

भारतीय उष्णदेशीय मौसम विज्ञान संस्थान  
INDIAN INSTITUTE OF TROPICAL METEOROLOGY,  
(पृथ्वी विज्ञान मंत्रालय का स्वायत्त संस्थान, भारत सरकार के अधीन)  
(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)

By Speed Post

No. IITM/ISO/2014

14<sup>th</sup> November, 2014

To,

- Sub: 1) Tender for ISO 9001:2008 certification auditors  
2) Tender for conducting Internal audits for providing on job training and extending audit execution support as a part of ISO 9001 consultancy with experts having research and publication expertise and ISO 9001 Lead auditor back ground

Dear Sirs,

Quotation in sealed cover super scribed there on Quotation due on 25.11.2014 in response to Enquiry No. IITM/ISO/2014 dated 14.11.2014 are invited for the services mentioned in the tender so as to reach this institute latest by 12.00 hours on 25.11.2014 which will be opened on the same day at 15.00 hours.

The following table enlists important milestones and timelines for completion of bidding activities:

| S.No. | Milestone                       | Date and time                       |
|-------|---------------------------------|-------------------------------------|
| 1.    | Release of Tender               | 14 <sup>th</sup> November 2014      |
| 2.    | Last date for submission of Bid | 25 November on or before 12.00 hrs. |
| 3.    | Opening of bids                 | 15.00 hrs. on the same day          |

The specifications, terms & conditions are attached herewith. Enquiry Letter No. and due date should be mentioned on the top of envelope. The quotation shall be filled in with the consideration to the instruction mentioned in the tender. The quotation shall normally remain valid for a minimum period of 60 days from the date of opening.

Kindly note that quotation received by fax or by e-mail will not be considered.

Thanking you,

Yours faithfully,

(K. K. Dani)  
Senior Manager  
for Director

Contact No. : (020) 25904203  
E-mail : [kundan@tropmet.res.in](mailto:kundan@tropmet.res.in)

तार : ट्रॉपमेट, पुणे Grams : TROPMET, PUNE

फैक्स : Fax : (020) 25865142 दूरभाष / Telephone : 25904200

डॉ. होमी भाभा मार्ग, पाषाण / Dr. Homi Bhabha Road, Pashan, पुणे / Pune – 411 008 (भारत/India)



**MINISTRY OF EARTH SCIENCES  
EARTH SYSTEM SCIENCE ORGANIZATION  
INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE-411008**

**TENDER FOR ISO 9001:2008 CERTIFICATION AUDITORS**

The Indian Institute of Tropical Meteorology (IITM), Pune, an autonomous research organization under Ministry of Earth Sciences, Government of India, invites bids from interested ISO 9001 Certification Service Providers for providing certification services for Indian Institute of Tropical Meteorology for obtaining ISO 9001:2008 certification for the first phase of implementation of institute-wide ISO-9001 implementation. This document provides the scope, pre-qualification criteria, bidding terms and conditions and suggested response formats.

**TERMS AND CONDITIONS**

**1. GOALS OF THE PROJECT**

The objective of this tender is to solicit proposals from the interested bidders for participation in a bid process (jointly technical and commercial) for selection of certification service provider to help the Institute obtain ISO 9001 certification for the first phase of ISO-9001 implementation.

**2. ISSUING AUTHORITY**

This tender is issued by the Indian Institute of Tropical Meteorology, Pune. IITM's decision with regard to the short-listing of bidders and awarding the Certifying agency training and guidance through this tender shall be final and the IITM reserves the right to reject any or all the bids without assigning any reason.

**3. TENTATIVE CALENDAR OF EVENTS**

The following table enlists important milestones and timelines for completion of bidding activities:

| S.No. | Milestone                       | Date and time<br>(dd-mm-yyyy; hh:mm)   |
|-------|---------------------------------|--|
| 1.    | Release of Tender               | 14 <sup>th</sup> November 2014         |
| 2.    | Last date for submission of Bid | 25 November on or before<br>12.00 hrs. |
| 3     | Opening of bids                 | 15.00 hrs. on the same day             |

**4. AVAILABILITY OF THE TENDER DOCUMENTS**

It can also be downloaded from the Institute's website. The bidders are expected to examine all instructions, forms, project requirements and other details in the document. Failure to furnish complete information or submission of a proposal not substantially responsive to the tender documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

## 5. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals in its complete form in all respect as specified in the project must be submitted to IITM at the address specified above in Section 2. IITM in exceptional circumstances and at its discretion extend the deadline for submission of proposals by issuing an addendum to be made available on the IITM website, in which case all right and obligations of IITM and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

## 6. GENERAL BACKGROUND

Under the Performance Monitoring and Evaluation System (PMES) for Government Departments, each Government Department/Autonomous Institute is required to prepare a Result Framework Document (RFD). RFD indicators provide a summary for the most important results that a department /ministry/Institution expects to achieve during a financial year. Under RFD, there is a set of mandatory indicators that are common to all departments preparing RFDs. One such important mandatory indicator is obtaining ISO-9001:2008 certification. Accordingly government departments will need the services of competent certifying service provider for certification of ISO 9001:2008. This project has been developed to assist government departments select a competent certifying agency who may be engaged for providing ISO-9001:2008 certification

## 7. TERMS OF REFERENCE

The terms of reference for the certifying will include the following:

To **evaluate** the Quality management system of the Institute against the requirement for awarding certification of ISO 9001:2008

- a. To perform Initial visit and **document review** of the Quality management system documentation of the Institute against the requirements of the ISO 9001:2008 and produce an observation report.
- b. To ensure **registration for 3 years** along with issue **certificate** valid for every year subject to annual performance in periodic audit
- c. **Issue and validate the certificate** on completion of successful certification and periodic audits.

## 8. TIME FRAME

The ISO 9001:2008 will be implemented for two projects each project has to be certified separately.

On receipt of order and signing an agreement, the document review and initial visit could be planned within a month's time and after completion of all observation in the certification audit certificate of conformity shall follow with in a week's time.

The scope of application will cover the SAFAR project and any other similar project with max. Manpower 100 employees covered within the scope. Tentative scope for SAFAR is Promoting the research and development of projects and building the social awareness drives for Quality of air. The other project scope will be research and information assimilation and social interest driven,

location may be the same or even different but undertaken of IITM only (details shall be provided later).

## **9. CONDITIONS UNDER WHICH THIS TENDER IS ISSUED**

- i. IITM reserves the right to withdraw the tender and change or vary any part thereof at any stage. IITM also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- ii. IITM reserves the right to withdraw it if IITM determines that such action is in the best interest of the Government of India.
- iii. Timing and sequence of events resulting from this tender shall ultimately be determined by IITM, Pune.
- iv. No oral conversations or agreements with any official agent or employee of IITM shall affect or modify any terms of this bid and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of IITM shall be superseded by the definitive agreement that results from this tender process. Oral communications by IITM to bidders shall not be considered binding on IITM nor shall any written materials provided by any person other than IITM, Pune.
- v. Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against IITM or any of their respective officials, agents, or employees arising out of, or relating to this tender or these procedures (other than those arising under a definite service agreement with the bidder in accordance with the terms thereof).
- vi. Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.

## **10. RIGHT TO THE CONTENT OF THE PROPOSAL**

For all the bids received before the last date and time of bid submission, the proposals and accompanying documentation of the Pre-Qualification proposal will become the property of IITM and will not be returned after opening of the pre-qualification proposals. IITM is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. IITM shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

## **11. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS**

By submitting a proposal each bidder shall be deemed to acknowledge that it has carefully read all sections of this tender including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

The Bidders are required to submit all required documentation in support of the qualification criteria specified (e.g. detailed project citations and completion certificates, research/ client

contact information for verification, profiles of project resources and all others) as required for evaluation.

## **12. ELIGIBILITY CRITERIA**

The Certifying agency who will be engaged should have extensive and proven mix of skill and expertise in the field of ISO 9001:2008 certification of similar nature like Research and social drive. Previous experience of similar work is essential. The Certifying agency must meet the following minimum criteria:

- a) Certifying agency should have executed minimum five (5) ISO 9000 certification and select an expert/ lead auditor with 5 research projects with reputed universities / in the Government/PSU sector/large public limited organizations .
- b) The team leader of auditing team should have a minimum of 10 years of professional experience in ISO 9000 consulting and research

The team members of the Certifying agency should be qualified lead assessors and research and publication back ground. Social drives involvement desirable

The Certifying agency can hire an expert ensure non conflict of interest and the expert engagement letter / cvs shall be shared along with tender

## **13. DOCUMENTARY EVIDENCE TO BE SUBMITTED TO SUPPORT ELIGIBILITY**

- a) Contract work orders indicating the details of research projects/ audit logs, client, date and year of award.
- b) Detailed resume of the team leader and team members indicating the details of qualifications and professional experience

Certificate of lead assessor course undergone by the team leader and team member(s) Minimum 5 audits/ research papers Published in National and International conferences and / journals Preferably a research guide from a reputed university having exposure to mange research projects and publication, with training and social awareness drives participation recommended. Evidences for social projects and awareness drives in form of published reports, seminar proceedings, stake holder's feedbacks could be submitted.

## **14. PROPOSAL SUBMISSION**

Interested Certifying agency should submit both technical and financial proposals combined. This outer envelope shall bear the title of the assignment "*Engagement of Certifying agency for providing certification services for ISO 9001:2008 certification of Government Departments*".

### **i. TECHNICAL PROPOSAL CONTENT**

Technical Proposal should be prepared considering the Terms of Reference, Detailed Approach and Methodology, Activity Schedule & Deliverables. Time period and any other information to highlight the capability of the Certifying agency.

Technical Proposal must include:

- a. Brief description about the Certifying agency
- b. Expert/ team leaders' experience : In addition to over all details of specific research projects/studies undertaken may be provided including Assignment / project name, publication details
- c. Approach
- d. Methodology
- e. Work Plan and Schedule
- f. Team size
- g. Detailed Resume of the Team leader and team members of the Certifying agency (with copies of certificates to support qualifications) involvement of an expert/ team member with Research qualification, social drives

## ii. FINANCIAL PROPOSAL CONTENT

- 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*.

The lump sum quote should be inclusive of all expenses which the Certifying agency may incur while executing the assignment including Travel Boarding & Lodging as required. Payments shall be made according to the following schedule:

- 25% - After completion of documentation review
- 25% - After completion of Pre audit/ initial visit
- 50% - On the day of certification of the Institute

## 15. THE EVALUATION OF PROPOSAL

The technical proposal will be evaluated as per the following criteria.

| Sr. No. | Description   | Break up of marks |
|---------|---|-------------------|
| 1       | Past Experience in research training/ laboratories and / social drives/ Government audits undertaken  | 50 marks          |
| 1.1     | Past experience of similar nature in terms of no of auditing research Publication / similar labs/ govt. project association<br>Number of projects/ labs/ publications : Less than 5 ;(20 Marks)<br>Number projects/ labs/ Publication : 7(30 Marks )<br>Number projects/ labs/ Publication : between 7 and 10 ( 40 Marks )<br>Number of projects/ labs/ Publication :10 & above (50 Marks)<br>Marks will be awarded based on work order of projects/ labs/ Publication of similar nature, enclosed along with the Technical proposal. |                   |
| 2       | Skills & competencies   | 40 Marks          |
| 2.1     | Professional Experience (team leader ) and/ expert member<br>Between 10 and 15 yrs (10 Marks)<br>Above 15 years (20 Marks )   |                   |
| 2.2     | Team Leader / expert qualification<br>Ph. D. (10 Marks)<br>Ph. D. guide (20 Marks)  |                   |

|              |  |                  |
|--------------|--|------------------|
| 3            | Social initiatives certification/ training   | 10 Marks         |
| 3.1          | Social Drives participation / certification<br>Up to 4 (5 Marks)<br>More than 4 (10 Marks) |                  |
| <b>Total</b> |  | <b>100 Marks</b> |

- Evaluation will be based on documentary evidence submitted by the applicant with respect to evaluation/selection criteria.
- The technically qualified Certifying agency will be ranked based upon their marks.
- The financial proposal of Certifying agency getting above 70% marks ONLY will be opened and the final selection will be made based upon the lowest cost quoted.
- The Certifying agency can bid for any number of projects with Departments but accept award of projects for a maximum five Government organization under this scheme. Once five projects have been accepted by the consulting organization it cannot bid for more.

#### 16. DATE FOR SUBMISSION OF PROPOSAL

The last date for submission of proposal is **25<sup>th</sup> November (on or before 12.00 hrs.)**

**Submission of proposals should be addressed to:** Director, Indian Institute of Tropical Meteorology (IITM), Dr. Homi Bhabha Road, Pashan, Pune-411008.

17. The successful party will be required to furnish "Security Deposit" of Rs. 5,000/- (Rupees five thousand only) immediately on acceptance of the contract. The security deposit shall be in the form of Demand Draft of any National Bank dawn in favour of Director, IITM, Pune.

18. The security deposit will be refunded only after satisfactory completion of the contract. The contract will be cancelled /terminated without assigning any reasons thereof before the date of the expiry of the contract, in case during the period of contract, the services of the contractor are found to be unsatisfactory in any respect or in the event of breach of terms and conditions of the contract.

19. In case of any dispute arising between the contract holder and the Institute or any constituent being party to the contract, the sole authority for settlement of such disputes will rest with the arbitrator appointed by the Director, IITM, Pune.

Yours faithfully,

  
(K. K. Dani)  
Senior Manager  
IITM, Pune  
Ph.: 020-25904203



## AGREEMENT

This Agreement is made on the day of (month) 2014, between the Indian Institute of Tropical Meteorology, (IITM) Pune AND name of the Certifying agency with full address.

Whereas the Certifying agency having its office at Address has been assigned by Indian Institute of Tropical Meteorology, Pune the task of Certifying ISO 9001:2008 requirements within the IITM, Pune. Whereas name of the Certifying agency has agreed to undertake the assignment on the following terms and conditions.

### 1. Terms of Reference:

The terms of reference for the Certifying agency will include the following

- a) To evaluate the Quality management system of IITM, Pune as per ISO 9001:2008 requirements.
- b) To allocate the team as per the scope of ISO 9001:2008 implementation under the first phase, for the projects identified.
- c) To perform Initial visit/ pre audit for identified projects of ISO 9001:2008 and produce report.
- d) To submit reports for pre audit/ initial visit to identify the gaps in order to check readiness for ISO 9001:2008 certification.
- e) To conduct required necessary certification audit and award certificate that is valid for 3 years, subject to timely conduct and compliance of periodic audit.
- f) To conduct annual periodic audit and revalidate the certificate,
- g) To submit the audit report and review and close the NCs if any
- h) Any other audit if needed for the certification of the department

### 2. Time Frame:

The ISO 9000:2008 will be implemented in phases. From receipt of contract start the document review and receipt of certificate within one week after successful completion of audit

### 3. The responsibilities of the Certifying agency shall include (but not limited to):

- Timely initiate the Documentation review
- Initiate the Initial visit/ pre audit for on mutually suitable date for ISO 9001:2008 certification.
- Issue the certificate with in a week's time from satisfactory completion of Certification audit.

Timely conduct periodic audits and re validate the certificate.

### 4. The responsibilities of the Government Department shall include (but not limited to):

Provide necessary administrative facilities and extending hospilities during the audit.

## 5. Deliverables:

The deliverables will include the following (but not limited to)

- Project schedule with defined milestones  
Conduct Document review, Initial visit/ pre audit and certification audits as mentioned in terms of reference
- Submit necessary audit reports as against required in ISO 9001:2008 standard requirement after the audit
- Issue Registration for 3 years.
- On successful completion of the audit issue of certificate with in a week's time
- Timely conduct the periodic audits and issue/ revalidate the certificate

## 6. Fee

The lump-sum fees will be Rs. ----- + service tax.

## 7. Payment schedule & conditions

Payments shall be made according to the following schedule:

25% - After completion of first audit

25% - After completion of second audit

50% - After certification of the Institute

Periodic audit fees will be paid after conducting the Periodic audit.

## 8. Others

- IITM, Pune shall depute a senior officer for coordination with the Certifying agency in matters related with the project.
- If for any reason the work is delayed, the project shall be rescheduled to mutual Agreement between IITM, Pune and the Certifying agency .
- All disputes and differences arising out of or in any way touching or concerning this Agreement shall be referred to Director, IITM, Pune.

Signed on behalf of  
IITM, Pune

Signed on behalf of  
Certifying agency

Date :

Date :

Name :

Name :

Designation :

Designation :

Witnesses:

1.-----

Witnesses:

1.-----

**MINISTRY OF EARTH SCIENCES  
EARTH SYSTEM SCIENCE ORGANIZATION  
INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE-411008**

**Tender for conducting Internal audits for providing on job training and extending audit execution support as a part of ISO 9001 consultancy with experts having research and publication expertise and ISO 9001 Lead auditor back ground**

The Indian Institute of Tropical Meteorology (IITM), Pune, an autonomous research organization under Ministry of Earth Sciences, Government of India, invites bids from interested ISO 9001 auditors/experts for on job auditors training and guidance and Service Providers for providing auditors training and guidance to Indian Institute of Tropical Meteorology for obtaining ISO 9001:2008 certification for the first phase of implementation of institute-wide ISO-9001 implementation. This document provides the scope, pre-qualification criteria, bidding terms and conditions and suggested response formats.

## **TERMS AND CONDITIONS**

### **1. GOALS OF THE PROJECT**

The objective of this tender is to solicit proposals from the interested bidders for participation in a bid process (jointly technical and commercial) for selection of auditors Experts for on job training and guidance provider to help the Institute obtain ISO 9001 internal audits and related guidance for the first phase of ISO-9001 implementation.

### **2. ISSUING AUTHORITY**

This tender is issued by the Indian Institute of Tropical Meteorology, Pune. IITM's decision with regard to the short-listing of bidders and awarding the Certifying agency training and guidance through this tender shall be final and the IITM reserves the right to reject any or all the bids without assigning any reason.

### **3. TENTATIVE CALENDAR OF EVENTS**

The following table enlists important milestones and timelines for completion of bidding activities:

| S.No. | Milestone                       | Date and time<br>(dd-mm-yyyy; hh:mm)   |
|-------|---------------------------------|--|
| 1.    | Release of Tender               | 14 <sup>th</sup> November 2014         |
| 2.    | Last date for submission of Bid | 25 November on or before<br>12.00 hrs. |
| 3     | Opening of bids                 | 15.00 hrs. on the same day             |

### **4. AVAILABILITY OF THE TENDER DOCUMENTS**

It can also be downloaded from the Institute's website. The bidders are expected to examine all instructions, forms, project requirements and other details in the document. Failure to furnish complete information or submission of a proposal not substantially responsive to the tender documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

## **5. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS**

Proposals in its complete form in all respect as specified in the project must be submitted to IITM at the address specified above in Section 2. IITM in exceptional circumstances and at its discretion extend the deadline for submission of proposals by issuing an addendum to be made available on the IITM website, in which case all right and obligations of IITM and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

## **6. GENERAL BACKGROUND**

Under the Performance Monitoring and Evaluation System (PMES) for Government Departments, each Government Department/Autonomous Institute is required to prepare a Result Framework Document (RFD). RFD indicators provide a summary for the most important results that a department /ministry/Institution expects to achieve during a financial year. Under RFD, there is a set of mandatory indicators that are common to all departments preparing RFDs. One such important mandatory indicator is obtaining ISO-9001:2008 certification. Accordingly government departments will need the services of competent Expert auditors providing auditors training and guidance to implement the requirements of ISO 9001:2008. This project has been developed to assist government departments select a competent expert auditor who may be engaged for providing ISO-9001:2008 internal audit support and ongoing auditors training and guidance.

## **7. TERMS OF REFERENCE**

The terms of reference for the expert auditors will include the following:

- a. To assist the ISO Project team who will be responsible for training & supporting the future IQA team and complying with the ISO 9001:2008 Internal audit requirements.
- b. To document review of the Institute against the requirements of the ISO 9001:2008 and produce a gap analysis report.
- c. To conduct two Internal Auditors training and guide the Internal Auditor team in conducting required numbers of internal audit for the SAFAR project and any other similar project.
- d. To assist in evaluation of implemented ISO 9001:2008 quality management system through internal audits including closure actions.
- e. To offer close guidance in the preparation and review of final documents prior to certification.
- f. To assist in coordination of required management reviews prior to certification.
- g. To guide the ISO project team to take necessary corrective actions on identified non-conformities and final review of documents.
- h. Any other task to ensure the certification of the Institute.

## **8. TIME FRAME**

The ISO 9001:2008 will be implemented in phases. The period for the first phase will be 4 months from the date of award of the contract. In the first phase, the scope of application will cover SAFAR project and any other project of similar nature of IITM (details to be provided later).

## **9. CONDITIONS UNDER WHICH THIS TENDER IS ISSUED**

- i. IITM reserves the right to withdraw the tender and change or vary any part thereof at any stage. IITM also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- ii. IITM reserves the right to withdraw it if IITM determines that such action is in the best interest of the Government of India.
- iii. Timing and sequence of events resulting from this tender shall ultimately be determined by IITM, Pune.
- iv. No oral conversations or agreements with any official agent or employee of IITM shall affect or modify any terms of this bid and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of IITM shall be superseded by the definitive agreement that results from this tender process. Oral communications by IITM to bidders shall not be considered binding on IITM nor shall any written materials provided by any person other than IITM, Pune.
- v. Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against IITM or any of their respective officials, agents, or employees arising out of, or relating to this tender or these procedures (other than those arising under a definite service agreement with the bidder in accordance with the terms thereof).
- vi. Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.

## **10. RIGHT TO THE CONTENT OF THE PROPOSAL**

For all the bids received before the last date and time of bid submission, the proposals and accompanying documentation of the Pre-Qualification proposal will become the property of IITM and will not be returned after opening of the pre-qualification proposals. IITM is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. IITM shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

## **11. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS**

By submitting a proposal each bidder shall be deemed to acknowledge that it has carefully read all sections of this tender including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

The Bidders are required to submit all required documentation in support of the qualification criteria specified (e.g. detailed project citations and completion certificates, research/ client contact information for verification, profiles of project resources and all others) as required for evaluation.

## **12. ELIGIBILITY CRITERIA**

The auditors who will be engaged should have extensive and proven mix of skill and expertise in the field of ISO 9001:2008 certification and research and publication expertise. Previous experience of similar work is essential. The expert auditors must meet the following minimum criteria:

- a) Auditors should have executed minimum five (5) Research publication/ projects/ ISO 9000 projects in past 10 years.
- b) The team leader of Expert auditors should have a minimum of 10 years of professional experience in ISO 9000 auditing / Research.

The team members of the Expert auditors should be qualified lead assessors and research and publication back ground.

The consulting organizations can also be allowed to bid as a consortium for this project. However in such a situation Expert auditors in individual partner organizations need to have an active role. In such cases evidence towards existence and rationale for consortium needs to be furnished.

### **13. DOCUMENTARY EVIDENCE TO BE SUBMITTED TO SUPPORT ELIGIBILITY**

- a) Contract work orders indicating the details of assignment, client, value of assignment, date and year of award.
- b) Detailed resume of the team leader and team members indicating the details of qualifications and professional experience
- c) Certificate of lead assessor course undergone by the team leader and team member(s) Minimum 5 research projects Published in National and International conferences and / journals Preferably a research guide from a reputed university having exposure to manage research projects and publication, Association with training and social awareness drives recommended. Evidences for social projects and awareness drives in form of published reports, seminar proceedings, and stake holder's feedbacks could be submitted.

### **14. PROPOSAL SUBMISSION**

Interested auditors should submit both technical and financial proposals combined. This outer envelope shall bear the title of the assignment "*Engagement of Expert auditors for providing internal auditors training and guidance for obtaining ISO 9001:2008 certification of Government Departments*".

#### **i. TECHNICAL PROPOSAL CONTENT**

Technical Proposal should be prepared considering the Terms of Reference, Detailed Approach and Methodology, Activity Schedule & Deliverables. Time period and any other information to highlight the capability of the auditors.

Technical Proposal must include:

- a. Brief description about the auditors
- b. Expert auditors s experience : In addition to over all experience of the auditors , details of specific research/ consultancy projects/studies undertaken may be provided including Assignment / project name, publication reference etc.
- c. Team size
- d. Detailed Resume of the Team leader and team members of the Expert auditors (with copies of certificates to support qualifications) Research qualification, social drives

#### **ii. FINANCIAL PROPOSAL CONTENT**

- 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*.

- The lump sum quote should be inclusive of all expenses which the auditors may incur while executing the assignment including Travel Boarding & Lodging as required.

Payments shall be made according to the following schedule:

- 25% - After completion of documentation
- 25% - After completion of internal audits
- 50% - After certification of the Institute

## 15. THE EVALUATION OF PROPOSAL

The technical proposal will be evaluated as per the following criteria.

| Sr. No.      | Description   | Break up of marks |
|--------------|---|-------------------|
| 1            | Past Experience in research publications/ projects and awareness training and social drive  | 50 marks          |
| 1.1          | Past experience of similar nature in terms of no of projects Publication (facilitation in ISO Implementation projects)<br>Number of projects/ Publication : Less than 5 ;(20 Marks)<br>Number projects/ Publication : 7 (30 Marks )<br>Number projects/ Publication : between 7- 10 and ( 40 Marks )<br>Number of projects/ Publication :10 & above (50 Marks)<br>Marks will be awarded based on work order of projects/ Publication of similar nature, enclosed along with the Technical proposal. |                   |
| 2            | Skills & competencies   | 40 Marks          |
| 2.1          | Professional Experience (team leader )<br>Between 10 and 15 yrs (10 Marks)<br>Above 15 years (20 Marks )  |                   |
| 2.2          | Team Leader qualification<br>P.hD (10 Marks)<br>P.hD. guide (20 Marks)  |                   |
| 3            | Social initiatives  | 10 Marks          |
| 3.1          | Social Drives participation<br>Up to 4 (5 Marks)<br>More than 4 (10 Marks)  |                   |
| <b>Total</b> |   | <b>100 Marks</b>  |

- Evaluation will be based on documentary evidence submitted by the applicant with respect to evaluation/selection criteria.
- The technically qualified Expert auditors will be ranked based upon their marks.
- The financial proposal of auditors getting above 70% marks ONLY will be opened and the final selection will be made based upon the lowest cost quoted.
- The Expert auditors can bid for any number of projects with Departments but accept award of projects for a maximum five Government organization under this scheme. Once five projects have been accepted by the consulting organization it cannot bid for more.

## 16. DATE FOR SUBMISSION OF PROPOSAL

The last date for submission of proposal is **25<sup>th</sup> November 2014 (on or before 12.00 hrs.)**

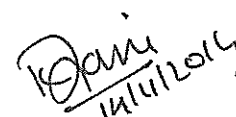
**Submission of proposals should be addressed to:** Director, Indian Institute of Tropical Meteorology (IITM), Dr. Homi Bhabha Road, Pashan, Pune - 411008.

17. The successful party will be required to furnish "Security Deposit" of Rs. 5,000/- (Rupees five thousand only) immediately on acceptance of the contract. The security deposit shall be in the form of Demand Draft of any National Bank drawn in favour of Director, IITM, Pune.

18. The security deposit will be refunded only after satisfactory completion of the contract. The contract will be cancelled /terminated without assigning any reasons thereof before the date of the expiry of the contract, in case during the period of contract, the services of the contractor are found to be unsatisfactory in any respect or in the event of breach of terms and conditions of the contract.

19. In case of any dispute arising between the contract holder and the Institute or any constituent being party to the contract, the sole authority for settlement of such disputes will rest with the arbitrator appointed by the Director, IITM, Pune.

Yours faithfully,



(K. K. Dani)  
Senior Manager  
IITM, Pune.  
Ph.: 020-25904203



## AGREEMENT

This Agreement is made on the day of (month) 2014, between the Indian Institute of Tropical Meteorology, (IITM) Pune AND name of the Expert auditors with full address.

Whereas the Expert auditors having its office at Address has been assigned by Indian Institute of Tropical Meteorology, Pune, the task of providing Expert auditors training and guidance for implementing ISO 9001:2008 requirements within the IITM, Pune. Whereas name of the Expert auditors has agreed to undertake the assignment on the following terms and conditions.

### 1. Terms of Reference:

The terms of reference for the auditors will include the following

- a) To assist IITM, ISO project team who will be responsible for conducting and extending expert support for internal audit for ISO 9001:2008 requirements.
- b) The expert auditors should define on line training support for the scientist team/ project team which ISO 9001:2008 requirements may be implemented within a time period of four months.
- c) To support documentation review of the department against the requirements of ISO 9001:2008 and produce a gap analysis report.
- d) To plan together with the ISO project team of the department on the ways to address the gaps in order to develop the necessary documentation changes for ISO 9001:2008 certification.
- e) To conduct on job Internal Auditors training and guide the Internal Auditor team in conducting two internal audits.
- f) To assist in evaluation of implemented ISO 9001:2008 quality management system through internal audits including closure actions.
- g) To offer close guidance in the preparation and review of final documents prior to certification.
- h) To assist in coordination of required management reviews prior to certification.
- i) To guide the ISO project team to take the necessary corrective actions on identified non-conformities and final review of documents.
- j) Any other task to ensure the certification of the department

### 2. Time Frame:

The ISO 9000:2008 will be implemented in phases. The time period for the first phase will be 4 months from the date of award of the contract.

### 3. The responsibilities of the Expert auditors shall include (but not limited to):

- Carry out all the activities as specified in the terms of reference so as to help the IITM, Pune in obtaining ISO 9001:2008 certification.
- Depute trainer(s) to assist and guide the IITM, Pune in all the activities including training conducting and reporting two internal Quality audits for ISO 9001:2008 certification.

4. The responsibility of the Government Department shall include (but not limited to):
- Provide all the support to Expert auditors like facilitation in holding meetings, organizing and conduct of training programs, the provision of office facilities, document/record availability and may other requirements for timely completion of the first phase of ISO 9001:2008 implementation.
  - To ensure that there is compliance to the requirements as suggested by Expert auditors in a timely manner so that delays in implementation of requirements of ISO 9001:2008 are avoided.

**5. Deliverables:**

The deliverables will include the following (but not limited to)

- Internal Quality audit schedule with defined milestones
- Internal audit report as mentioned in terms of reference
- Customized training on line IQA training
- Conduct of two internal audits
- Submit guidance for selected Internal audits

**6. Fee**

The lump-sum fees will be Rs. ----- + service tax.

**7. Payment schedule & conditions**

Payments shall be made according to the following schedule:

- 25% - After completion of first audit
- 25% - After completion of second audit
- 50% - After certification of the Institute

**8. Others**

- IITM, Pune shall depute a senior officer for coordination with the Expert auditors in matters related with the project.
- If for any reason the work is delayed, the project shall be rescheduled to mutual Agreement between IITM, Pune and the expert auditors.
- All disputes and differences arising out of or in any way touching or concerning this Agreement shall be referred to Director, IITM, Pune.

Signed on behalf of  
IITM, Pune

Signed on behalf of  
Expert auditors

Date:  
Name:  
Designation:

Date:  
Name:  
Designation:

Witnesses:  
1. -----

Witnesses:  
1. -----