

# **INDUSTRIAL EXTENSION BUREAU**

(A Government of Gujarat Organization)

## **Tender for appointment of Consultants for ISO-9001:2015 Re-Certification of iNDEXTb**

(Tender No. IEB/BRC/2019/01)



**Industrial Extension Bureau**  
Block No.18, 2nd Floor  
Udyog Bhavan, Sector 11  
Gandhinagar

Sealed Tenders are invited under two bid system (Technical Bid and Financial Bid) from reputed and experienced parties for the following work:

Name of the Work	Appointment of Consultants for ISO-9001:2015 Re-Certification of iNDEXTb
Tender No	Tender No. IEB/BRC/2019/01
Tender Fee (Non Refundable Amount)	Rs. 1500/- (Rupees Fifteen Hundred Only) by Demand Draft in favour of Industrial Extension Bureau payable at Gandhinagar
Security Deposit (Refundable)	After selection, Agency is required to submit security deposit of 20% of contract value by demand draft in favour of Industrial Extension Bureau payable at Gandhinagar.
Contract Period	The contract shall be valid initially for 1 cycle of ISO 9001:2015 audit (Apprx. 3 Years) and iNDEXTb reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to, but not beyond one more cycle of ISO 9001:2015 audit (Apprx. 3 Years).
Issue of Tender	The Tender document can be downloaded from the website - <a href="http://www.indextb.com">www.indextb.com</a>
Submission / Receipt of Tender	Up to 15:00 hrs. on March 20, 2019 at Industrial Extension Bureau, Block No.18, 2nd Floor, Udhyog Bhavan, Sector 11, Gandhinagar
Pre-Bid Meeting	11:00 hrs on 6 <sup>th</sup> March 2019 for clarifications of queries, if any at above mentioned address.
Opening of Tender (Technical Bid & Financial Bid)	<b>Part - A - Technical Bid</b> The technical Tender documents shall be opened on the same day, i.e. March 20, 2019 at 1600 hrs. in the presence of authorized representatives of the bidders. <b>Part - B - Financial Bid</b> Financial Bid of the technically acceptable bidders as recommended by the competent committee / authority shall be opened at a later date which shall be intimated to them.
Contact Person	General Manager (BRC) 079-23250492/93 Dy. Manager(BRC) 079-23250492/93
Proposed Date to Commence the Operations	25 <sup>th</sup> March 2019

Industrial Extension Bureau (iNDEXTb) is a Government of Gujarat Organization and registered under The Societies Registration Act 1860 of India having its registered office at Block No 18, 2<sup>nd</sup> Floor, Udyog Bhavan, Sector 11, Gandhinagar 382010. The organization is ISO 9001-2015 certified organization.

iNDEXTb invites sealed quotation for appointment of consultancy firm for implementation of ISO-9000:2015 in our organisation

### **1.Scope of Work:**

- a) The agency will be required to prepare the manual for ISO-9001:2015 Re-Certification and help to prepare for the audit prior to periodic audit (for 1 Complete audit cycle of ISO 9001:2015 for approx. period of three years -including the 1st year of re-certification) by implementing the standard & preparing all the records as required during the audit.
- b) Addressing risks and plan/steps to mitigate those risks before the external audit.
- c) The consultant will require to keep a track of the audit schedule & liaise with the appointed Certifying Body to make the schedule of audit and ensure smooth conduct of the audit.
- d) The agency will require to liaise with process owners, prepare documents and responsible for QMS implementation and make organisation aware about it as and when required.

### **2.Credential/Qualification criteria:**

- a) The accredited inspection/auditing agency must be a consultant / certifying agent for at least **three** Government or MNC organisation during last/present financial years out of which:
  - I. The agency must have worked with at least **TWO Government** organisation/department.
  - II. The agency must have provided ISO Consultancy services for at least **TWO** organisation having more than 100 employees.  
(Copies of work order is must for above qualification AND copy of letter from clients having **more than 100 employees** in its organisation)
- b) The average annual turnover of the agency should be minimum Rs.5.00Lakh during last 3 financial years. (2015-16, 2016-17, 2017-18, **CA certificate** required).
- c) The agency must have valid GST and PAN number
- d) The agency must have its office in Ahmedabad or Gandhinagar

### 3. Terms & Conditions:

- a) The quotation must be valid for at least 60-days from the date of opening of the tender.
- b) The quoted rates will not be changed during the contract period of three years or the date of completion of ISO audit of 3<sup>rd</sup> year whichever is later from the date of issue of work order.
- c) All cost like Travelling, charges etc. are included in the quoted rates. Only GST shall be paid extra at actual. Nothing additional shall be paid.
- d) The consultants will visit the iNDEXTb, Gandhinagar at least once a year as per the contract, and any expenses for additional visits shall not be paid extra. The agency required to send consultants as and when required basis with no extra cost to iNDEXTb.
- e) On selection of agency, the bidder is required to submit Security Deposit of 20% of Total Contract value (Excluding GST) in form of Demand Draft in favour of "Industrial Extension Bureau". The same shall be refunded after successful completion of services/contract.
- f) The agency/consultants should work from iNDEXTb office Gandhinagar only in order to maintain the confidentiality of data.
- g) Corrigendum, if any, shall be published only on our website [www.indextb.com](http://www.indextb.com).

### 4. Submission of Bid:

- a) The address for submission of the Tender is as under:  
**The Managing Director**  
Industrial Extension Bureau (iNDEXTb)  
Block No.18, 2nd Floor  
Udyog Bhavan, Sector 11, Gandhinagar
- b) The sealed quotation must reach this office by 15:00 hrs 20.03.2019 with a superscript "Quotation for Consultant for ISO Audit"
- c) The vendor will require to submit the quotation in two bids – Technical (Part1) & Commercial(Part2).
- d) Both Part 1 & Part 2 shall be sealed separately and put together in an envelope.
- e) The Technical Bid must contain **Tender fee (Non-Refundable)** of Rs.1500/- in form of Demand Draft in favour of "Industrial Extension Bureau".
- f) The sealed Quotations will be opened on 20.03.2019 at 16:00 hrs at iNDEXTB, Gandhinagar office.
- g) The financial bid shall be opened for those who are technically qualified.
- h) iNDEXTb reserves the right to accept or reject all the quotes / bids / tenders, without assigning any reasons.

## **5. Payment Terms:**

- a) Payment will be made only after each yearly audit is completed successfully, on producing the bill.
- b) The Tax component/GST as applicable shall be paid extra.
- c) Penalty: If consultant/agency fails to provide all necessary services as per the provisions of the tender/contract, then in that event, the iNDEXTb has a right to levy financial penalty and/or to forfeit the security deposit. The decision of the iNDEXTb or any Committee recognized by it will be final in respect of this clause.

## **A N N E X U R E – I**

(Technical Bid)

### **General information to be furnished by the bidder: -**

1. Name of the Firm :
2. Address & Telephone No.of the Regd. Office :
3. Nature of the Firm (Pvt. Ltd. / Limited / Sole :  
Proprietary / Partnership / Registered /  
Non-Registered)

### **Submission of Credential**

4. PAN No  
(Copy to be attached) :
5. GST Regd. No.  
(Copy to be attached):
8. List of clients of last 3 years:  
(Copies of work order is must as required for qualification criteria)
9. Turnover of business transacted in last three Years (year-wise indication should be given):  
- (Attach CA Certificate)
10. Document from client for having more than 100 employees

Note: All copies to be self-attested

I/We hereby certify that the particulars furnished by me/us above are true to the best of my/our knowledge and belief and misrepresentations of facts will render me/us liable to my/our action as may be deemed fit by iNDEXTb.

Place:

Signature with seal & Date

**ANNEXURE - II**

(Price Bid)

<b>Scheme</b>	<b>Consultancy Charges during ISO Re-Certification Audit 1st Year.</b>	<b>Consultancy Charges during ISO Periodic Audit Fees 2nd Year.</b>	<b>Consultancy Charges during ISO Periodic Audit Fees 3rd Year.</b>	<b>Total</b>
<b>Consultancy Charges</b>  (Amount in Rupees before GST)				<b>Rs. _____</b> <b>In Words:</b>

(Signature of Authorized Signatory and Stamp)

NOTE:-

1. Quotation in any other format will not be accepted.
2. The quotation should be submitted in the given format only.
3. The quotation must be valid for at least 60 days from the date of opening the tender.
4. The lowest bidder shall be considered based on the Total Amount.
5. iNDEXTb Management's decision to select the agency will be final.
6. Only GST shall be paid extra as applicable.