

NOTICE INVITING TENDERS FOR ISO 9001:2015 CONSULTANCY WORKS

Subject: Tenders from consultancy agencies for implementation of ISO 9001:2015 for office the Kollam Jilla Panchayat, Kollam District.

Reference: GO(MS) No. 18/2015/LSGD dtd. 29.01.2015

The Secretary, Kollam District Panchayat invites sealed tender from ISO consultancy firms/agencies/companies duly approved/registered with QCI (Quality Council of India) for providing the ISO 9001/2015 Consultancy works to Kollam Jilla Panchayat Office, Kollam District with 26 employees.

Scope of work

It is proposed to have service of and ISO 2001:2015 implementing agency, who can guide direct and facilitate to meet the pre-requisite condition for ISO 9001:2015 Certification. This will include study of existing system, suggestions for changes, and preparation of necessary documents and the complete process till obtaining of the certification is the responsibility of the Consultant: that are detailed below.

1. General awareness, Training to all Elected Representatives, Employees and major stakeholders of the Panchayat.
2. Training to Institutional Representative.
3. Training on 5s framework.
4. Training to internal auditors on internal auditing.
5. Technical support for conducting Citizens survey and preparation of report.
6. Technical support for record management system, front office management system, stock management system, fixed asset management system, e-Governance system.
7. Preparation of Quality manual, Procedure manual, Standard Operating Procedure, work instructions, process maps, other related documents etc.
8. Conducting one round internal audit and management reviews.
9. Corrective and preventive actions.
10. Support for STAGE-1 AUDIT.
11. Support for FINAL CERTIFICATION AUDIT.
12. Support for First year surveillance audit.
13. Support for second year surveillance audit.

Time schedule of completion of work 90 days.

Payment towards the process shall be released after completion of scope up to ISO 9001 Certification Cost of 2 yearly surveillance audit should be quoted separately since payment shall be made after receipt of continuation letter from the agency concerned.

Language of documentation should be in MALAYALAM.

Sealed tender should be in lump sum basic price and separate duties/taxes. Tender should be inclusive of all kind of expenditure towards all fees, travelling, lodging, boarding, cost of training and presentation, materials, taxes, etc (ALL INCLUSIVE).

No advance payment shall be applicable

Agencies should submit complete company profile along with PAN No, company registration certification/licences, service tax no, work experience certificates, QCI registration certificate.

Agencies may give other relevant information.

The tender complete in all respect in a sealed cover and superscribed as "Tender for ISO 9001:2015 consultancy work" which should be submitted on or before the last date 11.10.2017 up to 1 pm in the Kollam Jilla Panchayat Office, Kollam along with an earnest money of Rs.1500/- (one thousand and five hundred only). of the bid amount in the form of account payee Demand Draft in favour to " The Secretatry, Jilla Panchayat, Kollam" payable at Kollam drawn on any of the nationalised bank. Tender not accompanied with the requisite earnest money will be rejected outrightly without assigning any reasons/entertaining any correspondance. The earnest money of the unsuccessful bidder will be refunded without accrual of any interest, in due course of time, after awarding the contract.

The sealed tender will be opened on the same day i.e. 11.10.2017 at the Office of the Kollam Jilla Panchayat, 3 pm in the presence of bidders or their representative who wish to be present. In case 11.10.2017 is declared a holiday, the tender will be opened on the next working day at the said time and venue.

The successful bidder shall be required to sign the contract agreement with the competent authority on a non-judicial stamp paper of Rs.200/- (Rupees two hundred only) immediately after award of contract.

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

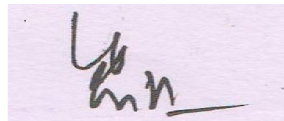
Kollam Jilla Panchayat reserves the right to reject /accept the tenders at their own discretion.

Bank Account Details - Secretary, Jilla Panchayat, Kollam

A/c. No. 36195058927

IFSC - SBIN0013314 & SBI, Thevally Branch

TAN : TVDJ 00071B



TENDER FROM FOR ISO 9001:2015 CONSULTANCY WORKS
“TECHNICAL BID”
(Under Sealed Cover)

1. Period of Content : Maximum 90 days w.e.f. the date of contract
2. Earnest Money : Rs. 1500 to be attached with technical bid.
3. Deatails of Earnest Money : DD No.
- Dated:
- Name of the issuing Bank
4. Last date and time for the submission of tender : 11.10.2017, 1 pm
5. Last date and time for the opening of Tender : 11.10.2017, 3 pm
6. Name of the Consultancy firm (Pls. attach copy of any registration) :
7. Permanent Account Details :
8. QCI Regisration Deatails :
9. State, whether the firm is a sole Proprietorship/Partership/Private Ltd. or Public Ltd.

10. Experience in the field, if any, with duration
(Copies of performance report(s)/agreements to be enclosed)

It is certified that the particulars given above are to the best of my knowledge/belief and I/We have read terms/conditions for the purpose and have also understood the same and do hereby undertake to abide by the same without any reservations on my ground whatsoever. In case of any breach of the said conditions I/We shall be responsible for the consequences of the same.

Date :
Place :

Name and Signature of Authorised
Signatory with seal

TENDER FROM FOR ISO 9001:2015 CONSULTANCY WORKS
“FINANCIAL BID”
(Under Sealed Cover)

1. Rate Quoted for initial Consultancy works :
(up to initial certification audit)
ALL INCLUSIVE

2. Rates quoted for first year surveillance support :
ALL INCLUSIVE

3. Rates quoted for second year surveillance support:
ALL INCLUSIVE

TOTAL for 3 year period :
ALL INCLUSIVE

(Rupees only)

Mode of Payment

UNDERTAKING

I/We undertake to abide by all statutory liabilities framed by Government.

(Signature with seal of the tendered)