



GOVERNMENT OF NCT OF DELHI
OFFICE OF THE DISTRICT MAGISTRATE (SOUTH)
M. B. ROAD, SAKET, NEW DELHI – 110068.

F.No.E-15/LAN/CTB/DM(S)/2015-16/485-95

Dated: 17/06/2021

To

List enclosed/ All Vendors/Companies/Service Providers

Subject: Tenders for ISO certification bodies for certification of ISO 9001:2015.

Sealed quotations are invited from Authorized/reputed, ISO Certification for providing the ISO Certification for QMS as per ISO 9001:2015 for the O/o District Magistrate (South), Government of NCT of Delhi, M.B. Road, Saket, New Delhi-110068.

Scope of work:

It is proposed to have service of an accredited ISO certification Body for ISO Certification of QMS as per ISO 9001:2015 for O/o DM (South). Administrative Setup & organization chart is annexed herewith as Annexure-1 & Annexure-II respectively. The works involves the following activities:

- 1) Certification Audit of O/o District Magistrate (South) and issue of ISO certification certificate.
- 2) Surveillance Audits (Post Certification)
 - (a) Surveillance Audit-1(S1) at the end of first year.
 - (b) Surveillance Audit-II (S2) at the end of second year.

Time Schedule:

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

Terms & conditions:

- a. The Bidder agency must have a valid international accreditation or national accreditation of India and shall have the scope for Certification of similar Government Institution. In case of private organization, it must have certified atleast5(Five) ISO:9001:2015project in Government/Public Sector Undertaking/Co-operative Sector/Large Public Limited organizations.
- b. The agency must be in operation for a minimum period of three years.
- c. The agency must have a client list of not less than 25 clients of which (Five) ISO 9001:2015 Projects in the Government/Public Sector Undertaking/Co-operative Sector/large Public Limited organization.
- d. The entire operation must be done within a maximum period of 21 days or earlier.
- e. District Magistrate (South) reserves the right to accept or reject any tender without assigning any reason thereof.
- f. The Competent Authority reserves the right to terminate the services of Certification Body at any time without assigning any reason thereof.

- g. The successful bidder shall be required to deposit performance guarantee security deposit amounting to 5% of the value of Financial Bid quoted. No interest will be paid on performance guarantee.
- h. The certification body should have extensive and proven mix of skill and expertise in the field of ISO 9001:2005 certification. Previous experience of similar work is essential. The Certification Body must meet the minimum criteria.
- i. It is Desirable that Certification Body should have certified Minimum 5(Five) ISO:9001:2015 projects in the Government/Public Sector Undertakings/Co-operative Sector/Large Public Limited Organization.

Proposal Submission:

Interested Certification Body Should submit both technical and financial proposals in two parts, namely:

- a) Technical.
- b) Financial.

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL". Both the proposal shall be sealed. These two sealed envelopes shall be placed in to an outer envelope and sealed. This outer envelope shall bear the title of the assignment "**Proposal for certification of ISO: 9001;2015"for O/o District Magistrate (South). DO NOT OPEN THE PROPOSAL.**

Technical Proposal Content: Proposal should be prepared considering the Terms of Reference, Detailed Approach and Methodology, Activity Schedule and Deliverables. Time Period and any other information to highlight the capability of the Certification Body.

Technical Proposal must include:

1. Brief description about the Certification Body.
2. Experience of the Certification Body: In addition to overall experience of the Certification Body, Certification of Government Department or Public Sector Undertaking or large Public Limited Organization for ISO 9001:2015 may specifically mentioned.
3. Approach.
4. Methodology
5. Work Plan and Schedule
6. Team Size
7. Documentary Evidence to be submitted to Support Eligibility:
 - i. Work orders indicating the details of certification done, client, date and year of award.
 - ii. List of successful of similar work with certificates.
 - iii. Detailed resume of the team leader and team member(s)
 - iv. Certificate of Lead assessor course undergone by the Team Leader and Team Member (s)
 - v. Certificate of previous certifications undertaken (Desirable)
 - vi. Schedule/copy of Accreditation Certificate.
 - vii. Certificate of PAN/GST No.
 - viii. Company Registration Certificate.
 - ix. Bank account details
 - x. Certificate of Experience/Performance in the field, of past 3 years
 - xi. Signed Terms and Condition

FINANCIAL PROPOSAL CONTENT:

- a. Financial proposal (In Indian Rupees) Should be in the form of a lump sum amount inclusive of all taxes for the entire scope of Services.
- b. 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 expense.
- c. Payment shall be made after completion of each work mentioned as 1,2(a) & 2(b) in scope of work.

Last date: The last date for submission of bids is 30.06.2021, at 3.00 PM

Bids should be addressed to:

SDM (HQ), O/o District Magistrate (South), Govt. of National Capital Territory of Delhi, M.B Road,
Saket, New Delhi-110068


(NARESH KUMAR)
SECTION OFFICER (CTB)

Copy to :

1. DIO(NIC) with request to upload the above tender on official website of District Magistrate (South) for wide publicity.
2. All vendors as per List.


(NARESH KUMAR)
SECTION OFFICER (CTB)