

# NATIONAL INSTITUTE OF TECHNOLOGY

## TIRUCHIRAPPALLI – 15

### PRAGYAN

Web : [www.nitt.edu](http://www.nitt.edu)

Phone : 0431 - 2503030



# TENDER DOCUMENT

Tender Notification No.: NITT/Pragyan/2012

Dated :17.10.2011

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

Implementation period : 3 months

Last Date of submission of Tender : **8.11.2011 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 : **8.11.2011 at 4.00 p.m**



**NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI – 15**

**PRAGYAN**

Tender Notification No.: NITT/Pragyan/2012

Dated : 17.10.2011

**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. One of its activities namely Pragyan is aimed at bringing the student community together and enable cross learning and talent search. It is proposed to have the event Pragyan happen in a systematic way by way of ISO 9001 practice

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 in the presence of bidders or their authorized agents who may choose to be present.

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Mobile : + 91-9486001106

***Place, Date and time of opening of bid*** :

Date: **8.11.2011**

Time: **3.30 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. A write up about ISO 9001 facilitation activity**
  - b. Section 3 of this tender duly filled**
  - c. Certificate registration if any**
  - d. The agency should furnish Income Tax PAN number (In the firms name or the in the name of the proprietor in case of proprietary establishment)**
  - e. The agency should furnish service tax registration details if applicable**
  - f. The agency should provide response to section 3 which is the service specification**
  - g. The agency should provide list of projects handled covering educational institutions (Note Minimum one project experience is mandatory failing which the tender will be liable for rejection)**
  - h. Contract form as per section 5**
  - i. 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 consultants who cover the requirements of Section 3
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. The Institute reserves the right to cancel or reduce the specification 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.
6. **Validity of bids:** The rate quote should be valid for a minimum of 90 days. No claim for escalation of rate will be considered after opening the Tender.
7. **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.
8. **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.
9. ***The Institute may at its own discretion extend the last date for the receipt of bids.***
10. 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.
11. The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons thereof. The decision of the designated Committees is final in all matters of this tender including selection of certifying body.
12. 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**

13. 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

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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.
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 months or before the start of next event of Pragyan which is February 2012, whichever is earlier.***
6. **Validity**: Certification should be valid for a minimum period of 3 years.
7. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.

## SECTION : 3 SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

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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 managed by 12 student members forming the core team and 4 faculty members. It conducts the annual Techno-Management Festival of National Institute of Technology, Tiruchirappalli. Pragyan aims at ISO 9001:2008 certification for its Quality Management Systems.

### **Description of Organization:**

- Type of Organization : Non Profitable
- Vision & Mission : To be a global platform for innovation and conduct the annual Technical and Management events of National Institute of Technology - Tiruchirappalli that promotes innovation.
- Website : [www.pragyan.org](http://www.pragyan.org)
- Scope of Certification : Event Management
- Any queries please contact : MrArunMugilan 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

Activity	Specification	Agency's comments on deviation if any
<b>Phase 1</b>		
Gap Analysis	Analyze various functions covered under the activities of Pragyan and assess the gap with reference to ISO 9001	
Initial Training	Provide ISO awareness training to all the members of Pragyan	
<b>Phase 2</b>		
System design	Identify processes for Pragyan activities and freeze the process as required for ISO 9001	
Documentation	Provide assistance for the system documentation including quality policy , identify objectives and formats required for the above processes	
<b>Phase 3</b>		
Implementation	Implement the finalized process covering each of the function and train the function in charges	
Internal audit	Conduct internal audit and report compliance status	
	Suggest approach to close internal audit concerns if any	
Review	Facilitate the first review of the entire management system	
<b>Phase 4</b>		
	Support in application to certification body and interact with them for conduct of certification audits	
	Facilitate conduct of stage 1 audit by certification body	
	Suggest approach to close concerns of stage 1 audit if any	
	Facilitate conduct of stage 2 audit by certification body	
	Suggest approach to close concerns if any	
	Facilitate follow up audit by certification body if any	

Note:

- Compliance to the standard requirement in conjunction with other identified requirements must be ensured
- Certification should be obtained from a body who is accredited by IAF. Certifying body having prior experience in certifying similar event management in educational institutes are preferred.
- Full presence of the consultant is mandatory during all audit
- The audit by certification body should be completed 3 months from the date of start or before Pragyan event which is February 2012 whichever is earlier
- They agency/consultant should take complete responsibility of successful certification within the stipulated time.
- Decision of designated committee is final in selection of certification body.

## TECHNICAL EVALUATION OF CONSULTANT / AGENCY

Sl No	Criteria	Response	Evaluation (For NIT Use only)
1.	Year of establishment		
2.	Total number of ISO 9001 projects handled (Mention recent list with name, contact person, phone number for verification)		
3.	Total number of ISO 9001 projects for education sector		
4.	Is the consultant a qualified lead auditor under IRCA / NRBPT / RAB QSA (Enclose certificate)		
5.	No of audits conducted		
6.	Is the consultant experienced in training on ISO		
7.	No of trainings conducted (Enclose a recent list with title of training, trainee details, contact no for verification)		
8.	Details of membership / empanelment held		
9.	Turn over	Year : Rs 2010-2011 : 2009- 2010 : 2008-2009 :	
10.	Any other points		

**SECTION: 4 PRICE SCHEDULE**

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

1.	Work title	:	
2.	Statement of compliance to specification (Yes / No)	:	
3.	<p>Total Project Cost (in Indian Rupee):</p> <p>Commercial bid specifications:</p> <p>Split ups shall be given for the following and for any other process as required by the consultant</p> <ol style="list-style-type: none"> <li>1. Consultancy charges covering the activities of section 4</li> <li>2. Certification charges (as per section 3 specifications)</li> <li>3. Additional audit cost (if warranted)</li> <li>4. Taxes if any</li> </ol>		
4.	<p>Taxes and other charges</p> <p>(i) Specify the type of taxes and duties in percentages and also in figures</p> <p>(ii) Specify any other charges in figures.</p>	:	
5.	Payment Terms	:	
6.	State your confirmation to strict compliance to the requirements of the standard briefly covered in the section 4	:	
7.	Conformation statement for compliance to timelines as per section 4	:	
8.	Name and address of the firm for placing purchase order	:	

**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 months or before the start of next event of Pragyam which is February 2012 whichever is earlier, 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**