

Assam Trade Promotion Organisation
Unit Maniram Dewan Trade Centre
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Notice inviting tenders for ISO certification

Subject : Tenders from ISO certification agencies for ISO Certification 9001-2008 QMS for Maniram Dewan Trade Centre, NH-37, Betkuchi, Guwahati-781 035

Assam Trade Promotion Organisation, Unit Maniram Dewan Trade Centre, Betkuchi, Guwahati-35, invites sealed tenders from (A) ISO Certification agencies/companies duly approved by QCI (Quality Council of India) for providing the ISO Certification (ISO 9001 : 2008 QMS) and from (B) Recognized and Certified Consultants having local establishment for providing necessary consultancy for obtaining ISO 9001:2008 Certification for Maniram Dewan Trade Centre, a unit setup by Government under Industries & Commerce department for promotion of Trade & Commerce in the NE Region with its employees.

(A) Scope of work for Certification Body: Verification of implementation of the system as per standard and Certification to ISO 9001:2008 Standard.

The responsibility of the Certification Body, as detailed below:

- 1) Document audit review
- 2) Pre-assessment audit (on site)
- 3) Certification Audit (on site)
- 4) To provide for issue of ISO 9001 – 2008 Certification
- 5) Surveillance Audits (Post Certification)
 - A) Surveillance Audit – I (S1)
 - B) Surveillance Audit – II (S2)

(B) Scope of work for Certified Consultants: Guide & direct to meet the pre-requisite condition for ISO Certification.

The responsibility of the Certified Consultant, as detailed below:

It is proposed to have services of an ISO Certified Consultants who can guide & direct to meet the pre-requisite condition for ISO Certification. This will include study of the existing system, suggestion for changes and preparation of the documents; impart necessary training for the work force and the complete process till obtaining of the certification is the responsibility of the Certified Consultants.

Other Terms & Conditions:

1. Time schedule of completion of work is 8 months.
2. Payment towards the certification process shall be released after completion of scope up to ISO Certification. Cost of 2 yearly surveillances should be quoted

- separately since payment shall be made after receipt of continuation letters from the agencies concerned.
3. Sealed quotation should be in lump sum basic price including duties/ taxes.
 4. Quotation should be inclusive of all kinds of expenditure towards transportation cost, software/hardware, stationery, printing and presentation material etc.
 5. No advance payments shall be applicable.
 6. Agencies should submit complete company profile along with PAN no., company registration certificate / no., service tax no., experience certificate, company annual turnover, bank accounts details and QCI valid certificate along with other relevant information.
 7. The tenders complete in all respects in a sealed cover and superscribed as **“Tender for ISO certification (ISO 9001-2008) from Certification Body”** or **“Tender for ISO certification (ISO 9001-2008) from Certified Consultant”** which should be submitted on or before the last date 27.08.2012 (up to 1.00 PM) in the office of the General Manager, Assam Trade Promotion Organisation, Unit-Maniram Dewan Trade Centre, Betkuchi, NH-37, Near Balaji Temple, Guwahati-781 035 along with an earnest money Earnest money @5% of total quoted rate is to be deposited along with the tender in the form of Demand Draft/ Banker Cheque in favour of **“Assam Trade Promotion Organisation payable at Guwahati & drawn on any of the nationalized 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.
 8. The sealed tenders will be opened on the same day i.e. 27.08.2012 at the office of the General Manager, Assam Trade Promotion Organisation, Unit-Maniram Dewan Trade Centre, Betkuchi, NH-37, Near Balaji Temple, Guwahati-781 035 at 3.00 P.M. in presence of bidders or their representatives who wish to be present. In case 27.08.2012 is declared a holiday, the tenders will be opened on the next working day at the said time and venue.
 9. The successful bidder shall be required to sign the contract agreement with the competent authority on a non-judicial stamp paper of Rs.100/- (Rupees one hundred only) immediately after award of contract.
 10. Tenders received after due date & time shall not be entertained.
 11. The General Manager, Assam Trade Promotion Organisation reserves the right to reject/accept the tenders at his own discretion.

General Manager
Assam Trade Promotion Organization