Hundred and Fifty only) an account of earnest money.
 7. Schedule / Copy of Accreditation Certificate.
 8. Certificate of PAN/Service Tax No.
 9. Company Registration Certificate.

10. Annual turnover and bank account details
11. Certificate of Experience/Performance in the field, of past 3 years
12. Signed Terms and Condition

FINANCIAL PROPOSAL CONTENT:

- a) Financial proposal (In Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes for the entire Scope of Services.
- b) Sealed tender should be in lump sum basic price (inclusive of all duties / taxes) 'Tender should be inclusive of all kinds of expenditure towards all fees, conveyance cost, accommodation, stationery, printing and any other related expenses.
- c) **No advance payments shall be applicable.**

The tenders should be complete in all respects in a sealed cover and super scribed as "Tender for Consultancy for ISO Certification (ISO 9001:2008)" which should be submitted on or before the last date **13.3.2015, 3 PM** in the Directorate of Training, Kerala State Housing Board Building, 4th Floor, Lower Zone, Santhi Nagar, Thiruvananthapuram – 1 along with an earnest money deposit of Rs.3,450/- (Rupees Three Thousand Four Hundred and Fifty only) as demand draft in favour of the Director of Training. Please note that tenders not accompanied with requisite earnest money will be rejected out rightly without assigning any reasons/entertaining any correspondence. The earnest money of the unsuccessful tenderers except second and third lowest, will be refunded without accrual of any interest, in due course of time. i.e. after awarding the contract, will be released immediately after opening the tender.

The sealed tenders will be opened on **13.3.2015** at the Directorate of Training at **4 PM** in presence of tenderers or their representatives who wish to be present. In case 13.3.2015 is declared holiday, the tenders will be opened on the next working day at the said time and venue.

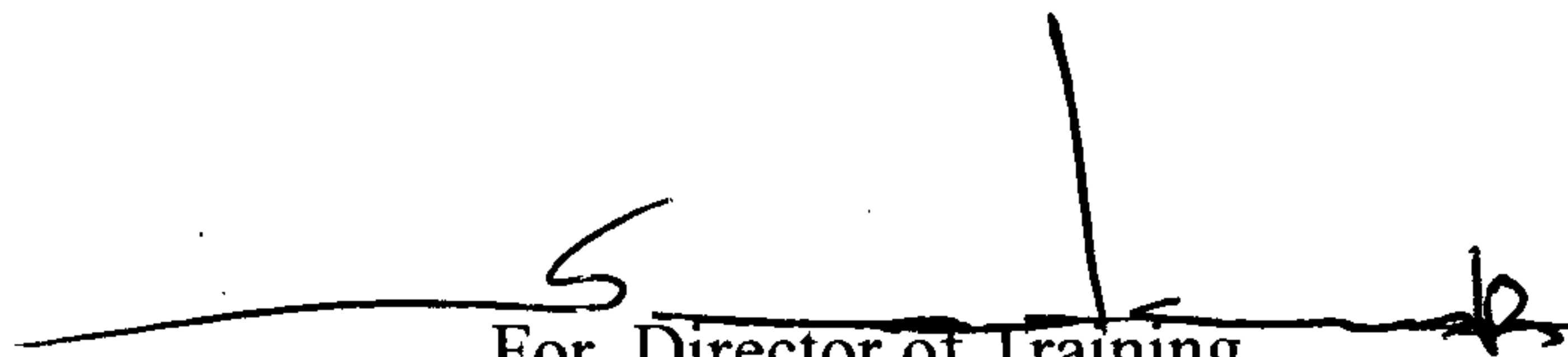
The successful tenderers shall be required to sign the contract agreement with the competent authority on a non-judicial stamp paper of Rs.100/- (Rupees Hundred only) immediately after award of contract.

Tenders received after due date and time shall not be entertained.

Any other information in this regard can be obtained from the office of the under signed during office hours.

Cost of Tender form: 700/- + VAT (5%)

The Director of Training, Directorate of Training, Kerala Housing Board Building, 4th Floor, Lower Zone, Thiruvananthapuram – 1 reserves the right to reject/accept the tenders at its own discretion.


For Director of Training