



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

(Indian Council of Agricultural Research)

BARRACKPORE, KOLKATA - 700 120, WEST BENGAL

Ph.: (033) 2535-6121 Fax: (033) 2535-0415, E-Mail: aao_ps@rediffmail.com



F. No. 17-86/ P&S/2017-18/

Date:

Invitation to Expression of Interest (EOI) Notice No. **02/2017-18** dated **22-06-2017**
and Instructions containing terms & conditions for ISO 9001:2015 Certification of ICAR-Central
Research Institute for Jute & Allied Fibres, Barrackpore, Kolkata, 700120

To

As per list attached.

Sub: EOI for ISO 9001:2015 Certification of ICAR-Central Research Institute for Jute &
Allied Fibres (ICAR-CRIJAF).

1. Due date/time Receipt of EoI: Date **11-07-2017 at 12.00 Noon**
2. Due date/time Opening of EoI: Date **11-07-2017 at 03.00 PM**

Sir,

On behalf of Secretary, ICAR, Director, ICAR-CRIJAF has invited sealed quotations for
ISO 9001:2015 Certification of this Institute from Quality Council of India (QCI) NABCB
Accredited Certification Bodies providing ISO 9001:2015 certifications.

You are invited to submit your most competitive quotation for the same as per terms &
conditions mentioned in the EOI attached with this letter. The EOI can also be downloaded
from our Institute's website.

[Assistant Administrative Officer]
ICAR-Central Research Institute for Jute & Allied Fibres
Barrackpore, Kolkata-700120

1. **ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES**
(A constituent unit of Indian Council of Agricultural Research, New Delhi)
Nilganj, Barrackpore, Kolkata-700120

EOI Documents

EOI Notice No. 02/2017-18 Dated 22-06-2017

NOTICE INVITING EXPRESSION OF INTEREST FOR SELECTION OF CERTIFICATION BODY

Name of work: ISO 9001:2015 Certification of ICAR-Central Research Institute for Jute & Allied Fibres (ICAR-CRIJAF).

ICAR-CRIJAF is a premier Institute set up by Indian Council of Agricultural Research (ICAR). The Institute conducts research on Jute & Allied Fibres crops and provides training, education, advisory, extension services to the farmers and other users. In order to improve the Quality Management System of the Institute and to enhance public satisfaction, this Institute has drawn plans for implementation and certification under ISO 9001:2015 for its mandate services.

Director, ICAR-CRIJAF invites sealed quotation from Quality Council of India (QCI) NABCB Accredited Certification Bodies providing ISO 9001:2015 certifications, to certify this Institute under ISO 9001:2015 standards for the services provided.

ELIGIBILITY

The certification body should have scope of accreditation for **Textile & Textile Products (Code 04)** as applicable.

The Scope of certification shall be “Research & Development of Jute & Allied Fibre Crop & Provide training and extension services.

Eligible Certification Body will enclose a proof for accreditation from QCI (NABCB) for ISO 9001:2015 certification with reference to scope of certification for each work. The non-accredited certification will not be considered.

The certification body should have certified at least 2 or more Govt. organization/department under ISO 9001:2015 standard during last 2 financial years. The Certification Body will furnish valid documentary proof in this regard. A list of the Govt. organizations, for which it has carried out ISO certification in the last 2 years, the scope of certification, the contact details of the officials of the Govt. organization should be provided.

Certification body who do not meet the eligibility criteria will not be considered and will be rejected.

Financial Bid

Certification audit fee, period surveillance audit fee, applicable taxes with cost will be quoted as enclosed Annexure "A" (Quotation Form Page No. **5-6 of EOI**)

ICAR-CRIJAF reserves the right to reject or accept any or all the quotations without assigning any reasons.

Submission of quotation

The EOI document should be submitted in sealed envelope in Single Bid system. The envelope should be marked "Quotation for ISO 9001:2015 Certification of ICAR-CRIJAF" and contains the following:

- i. Technical Experience
- ii. Evidence for scope of Accreditation
- iii. List of Government client
- iv. Profile of agency
- v. Any other document to support technical bids.
- vi. EMD
- vii. Cost of EOI
- viii. Signed copy of EOI
- ix. Quotation form (Annexure "A")
- x. Mandate form (Annexure "B")

The quotations including the terms & conditions are being sent to some shortlisted certification bodies and the same has been uploaded on our Institute's website www.crijaf.org.in and CPPP.

The sealed quotations should be addressed to Director, ICAR-CRIJAF, Nilgunj, Barrackpore, Kolkata-700120 and should reach this office latest by 12.00 Noon of 11-07-2017. The EOI will be opened on the same day at 3.00 P.M.

Quotations received after due date and time will not be accepted.

Signature of the representative of the certification body

Name:

Status:

Address with seal:

Phone No.(Office):

Phone No. (Residence):

Mobile No.:

ICAR-Central Research Institute for Jute & Allied Fibres

ICAR-Central Research Institute for Jute & Allied Fibres
(A constituent unit of Indian Council of Agricultural Research, New Delhi)
Nilganj, Barrackpore, Kolkata-700120

General Information of Institute

1.	Name of organization	ICAR-Central Research Institute for Jute & Allied Fibres	
2.	Address	Nilganj, Barrackpore, Kolkata-700120	
3.	Phone	033-25356124	
4.	Fax	033-25350415	
5.	Website	www.crijaf.org.in	
6.	Scope of certificate	Research & development of jute & allied fibre crop & providing training and extension services	
7.	Departments covered	All the department of ICAR-CRIJAF	
8.	Certification Standard	ISO 9001:2015	
9.	Exclusion	7.5.2	
10.	No. of employees	Scientist	50
		Technical staffs	55
		Admin. staffs	32
		Supporting staffs	17

Signature of the representative of the certification body

Name:

Status:

Address with seal:

Phone No.(Office):

Phone No. (Residence):

Mobile No.:

Quotation Form
(to be submitted on letter head)

1.A	Quotation for	Certification of ICAR-CRIJAF under ISO 9001:2015 standard
1.B	Scope of work	Research & development of jute & allied fibre crops & providing training and extension services
2.	Period of Contract	Three years
3.	Name & Address of the Certification body	
	Name of the contact person	
	Contact No.	
	Fax No.	
	Email Id.	
4.	Status of the Agency (Proprietorship/Partnership/Company)	
5.	Profile of the Agency	Enclose separately
6.	Work experience	(Provide documentary proof)
7.	PAN No.	
8.	Registration of the firm (Authenticated copy to be enclosed)	
9.	Copy of valid accreditation certificate issued by the body of accreditation	(Provide documentary proof)
10.	Performance report of lasts 2 completed similar work in Govt. of India/PSUs	(Provide documentary proof)

11. Amount quoted			
	Description of work	Unit	Amount Quoted in INR inclusive of all taxes & charges
11.1A	Pre-Assessment/Stage 1 Audit	L.S.	
11.1B	Certification Audit /Stage 2 Audit	L.S.	
11.2	Surveillance Audit-1 (After 1 year of initial certificate)	L.S.	
11.3	Surveillance Audit –II (After 1 year of first Surveillance Audit)	L.S.	
11.4	Total Amount Inclusive of all charges	L.S.	
Total amount quoted in words (inclusive of all taxes and charges)			
12. Declaration			
<p>I/We have carefully read and understood the terms & 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 ICAR-CRIJAF including the following:</p> <ol style="list-style-type: none"> In case the documents submitted by my /our firms/company along with EOI are Inadequate/false/incorrect, the contract shall be liable to be rejected without assigning any reason. ICAR-CRIJAF 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 above. ICAR-CRIJAF reserves itself the right to reject the conditional offers without reason thereto. I/we further certify that I/we are not blacklisted by any Government Department. <p style="text-align: right;">Signature of the representative of the certification body:</p>			

Signature of the representative of the certification body

Name:

Status:

Address with seal:

Phone No.(Office):

Phone No. (Residence):

Mobile No.:

Mandate Form**Electronic Clearing Service (Credit Clearing)/ Real Time Gross Settlement (RTGS) facility
for receiving payments.**

A. Details of Accounts Holders:-

Name of Account Holder	
Complete Contact Address	
Telephone Number/Fax/E-mail	

B. Bank Account Details:-

Bank Name	
Branch Name with Complete Address, Telephone No. and E-mail	
Whether the Branch is computerized?	
Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC code	
Is the Branch also NEFT enabled?	
Type of Bank Account (SB/Current/Cash Credit)	
Complete Bank Account No. (latest)	
MICR code of Bank	

Date of effect:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the office responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Date:

Signature of account holder

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date:

Signature of Bank official

1. Please attach a photocopy of cancelled cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not “RTGS enabled”, then upon its up gradation to “RTGS enabled” branch, please submit the information again in the above Proforma to this office at the earliest.

ICAR-Central Research Institute for Jute & Allied Fibres
(A constituent unit of Indian Council of Agricultural Research, New Delhi)
Nilganj, Barrackpore, Kolkata-700120

TERMS AND CONDITIONS

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 envelop marked with “Quotation for ISO 9001:2015 certification” and should be submitted to this Institute within due date & time.
3. **Work Description:** Certification of the established documented, implemented and maintained Quality Management System at ICAR-CRIJAF, under ISO 9001:2015 standard.
4. **Area of coverage:** All the department covered under this Quality Management System provided by ICAR-CRIJAF.
5. **Scope of Certificate:** Certification of providing services research & development of jute & allied fibre crops & provide training and extension services.
6. **Periodicity:** The period of the contract shall be 3 years i.e. Pre Assessment audit, First initial certificate and then two yearly surveillances.
7. Item 11.1 on form of quotation document, the quote should cover the charges/professional fee for the Application, Pre Assessment Audit, First certificate audit, any other professional fee/charges related to the pre Assessment & Initial certificate, Travelling, conveyance, Boarding and other charges of the audit team and all taxes and professional fee/charges for the follow up audit.
8. Item 11.2 & 11.3 of form of quotation documents should cover the charges/professional fee for the 2 yearly surveillances starting after 1 year of the initial certification i.e. 2nd and 3rd year, inclusive of Travelling, conveyance, Boarding and other charges of the audit team and all taxes and professional fee/charges for the follow up audit (if required)
9. ICAR-CRIJAF 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 above.

10. ICAR-CRIJAF reserves itself the right to reject the conditional offers without reason thereto.
11. **The payment terms will be as follow:**
- For Initial Certification:**
- 100% of the amount quoted (item 11.1A & 11.1B under quotation form) on issue & delivery of ISO 9001:2015 certificate
- For Yearly Surveillance Audits:**
- 100% of the amount quoted (item 11.2 and 11.3 under quotation form) on successful completion of surveillance audits at the end of year 1 and year 2
12. The Quotes offered should be inclusive of all taxes and incidental charges. No Boarding, Lodging or travelling charges will be borne by ICAR-CRIJAF.
13. The contract will be for 3 years i.e. Pre Assessment Audit, 1st year initial certificate and 2 surveillance starting after 1 year of the initial certificate for 2nd and 3rd year.
- The time period for completion of audit and ISO 9001:2015 certification under the scope shall be maximum 3 months from the date of placing the work order to the successful bidder.
14. The certification 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.
15. 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.
16. In case if the certification body fails to commence the work within the specified period or fails to provide satisfactory services, ICAR-CRIJAF Kolkata reserves its right to cancel the contract & the EMD is liable to be forfeited.
17. The certification body shall sign (with seal) on each pages of this EOI documents submitted as proof of having understood the terms & conditions of the offer.
18. **Cost of EOI doc.:** ₹ 500.00 (Rupees Five hundred) only in the form of Demand Draft (non-refundable) favoring “ICAR Unit- CRIJAF” payable at Barrackpore.

19. **EMD:** The certification body shall furnish EMD in the form of Demand Draft for 3% of the amount quoted in the EOI in favour of “ICAR Unit-CRIJAF” payable at Barrackpore. The EMD if unsuccessful bidders will be released after awarding of contract. The EMD of successful bidders will be refunded after submission of performance Security.
20. **Performance Security:** Successful bidder shall have to furnish a performance security equivalent to 10% of contract value in the form of demand draft/Bank guarantee for a period of three years from the date of work order. The performance security will be refunded after successful completion of contract period. No interest on performance security will be given.
21. Decision of ICAR-CRIJAF in this connection, shall be final and binding on the certification body. No further correspondence in this regard will be entertained.

Signature of the representative of the certification body

Name:
Status:
Address with seal:
Phone No.(Office):
Phone No. (Residence):
Mobile No.:

List of Certification Bodies-QMS

<p>To M/s Bureau of Indian Standards, Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi – 110002.</p>	<p>To ACM Certification Pvt. Ltd. 403, Building No. 55, Madhuban Building, Nehru Place, New Delhi – 110019</p>
<p>To M/s Tata Projects Ltd., Operating certification services through their Division TQ Services Mithona Towers-1, 1-7-80 to 87, Opp. Wesley Co-ed Jr. College, Prenderghast Road, Secunderabad 500003</p>	<p>To M/s International Certifications Services Private Ltd. 22 / 23, Goodwill Premises, Swastik Estate, 178, CST Road, KalinaSantacruz (East) Mumbai - 400 098</p>
<p>To M/s IRCLASS Systems and Solutions Private Limited (Operating certification services through its Division Indian Register Quality Systems) 2nd Floor, New Building, 52 A, Adi Shankaracharya Marg, Opposite Powai Lake, Powai, Mumbai - 400 072</p>	<p>To M/s URS Certification Ltd. F-31, Sector-6, Noida 201 301,</p>
<p>To M/s TUV SUD South Asia Private Limited Off. Saki Vihar Road, Saki Naka Andheri (East), Mumbai 400072</p>	<p>To M/s SGS India Pvt. Ltd. Plot No. SS1, Phase 111, IDA, Cherlapalli-500051, Hyderabad India.</p>
<p>To M/s Transpacific Certifications Ltd. 32/22, 3rd Floor, East Patel Nagar, New Delhi-110008 INDIA</p>	<p>To M/s Integrated Quality Certification Pvt. Ltd. Platinum City, G / 13 / 03, Site No. 02, Next to CMTI, HMT Road, Yeshwantpur Post Bangalore - 560 022</p>
<p>To M/s Vexil Business Process Services Pvt. Ltd. 80-F, Kamla Nagar , Delhi 110007.</p>	<p>To M/s Vinçotte International India Assessment Services Pvt. Ltd. A-49, 2nd Floor, FIEE Complex, Okhla Industrial Area, Phase-II, New Delhi-110020</p>
<p>To Equalitas SystemCert Pvt. Ltd. 816, Ansal Kirti Shikhar, District Centre, Janakpuri, New Delhi-110058, India</p>	<p>To M/s ISOQAR (India) Pvt. Ltd. 303, Matrix, Corporate Road, Prahladnagar, off. S. G. Highway, Ahmedabad- 380051, Gujarat, India</p>
<p>To M/s SWISS CERT Pvt. Ltd. (Formerly Swiso India Pvt Ltd) 412 Best Sky Tower, Netaji Subhash Place, Pitampura, Delhi 110034</p>	<p>To NVT Quality Certification Pvt. Ltd. CAP-1, EOIZ, Export Promotion Industrial Park, Near ITPL, Whitefield, Bangalore – 560 066, India</p>
<p>To, M/s STQC Certification Services STQC Directorate, Department of Information Technology, Government of India, Electronic Niketan, 6 CGO Complex, Lodhi Road, New Delhi 110003</p>	<p>To QUEST Certification (P) Ltd. Plot No. 29, 1st Main Road, Sabari Nagar Ext, 3rd Cross Street, Mugalivakkam, Chennai- 600125, India</p>