

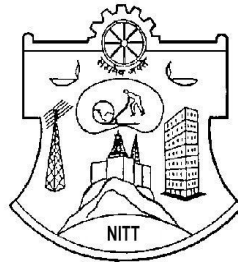
NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 15

PRAGYAN

Web : www.nitt.edu

Phone : 0431 - 2503030



TENDER DOCUMENT

Tender Notification No.: NITT/Pragyan/2012

Dated : 12.9.2011

Name of the Service to be rendered : Securing of **ISO 9001:2008** certification for "**Pragyan**"

Implementation period : 3 months

Last Date of submission of Tender : **3.10.2011 upto 3.00 p.m.**

Address for submission of Tender : The Director
National Institute of Technology
Tiruchirappalli – 620 015.

Kind attention : Dr.G.Kannabiran
Convenor/Pragyan 2012
National Institute of Technology
Tiruchirappalli – 620 015
Mobile : + 91-9486001106

Date of opening of bid : **3.10.2011 at 4.00 p.m**



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 15**

PRAGYAN

Tender Notification No.: NITT/Pragyan/2012

Dated : 12.9.2011

NOTICE INVITING TENDER

The National Institute of Technology, Tiruchirappalli (NITT) is an autonomous body under MHRD, Government of India (GOI), imparting Technical Education and engaged in Research Activities. It is proposed to secure the following certification for departmental Pragyan activities.

Sealed Quotations under **two cover system** are invited for the following component subject to the following terms and conditions, from the reputed consultants so as to reach this office on or before scheduled date and time. The technical cover will be opened on the same day or any other designated day which will be intimated to the qualified bidders or their authorized agents who may choose to be present.

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Implementation period : 3 months

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Address for submission of Tender : The Director
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Kind attention : Dr.G.Kannabiran
Convenor/Pragyan 2012
National Institute of Technology
Tiruchirappalli – 620 015
Mobile : + 91-9486001106

Place, Date and time of opening of bid :

Date: **3.10.2011** Time: **4.00 p.m** Venue: **Dean (R&C) office/Admin Block**

Note : The Institute shall not be responsible for any postal delay about non-receipt / non delivery of the bids or due to wrong addressee.

SECTION : 1 INSTRUCTION TO BIDDER

1. The bidder should give details of their technical soundness and provide list of clients of previous services rendered to Universities, Institutes or Government Departments/Undertakings/public sectors/Autonomous bodies with contact details. The details of the agency/profile should be furnished along with the copy of all related documents.

1.1 Bids are to be submitted under two cover system.

Cover 1:

Cover 1 should contain the following:

- a. **Technical pamphlets with detailed technical specification**
 - b. **The agency should furnish copy of license certificate for consultation on ISO Certification.**
 - c. **The agency should furnish Income Tax PAN number**
 - d. **Duly filled up deviation schedules to technical specification**
 - e. **List of projects completed during the last three years ending 31.03.2011 as given in terms and conditions under Section 3 of Cover 1.**
 - f. **If the prices are revealed in the cover 1, the offer will be summarily rejected**
- 1.2 **The cover 1 shall be superscribed as 'Technical cover' duly indicating the Tender reference No. and the due date of opening.**

1.3 Cover 2:

Cover 2 should contain the following

Cover 2 shall contain Price only and shall be superscribed as 'Price Cover' duly indicating the Tender Reference No. and the due date of opening.

Each Cover shall be sent in a double sealed cover. The inner covers (Cover 1 and Cover 2) should be sealed individually with the sellers's distinctive seal and superscribed with the tender reference no. and due date of opening. Both the inner covers shall be placed in a common outer cover which shall also be sealed with seller's distinctive seal and superscribed with the tender reference no. and due date of opening.

Mention "Kind Attention:....., and submit at the address given in the Notice Inviting Tender.

**Cover 1 - will be opened on the scheduled date and time mentioned in the tender enquiry.
Cover 2 - technically suitable offers alone will be opened on the same day or any other designated day which will be intimated to the qualified bidders.**

2. The agencies should submit their rate as per the format given in Section 4 of the Notice Inviting Tender in this cover. Rate should be quoted in Indian Rupee. The rate should be quoted both in words and figures. All the pages of the bid should be signed affixing the seal. All corrections and overwriting should be initialed.
3. The tender will be acceptable only from authorized consultants
4. The bid shall be in the format of price schedule given in Section 4. The contract form as per format given in section 5 shall be submitted. Incomplete or conditional tender will be rejected.

5. Details of work order and the specifications are mentioned in Section 3 appended to this Notice Inviting Tender.
6. The Institute reserves the right to cancel or reduce the quantity included in the schedule of requirements at any time after acceptance of the tender with a notice. The service provider shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
7. **Validity of bids:** The rate quoted should be valid for a minimum of 90 days. No claim for escalation of rate will be considered after opening the Tender.
8. **Clarification of Tender Document:** A prospective bidder requiring any clarification of the Tender document may communicate to the contact person given in this notice inviting tender.
9. **Amendment of tender document:** At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.
10. ***The Institute may at its own discretion extend the last date for the receipt of bids.***
11. The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.
12. The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefor. The decision of the designated Committees is final in all matters of this tender.
13. The bidder should give the following declaration while submitting the Tender

DECLARATION

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected will be forfeited and I/we am/are liable to be banned from doing business with NIT, Trichy and /or prosecuted.

Signature of the Bidder :

Name and Designation :

Business Address :
.....
.....

Place :

Date :

Seal of the Bidder's Firm

18. Any other details required may be obtained from the contact person given in the notice inviting tender during the office hours.

SECTION : 2 CONDITIONS OF CONTRACT

1. The rates should be quoted in Indian Rupee F.O.R. NIT, Trichy for supply within India.
2. The rate quoted should be on unit basis. Taxes and other charges should be quoted separately, considering exemptions if any and as per price schedule given in Section 4.
3. Rates quoted should be inclusive of Consultation, Training & Certification/Post Certification.
4. **Payment**: Normally no *advance payment will be made. However the service provider may indicate their terms of Payment.*
5. **Implementation period need to be restricted to a period of 3-5 months from the date of work order.**
6. Post certification charges specifying coverage period should be clearly mentioned in the commercial bid.
7. **Validity**: Certification should be valid for a minimum period of 3 years.
8. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.

SECTION : 3 SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

Name of the work to be executed : Securing of **ISO 9001:2008** certification for “**Pragyan**”

About the organization :

Pragyan is a non-profit organization based at National Institute of Technology, Tiruchirappalli with a total strength of nearly 600 student volunteers who organize the annual Techno-Management Festival of National Institute of Technology, Tiruchirappalli. Pragyan aims at ISO 9001:2008 certification for its Quality Management Systems (QMS).

Description of Organization:

- Number of Members : 600 (Students)
- Decision Makers : 16 (Faculty : 4 + Students: 12)
- Type of Organization : Non Profitable
- Number of Departments : 16
- Vision & Mission : To be a global platform for innovation and conduct the annual Technical and Management festival of National Institute of Technology - Tiruchirappalli that promotes innovation.
- Website : www.pragyan.org
- ***Any queries please contact*** : ***Mr Arun Mugilan E***
Head, Quality Assurance, Pragyan 2012
National Institute of Technology,
Tiruchirappalli – 620 015.
Mobile : +91-9841430117

Specifications

The consultation service should include the following phases

PHASE 1:

QUALITY SYSTEM REVIEW

The current position of our organization with regard to the quality management should be established in this stage. The initial review must cover the following.

- Assisting in selection of appropriate certification body which is accredited by recognized accreditation body.
- Application for certification
- Preliminary assessment by certifying body.
- Overall and department wise activities for smooth conduct of the program.
- Formation of internal audit team.
- Updating existing documents and written procedures, wherever required
- Conducting gap analysis vis-à-vis Quality System Standards requirements

PHASE 2:

AWARENESS AND DOCUMENTATION

- Awareness program for different categories of personnel in the requirements of Quality Management System and their application to the organization's activities.
- Formation of steering groups to observe the project implementation. Training for Preparing QMS documents.
- Preparation of list of documents and assignment of responsibilities.
- Preparation of time bound action plan for implementation of Quality System Standards.
- Drafting of quality policy.
- Writing of system procedures, work instructions, assessment methods, forms etc.
- Writing of QMS manual.

PHASE 3:

PLANNING, PROGRAM IMPLEMENTATION, REVIEW AND SYSTEM REVISION

- Planning for internal performance criteria and quality management program with Specific objectives and target.
- Develop the capabilities and support mechanisms necessary for implementation of QMS Plan and program.
- Assisting internal audits

- Management review and corrective action on non-conformance observed.

PHASE 4:

ASSISTANCE FOR CERTIFICATION AND AUDIT

- Assisting further internal audits as per requirements:
- Audit by external experts.
- Corrective action suggested in the stage-1 assessment.
- Stage-2 assessment by certifying body.

TERMS AND CONDITIONS

Technical bid bench marks:

1. Details of experience (preference will be given on certification in similar line) on ISO 9001:2008 during the last 3 year period ending 2010-11.
2. No. of units who applied for ISO certification.
3. No. of units/clients who were granted ISO by the consultancy and through the certifying agency which they are certified.
4. Reference letters from Government Gazetted officers
5. Consultant should be registered with quality council of India/NABCB
6. Agency turnover.
7. Agency should take responsibility for successful Certification of ISO 9001:2008 within the stipulated time period of 3-5 months. Necessary support will be extended by Pragyan.
8. Any training required should be offered by the consulting agency as part of package.
9. Certification should be valid for minimum period of 3 years from the date of issue of ISO 9001:2008
10. The agency should arrange to secure ISO certification through any of the recognized bodies like TUV, BVQI, Inter-Tek.

SECTION : 4 PRICE SCHEDULE

[To be used by the bidder for submission of the bid]

1. Work order :

2. Specifications (confirming to Section 3 of Tender document-enclose additional sheets if necessary) :

3. Currency and Unit Price :

4. Project Cost (in Indian Rupee):

Commercial bid specifications:

Split ups shall be given for the following and for any other process as required by the consultant

1. Charges for preparation of documentation.
2. Registration charges.
3. Pre audit and final audit accreditation charges.
4. Payments to Certifying body for certification will be made through the consultation agency and the corresponding cost must also be included in the technical bid
5. Travel & Stay charges should also be included in the Commercial bid.
6. Out of pocket expenses like typing, photocopying etc.
7. Post certification charges specifying coverage period.
8. Training charges with details of training.
9. Any other charges, with details.

6. Taxes and other charges :

(i) Specify the type of taxes and duties in percentages and also in figures

(ii) Specify other charges in figures :

7. Work order Schedule (confirming to the Section 3 of Tender document) :

8. Name and address of the firm for placing :
work order

9. Name and address of authorized Indian :
agents

Signature of the Bidder :

Name and Designation :

Business Address :
.....
.....

Place :

Date :

Seal of the Bidder's Firm

SECTION : 5 CONTRACT FORM

[To be provided by the bidder in the business letter head]

1. (Name of the Firm) hereby abide to provide service for securing of ISO 9001:2008 Certification by the implementation period of 3-5 months from the date of service order mentioned in the Section 3 of the tender document.
2. The service will be provided conforming to the specifications stated in the tender document without any defect and deviations.
3. Consultation, Training & Certification will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NIT, Trichy during this period.

Signature of the Bidder :

Name and Designation :

Business Address :
.....
.....

Place :

Date :

Seal of the Bidder's Firm