



भा.कृ.अनु.प.- राष्ट्रीय ऑर्किड अनुसंधान केंद्र
पाक्योंग, सिक्किम -७३७१०६
ICAR- National research Centre for Orchids
Pakyong, Sikkim -737106, India



F. No. NRCO/ Admn /106/ 351

Dated: 29.06.2015

TENDER NOTICE

The Director, ICAR-National Research Centre for Orchids, Pakyong invites sealed bids from ISO Certification bodies duly approved/ accredited by QCI (Quality Council of India) -NABCB, to certify this Institute under ISO 9001 : 2008 standard for the services provided. The cost of tender form and date of submission are mentioned below:

1. Cost of Tender Form/documents **Rs 500/- (Rupees Five hundred)**
2. Last date of receipt of tender/ sealed bid in the Office of ICAR-Director, NRC for Orchids, Pakyong : 31/07/2015, 2:00 pm
3. Date of opening of Technical Bids: 31/07/2015, 3:00 pm
4. Date of opening of Financial Bids whose Technical Bids has been accepted : 31/07/2015, 3:30 pm

The tender documents are also available in this Institute website www.nrcorchids.nic.in which can be downloaded for submission of the sealed Bids. However the prescribed cost of Tender Forms must be attached along with the Bids and Earnest Money.

The Director of this Institute may at his discretion extend the date of submission of sealed bids and date of opening by a fortnight and such extension shall be binding on the tenderers. If the date upto which the Tender is open for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.

(N Sailo)
Assistant Administrative Officer (I/c)

To

Copy to:

1. PA to Director, ICAR-NRCO, Pakyong, Sikkim.

2. Vigilance Officer, ICAR-NRCO, Pakyong, for kind information.
3. Dr.L.C De, Chairman, Institute Committee for ISO Certification and PS, ICAR-NRCO, Pakyong.
4. Scientist (I/c) ARIS Cell, NRCO, Pakyong, with the request to upload the Tender Notice in the Institute's website.
5. Notice Board, NRC (O), Pakyong.

Expression of Interest

ICAR - National Research Centre for Orchids

Pakyong – 737 106, Sikkim, India

EXPRESSION OF INTEREST

Name of Work: ISO 9001: 2008 Certification of ICAR- NRCO

SELECTION OF CERTIFICATION BODY

The National Research Centre for Orchids(NRCO) is a premier research institute in India on Orchids, functioning under administrative control of Indian Council of Agricultural Research (ICAR). Institute is located at Pakyong, Sikkim with a campus at Darjeeling Campus.

As per directive of ICAR , NRCO has implemented a quality management system at its Head quarter at Pakyong, East Sikkim, under ISO 9001:2008 standard . The Institute is now looking forward to select and appoint a certification body with NABCB (QCI) accreditation.

The Director, ICAR-National Research Centre for Orchids, Pakyong invites sealed bids from ISO Certification bodies duly approved/ accredited by QCI (Quality Council of India) -NABCB, to certify this Institute under ISO 9001 : 2008 standard for the services provided.

Eligibility

- i. **The Certification Body should have scope of accreditation for Agriculture (IAF code 1- Agriculture), as applicable.**

The Scope of certification shall be “Basic , Strategic & Applied Research on Orchids “

- i. The certification body shall be accredited by NABCB-QCI under the mentioned scope . The eligible Certification Body will enclose a proof for accreditation from QCI (NABCB) for ISO 9001:2008 Certification with reference to Scope of Certification for each work. The non-accredited Certification will not be considered.
- ii. The certification body should have certified at least 3 or more Govt. organization/ department under ISO 9001:2008 standard during last 2 financial years, preferably working in the areas of Scientific Research & Development. The Certification Body will furnish documentary proof in this regard. A list of the Govt. organizations (State/Centre/PSU), for whom it has carried out ISO Certification in the last 2 years, the scope of certification, the contact details of the officials of the Govtorganization shall be provided .
- iii. Documentary Evidence for the following must be submitted, to support your eligibility: a) Contract/Work/Engagement orders indicating the details of assignment, client, value of assignment, date & year of award etc; b) Copy of Accreditation by NABCB/ QCI.

Certification body who do not meet the eligibility criterion will not be considered.

FINACIAL BID

Certification audit fee, period surveillance audit fee, applicable taxes with cost will be quoted as enclosed format (Pages as follows)

ICAR-NRCO reserves the right to reject or accept any or all the quotations without assigning any reason

SUBMISSION OF BIDS

Each proposal should be submitted in two parts, viz.

- 1) Technical
- 2) Financial

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as “TECHNICAL PROPOSAL” and“FINANCIAL PROPOSAL”, followed by the nomenclature of the assignment.

Financial proposal to indicate “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.” **The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed.** This outer envelope shall bear the title of the assignment “Engagement of Certification Body for performing Third Party Assessment/ Audit and Award of Certification under ISO 9001:2008 Standard to the Department of working in the area of Agril Scientific Research under Government of India” and the submission address.

The Quotation document should be submitted in sealed envelope. The **Envelope** should contain the Technical Experience, evidence for scope of Accreditation, client list, etc duly completed.

The sealed quotation should be addressed **to Director, NRCO, Pakyong, Sikkim 737106**, and should reach his office **latest by 15.00 hrs. of 31st July, 2015** and will be opened **on the same day at 16:00 hrs.** Quotations received after due date and time will not be considered.

ICAR-NRCO reserves the right to reject or accept any or all the quotation without assigning any reason.

Earnest Money Deposit

The tenders complete in all respects in a sealed cover enclosing with an earnest money of Rs. 1000 of bid amount in the form of Account Payee Demand Draft in favour of “Director, ICAR- NRCO”, payable at Pakyong, East Sikkim & drawn on any of the commercial bank. 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 bidders will be refunded without accrual of any interest, in due course of time i.e. after awarding the contract.

GENERAL INFORMATION

- (1) Organization : **ICAR- National Research Centre for Orchids**
- (2) Addresses : PO Pakyong , Sikkim Pin code 737106
- (3) Phone : 03592-257954/ 703
- (4) Fax : 03592-257289
- (5) E- mail : nrcorchids@rediffmail.com
- (6) website : <http://nrcorchids.nic.in>
- (7) Scope of Certificate: Basic , Strategic & Applied Research on Orchids.**
- (8) Departments Covered: All the Departments/Campus of NRCO .
- (9) Certification Standard: ISO 9001:2008
- (10) Accreditation – NABCB
- (11) No. of Employees: Scientists (11) , Technical (06) , Admn Staff (06) Supporting & Auxillary Staff (07) Nos.

(N Sailo)
Assistant
Administrative Officer (I/c)
For Director

QUOTATION FORM

1.A Quotation for ISO 9001:2008 Certification of NRCO , Pakyong , Sikkim

1.B Scope : Basic , Strategic & Applied Research on Orchids

2. Period of Contract : Three years

3. Name & Addresses of the : _____

Certification Body _____

(In Block Letter) _____

Name of the Contact Person _____

Contact No. _____

Fax No. _____

e mail id _____

4. Constitution of the Agency : (Proprietorship/Partnership/ Company)

5. Profile of the Agency :TO BE ENCLOSED SEPARATELY

6. Work Experience :TO BE ENCLOSED SEPARATELY

7. Amount Quoted:

Sr. No.	Description of work	Unit	Amount Quoted in INR (Inclusive of all taxes & traveling, boarding, transportation & other incidentals)
7.1A	Pre-Assessment / Stage 1 Audit	L.S.	
7.1B	Certification Audit / Stage 2 Audit	L.S.	
	TOTAL AMOUNT (Inclusive of all the taxes) 7.1 (A+B)		
7.2	Surveillance Audit -I (After 1 year of initial certificate)	L.S.	
7.3	Surveillance Audit -II (After 1 year of first Surveillance Audit)	L.S.	
	TOTAL AMOUNT (Inclusive of all the taxes) 7.2+7.3+7.4	L.S.	
7.4	Grand Total		

Please note L1 shall be decided on overall price quoted by the firm as per serial number 7.4 of the Financial Quote.

Npte: Cost of 2 yearly surveillances should be quoted separately since payment shall be made after receipt of continuation letters or renewal certificate from the agency concerned. 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. **No advance payments shall be applicable.**

Total Amount quoted for Sr. 7.1-A to 7.3 in words (Rupees _____
_____)

8. Declaration: I/We have carefully read and understood the terms and conditions of the contract. Scope of the work, General Terms & Conditions and mode of submission of completed quotation forms, as mentioned in the EOI documents issued by NRCO including the following:

(a) In case the documents submitted by my/our firm/company along with EOI are Inadequate/false/incorrect, the contract shall be liable to be rejected without assigning any reason.

(b) ICAR-NRCO does not bind itself to accept the lowest of any other quotation and reserves to itself the right of accepting the whole or any part of the quotation and the agency shall be bound to provide the service at the rate quoted.

(c) ICAR-NRCO reserves itself the right to reject the conditional offers without any reason thereto.

**SIGNATURE OF THE REPRESENTATIVE OF THE CERTIFICATEION BODY:
NAME :**

STATUS :

ADDRESS WITH SEAL :

PHONE NO. (OFFICE) :

PHONE NO. (MOBILE) :

TERMS AND CONDITIONS
(To be placed with the Technical bid)

1. These quotation documents are not transferable.

2. The quotation along with a detailed client list along with a separate client list of Government Departments certified should be submitted in a sealed envelope marked with “**QUOTATION FOR ISO 9001:2008 CERTIFICATION**”, and should be submitted up to 15:00 hrs. on 31st July , 2015. The EOI will be opened at 16:00 hrs on the same day.

3. **Work Description:** Certification of the established documented, implemented and maintained Quality Management System at NRCO, under ISO 9001:2008 standard

4. **Area of coverage:** All the departments covered under this Quality Management system provided by NRCO, at its head quarter **at Pakyong , Sikkim**

5. **Scope of Certificate:** **Basic , Strategic & Applied Research on Orchids**

6. **Standard /Accreditation** : The ISO 9001:2008 certificate (to be provided to NRCO) should bear NABCB accreditation logo/mark.

7. **Periodicity:** The period of the contract shall be 3 year i.e. Pre Assessment Audit, First initial certificate and then two yearly surveillances.

8. Item 7.1 on form of quotation document the quote should cover the charges/professional fees for the Application, Pre Assessment Audit, First certificate audit, Surveillance audits and other professional fees/charges related to the certification, Traveling, Conveyance , Boarding and other charges of the audit team and all taxes and professional fees/charges for the follow up audit (if required).

9. Item 7.2. & 7.3 of form of quotation documents should cover the charges /professional fees for the 2 yearly surveillances starting after 1 year of the initial certification i.e. 2nd and 3rd year, inclusive of Traveling, conveyance , Boarding and other charges of the audit team and all taxes and professional fees/charges for the follow up audit (if required). For the Cost of 2 yearly surveillances payment shall be made after receipt of continuation letters or renewal certificate from the agency concerned.

10. ICAR-NRCO does not bind itself to accept the lowest of any other quotation and reserve to itself the right of accepting the whole or any part of the quotation and the agency shall be bound to provide the service at the rate quoted.

11. ICAR-NRCO reserves itself the right to reject the conditional offers without any reason thereto.

12. **The payment terms** will be as follow:

a. For Initial Certification :

100 % of the amount quoted (only for item 7.1 A & B under quotation form) on issue & delivery of ISO 9001:2008 certificate to ICAR- NRCO

b. For Yearly Surveillance Audits:

100 % of the amount quoted (only for item 7.2 and 7.3 under quotation form) on successful completion of surveillance audits at the end of year 1 and year 2.

13. The **Quotes** offered should be inclusive of all taxes and incidental charges. No Boarding, Lodging or traveling charges will be borne by NRCO.

14. The contract will be for 3 years i.e. Pre Assessment Audit, 1st year initial certificate and 2 surveillances starting after 1 year of the initial certificate for 2nd and 3rd year.

The time period for completion of audit and ISO 9001:2008 certification under the scope shall be maximum 3 months from the date of placing the work order to the successful bidder

15. The certificate body may visit the work site at their own cost to ascertain the 'nature/scope' of the work to have full knowledge of the 'said work '. No extra charges consequent on misunderstanding shall be allowed. For building entry permissions, a fax may be sent to this office, two working days in advance.

16. The certification body shall submit a detailed profile of the company including the list of clients to whom such services has been already provided with a separate list of Government Body to whom such services has been provided.

17. In case if the certification body fails to commence the work within the specified period or fails to provide satisfactory services, ICAR-NRCO, Pakyong reserves its right to cancel the contract.

18. The agency shall sign (with seal) on each pages of the EOI document submitted as a proof of having understood the terms & Conditions of the offer.

19. Performance Guarantee (Minimum for three years)

Successful bidder shall have to furnish a performance guarantee equivalent to 5 % of the Quoted amount accepted in the form of Fixed Deposit / Bank Guarantee for 3 years from the date of work order)

20. Decision of ICAR-NRCO in this connection shall be final and binding on the certification body. No further correspondence in this regard shall be entertained.

21. Time Schedule

Time schedule for receipt of certificate is 21 days from the date of execution of contract.

Cost of 2 yearly surveillances should be quoted separately since payment shall be made after receipt of continuation letters or renewal certificate from the agency concerned.

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. No advance payments shall be applicable.

22. **TDS**

TDS will be deducted at source at the time of release of payment. The Contract amount as per this schedule shall only be paid in favour of the quoting firm only.

23. Director ICAR-NRCO reserves the right to accept or reject any tender without assigning any reason thereof.

In case of any dispute, the decision of courts in, Sikkim High Court jurisdiction shall be binding and final. In case of dispute the matter of dispute can be refereed to arbitrator appointed by Competent Authority of Council.

24. Competent authority reserves the right to terminate the services of Certification Body at any time without assigning any reason thereof.

25. LIST OF DOUCMENTS TO BE ENCLOSED ALONGWITH TENDER UNDER SEALED COVER

- a. Demand Draft for Rs. 1000/- (One Thousand only) an account of earnest money.
- b. NABCB Accreditation Certificate/ QCI/ Gov. Certificate.
- c. Certificate of PAN/Service Tax No.
- d. Company Registration Certificate.
- e. Certificate of Experience/Performance in the field, of past 3 years
- f. Acceptance of Terms and Conditions of ICAR- NRCO

SPECIAL CONDITIONS

CONDITION UNDER WHICH THIS BID IS ISSUED:

- i. This Bid is Not an Offer and is issued with no commitment. The ICAR- NRCO reverses the right to withdraw the Bid and change or vary any Part thereof at any stage. The ICAR- NRCO also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- ii. The ICAR- NRCO Reserves the right to withdraw this Bid if the ICAR- NRCO determines that such action is in the best interest of the ICAR- NRCO.
- iii. Timing and Sequence of events resulting from this Bid shall ultimately be determined by the ICAR- NRCO.
- iv. No oral Conversations or agreements with any Official, agent or employee of the ICAR- NRCO shall affect or modify any terms of this Bid and any alleged oral agreement or arrangement made by a bidder with any agency. Oral Communications by the ICAR- NRCO to bidders shall not be considered binding on the ICAR- NRCO , nor shall any written materials provided by any person other than ICAR- NRCO.
- v. Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against this ICAR- NRCO or any of their respective officials, agents, or employees arising out of or relating to this Bidding or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof)
- vi. Applicants, who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification shall be disqualified from the process at any stage.

2. **RIGHT TO THE CONTENT OF THE PROPOSAL:** For all the bids received before the last date and time of bid submission the proposals and accompanying documentation of the proposal will become the property of the ICAR- NRCO and will not be returned after opening of the proposals. ICAR- NRCO is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. ICAR- NRCO shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

3. **ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS:** By submitting a proposal each bidder shall be deemed to acknowledge that it has carefully read all the paragraphs of this Bid including all forms schedules and annexure here to and fully informed itself as to all existing conditions and limitations.

4. **EVALUATION OF PROPOSALS:** The bidder's proposals in the bid Document will be evaluated as per the requirement specified in the Bid. The Bidders are required to submit Technical and Financial Bids in single cover. The L1 will be decided on overall price quoted by the bidder.

5. **LANGUAGE OF PROPOSALS:** The proposal and all correspondence and documents shall be written in English.

Signature of the Certification Body with seal Signature of Issuing Authority

SIGNATURE OF THE ISSUING AUTHORITY
For Director