



राष्ट्रीय अंगूर अनुसंधान केन्द्र

(भारतीय कृषि अनुसंधान परिषद)

डाक पेटी नं. 3, मांजरी फार्म डाकघर, सोलापूर रोड, पुणे – 412307, भारत

NATIONAL RESEARCH CENTRE FOR GRAPES

(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

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Expression of QMS Consultancy Organization and Invitation of Quotation

Subject: Sealed quotation for hiring of Consultant for Quality Management System, ISO 9001: 2008 at NRCG, Pune in first phase of implementation

1. National Research Centre for Grapes, Pune is premier Institute of Indian Council of Agricultural Research under the Administrative Control of Department of Agricultural Research & Education, Ministry of Agriculture, Govt. of India.
2. The Centre is conducting and promoting research in National Agricultural Research in the areas of Grape improvement, Grape production and Grape Protection, Post Harvest Technology and Food safety. The total staff strength as on date is 41 employees belonging to different categories.
3. The Centre is interested to implement to Quality Management System ISO 9001: 2008 in its Business Operation in a few laboratories in first phase of implementation in this connection, the Institute is seeking support from consultancy organization for preparing organization for certification. The Board activities involved are gap assessment, preparation of Action Plan, arranging required Quality Management System awareness trainings, preparation of project document and release of QMS arranging internal Auditors training and final Certification.
4. Bidders with vast experience in field of providing ISO 9001 :2008 in the Govt. Offices, Public Sector Research Organizations and Private sector may submit their quotation, documentary evidence along with public literature Catalog, illustrative pamphlets / drawing etc., in support of providing similar certification in other organization, Govt. Officers is required to be submitted.
5. Consultancy organizations are required to submit their bids in two separate envelopes one as Technical Bid (Annexure A) and other as Financial Bid (Annexure B) those bids which are found qualified based on the opening of technical bid will be considered for financial Competitiveness.

ELIGIBILITY CRITERIA:

The consultant who will be engaged 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 consultant must meet the following minimum criteria:

- a) It is desirable that Consultant should have executed minimum 5 (five) ISO 9001 projects in government/ PSU sector/ large public limited organizations.
- b) Consultant should have a minimum of 10 years of professional experience in ISO 9000 consulting.
- c) The team member of the consultant will be qualified lead assessors. The consulting organizations can also be allowed to bid as a consortium for this project. However in such a situation consultant in individual partner organizations need to have an active role. In such case evidence towards existence and rationale for consortium needs to be furnished.

DOCUMENTRY EVIDENCE TO BE SUBMITTED TO SUPPORT ELIGIBILITY

- a) Contract / work orders indicating the details of assignment, client, value of assignment, date and year of award.
- b) Detailed resume of the team leader and team members indicating the details of qualification and professional experience.
- c) Certificate of lead assessor course undergone by the team leader and team members.
- d) Completion certificates of previous projects undertaken (Desirable). In case the organization is not able to submit completion certificates, submission of complete contact details (Telephone no., address, organization name) of the contact person where the work has been done in mandatory.

PROPOSAL SUBMISSION

Interested consultant should submit both technical & financial proposals in two parts namely:

- a) Technical
- b) Financial

The technical and financial proposals must be submitted in two separate sealed envelopes indicating clearly on envelopes as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL”. Financial proposals to indicate a warning “DO NOT OPEN WITH THE TECNHIACAL PROPOSAL”. The envelopes containing the Technical and Financial Proposal shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment “Engagement of Consultant for providing consultancy services for obtaining ISO 9001: 2008 certification of Government Departments”.

i. **TECHNICAL PROPOSAL CONTENT**

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

- a) Brief description about the Consultant.
- b) Consultant Experience: In addition to overall experience of the consultant, details of specific consultancy projects / studies undertaken may be provided including Assignment / project name, description of services provided, apex. Value of assignment, country & location, duration of assignment, name of client, starting and completion dates, names of associates (other than employees), if any. Consultancy experience of helping government departments/ PSU/large public limited organizations obtain ISO 9001 : 2008 may be specifically mentioned.
- c) Approach
- d) Methodology
- e) Work Plan and Schedule
- f) Team Size
- g) Detailed Resume of the Team leader and team members of the consultant (with copies of certificates of support qualifications).

ii. **FINANCIAL PROPOSAL CONTENT**

- 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.
 - 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.
6. The consultancy organizations are required to submit the details of registered lead auditors on their roles and also empanelled type of accreditation they hold with clear validity period, no. of organization of the type of NRCG (Other crop Research Institute) prepared for certification and such other details which are necessary for facilitating decision making. In financial bid the fee of external audit and certification should be shown respectively.
 7. **The sealed quotation will reach to NRCG by not later than 28th June, 2013, in the tender box kept at NRCG in the Establishment Section. The envelope containing quotation should be superscribed on the top of envelope quotation for “Hiring of Consultant for Quality Management System, ISO 9001: 2008”.**

8. **(B) EOI ISSUING AUTHORITY**

1.	Project Title	Selection of Service Provider for Obtaining ISO 9001: 2008 certificate
2.	Project Initiator Details	Director, NRC for Grapes, Pune
3.	Department	Department of Agriculture and Education (DARE), Govt. of India
4.	Contact Person	Shri. S. M. Sahare, Administrative Officer, 09422801591
5.	Contact Person	Shri. O. Babu Assistant Administrative Officer 09423011964
6.	Contact Details	National Research Centre for Grapes, P.B. No. 3, Manjri Farm Post, Solapur Road, Pune - 412 307, India
7.	Website	http://nrcgrapes.nic.in

Terms & Condition:

1. Rate quoted shall be valid for a period of 90 days from last date of quotation.
2. The firm will specify the team of expert for execution of work and their CVs are to be provided.
3. The technical qualified bidder has to make a presentation before ISO Management Committee about company services and overall performance.
4. The Bid will be awarded as per NRCG's specification/requirement and approved by the ISO Management Committee.
5. Date, time and venue of opening of Financial Bids of successful bidder will be intimated by the Institute separately through mail, fax or other e-mode.
6. All bids must be accompanied by a bid Earnest Money Deposit (EMD) of Rs. 10000/- (Rupees Ten Thousand Only) in the form of a Demand Draft on a Scheduled Commercial Bank in Indian, in favour of "ICAR Unit – NRC for Grapes, Pune " payable at Pune.
7. If taxes, duties and other charges over and above, rate quoted are leviable by company, actual percentage (%) should be clearly indicated.
8. If the company / firm does not accept the offer, after issue of the letter of award from NRCG, Pune within 15 days, the offer made shall be withdrawn and EMD forfeited.
9. The payment will be released after satisfactory completion of execution of assignment and receipt of pre-receipted bills in triplicate, through electronic mode.
10. The Bidder may question the bidding document, bidding process and or rejection of its bid to the ISO Management Committee of NRCG, Pune. Further, any litigation is subject to Pune jurisdiction only.
11. Bidders may visit Institute's website <http://nrcgrapes.nic.in> for more information.

Administrative Officer

Proforma for Technical Bid

1. Name of Consultant/ Firm :-
2. Mailing Address :-
3. Permanent Address/ :-
Regd. Office/ Corporate Office
4. Registration Number :-
5. Registration status of auditors :-
Employed and empanelled
6. Professional Experience of key :-
Personnel in ISO Certification
7. Number of Auditors and employees :-
of the Organization
8. Number of lead auditors empanelled by :-
Organization
9. Capability of the organization shown :-
By the brochures and pamphlets
10. Sale Tax/PAN/TIN No. :-
(As applicable)
11. Credentials of the organization with :-
respect of accreditations
12. Financial strength of the :-
Consultant/Firm: (balance sheet/income
tax return, Abridged Financial
Statements)
13. Past experience : (Work executed in the :-
relevant field)
14. Brief activities planned along with man- :-
hours for the proposed activity-
preparing NRCG for ISO Certification
15. Number of courses of lead auditor, :-
internal auditor etc of ISO – 9001,
22000, 14000 etc organized by the
organization

**Signature & Name of Personnel authorized by
Organization / Consultancy**

Firm.....

Proforma for Financial Bid

Activities to be undertaken by Consultancy Organization:

A. Preparing NRCG, Pune For ISO – 9001 Certification

CERTIFICATION:

- Review of existing processes and practices
- Action plan
- Awareness Program
- Process Documentation
- QMS manual with procedures
- Training sessions
- Internal Audit
- Non-conformities, correctives and preventive actions

B. External Audit and Certification

The following details to be furnished by the consultancy organization:-

1. Name and Address of Organization:
2. Financial Report for 3 years – The annual turnover of the organization and turn over from QMS activity in the immediate 3 years

Note : The turn over should not be less than 3 Crores per annum in the past 3 years and not less than 1 Crore due to QMS activity.

3. Statutory registration details : Tin/Tan/Service Tax/ IT etc.
4. Total fee for consultancy activity.
 - a. Fee for activates (A) – (Approximate man hours be indicated)
 - b. TA / DA of consultants -
 - c. Training material -
 - d. Statutory taxes on (a) (b) (c) –
 - e. Grand total of fee for activities (A) –
5. Fee for certification – Activity B
 - a. Fee for certification and surveillance audit and maintenance (3 years)
 - b. TA / DA of consultants (3 years)
 - c. Statutory taxes on (a) and (b)
 - d. Grand total of (5) – For activity B
6. Total fee of (4) and (5) – For activity A & B
7. Validity period (not less than 90 days)

Note : NRCG/ ICAR reserves the right to get the activity B done separately through BIS or any other Govt/Quasi Govt/Semi Govt agency. However, it is desired that the consultancy agency should have good working relation with certifying agencies like BIS.

**Signature & Name of Personnel authorized by
Organization / Consultancy**

Firm.....