



**ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION**

(Deemed University)

Panch Marg, Off Yari Road, Versova,

Andheri (West), Mumbai-400061

Tel. No. 022-26361446/7/8, Ext-535/676 /546 Web Site : [www.cife.edu.in](http://www.cife.edu.in)



**File No.: 36-56/22-23/CIFE/ISO9001:2015/P**

**Dated: 25.08.2022**

**Notice Inviting E-Tender**

Director, ICAR-CIFE, Mumbai invites e-tenders titled **“HIRING OF: CONSULTANT FOR ISO RE CERTIFICATION FOR ICAR-CIFE, Mumbai.”** through the **website [www.eprocure.gov.in](http://www.eprocure.gov.in)** under **Two Bid System** from reputed firms as per Schedule given below:

<b>Tender Details</b>		
1	Tender ID	
2	Start of issue tender Download	25 AUG 2022
3	Last date for submission of tender	15 SEP 2022
4	Pre-Bid Meeting	01 SEP 2022
5	Pre-Bid Meeting Place	ICAR-CIFE, Mumbai
6	Opening of Technical Bid	16 SEP 2022
7	Mode of Tender	Open
8	Tender type	Purchase
9	Tender category type	Service ( ISO RE CERTIFICATION)
10	Type of Bid	Two (Technical & Financial)
11	Tender validity	90 Days
12	EMD Deposited (In Rupees)	Rs.(INR) 3,000/-
13	Security Deposit	3% (Final amount of Purchase order)
14	Tender Value (Estimated)	Rs.(INR) 1,50,000/-
15	Location of Supplies	ICAR-CIFE ,Mumbai

**SENIOR ADMINISTRATIVE OFFICER**



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### Important Notes:

1. Tender Document can be downloaded from ICAR-CIFE website [www.cife.edu.in](http://www.cife.edu.in) or from Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website: [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should also possess a valid DSC for online submission of bids.
2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
3. The Director ICAR-CIFE, Mumbai reserves the rights to accept / reject any /all tenders in part /full without assigning any reason thereof.
4. ICAR-CIFE will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [www.eprocure.gov.in](http://www.eprocure.gov.in) and enroll their **Digital Signature Certificate** and upload their quotation well in advance.
5. Any changes, corrigendum etc. in respect of this tender shall be issued only through on Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders are therefore requested to regularly visit [www.cife.edu.in](http://www.cife.edu.in) website/ Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). For updates.
6. **Earnest Money Deposit (EMD):** An amount of EMD **Rs.3,000/- (Rupees Three Thousand Only)**. The Demand Draft drawn in favour of **"ICAR Unit CIFE" payable at Mumbai** Failure to deposit Earnest Money will lead to rejection of tender.
7. **EMD is not mandatory if you have exemption certificate of like MSME, NSIC etc.**

Note: EMD envelops should be submitted in sealed envelope super-scribed as **"HIRING OF: CONSULTANT FOR ISO RE CERTIFICATION FOR ICAR-CIFE, Mumbai."** and addressed to: The Director, ICAR-Central Institute of Fisheries Education (CIFE), Panch Marg, Off. Yari Road, Versova, Andheri (W), Mumbai-400 061. These envelop having EMD should reach on or before last date & time of submission of bid.

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1. The Director, CIFE may at his discretion, extend this date by a fortnight and such extension shall be binding on tenderers. If the date upto which the tenders are to open for acceptance is declared to be a Sunday / Holiday, the Tender shall be deemed to remain open for acceptance till the next working day.
2. The bidders are expected to examine all instructions, forms, terms, project requirements and other details in the tender document. Failure to furnish complete information as mentioned in the tender documents or submission of 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.
3. The Director CIFE, Mumbai in exceptional circumstances and at his discretion extends the deadline for submission of proposals by issuing an addendum to be made available on website in which case all rights and obligations of the Director CIFE, Mumbai and the bidders previously subject to the original deadline with thereafter the subject to the deadline as extended.
4. The schedules of the tenders form should be returned intact and the pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tender. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of separate letter along with the tenders. **Bid have to be submitted online only and should not be submitted to ICAR-CIFE in printed form.**
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or the other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must be authority to refer the arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney, or (iii) constituted attorney of the firm if it is a company.
6. If tender/Tenderer does not accept the offer, after issue of letter of award by institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
7. The institute is not bound to accept the lowest or any other tenders and reserve to itself the right of accepting the tenders in whole or in part.
8. **An amount of 3% of the awarded contract value as security deposit** for the contract is to be deposited by the selected agency/ successful tender/tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.



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9. No interest on security deposit and earnest money deposit shall be paid by the institute to the tender.
10. Director, ICAR – Central Institute of Fisheries Education, Mumbai reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the institute, for any justifiable reasons, not mandatory to be communicated to the tender.
11. Decision of Director, ICAR – Central Institute of Fisheries Education, Mumbai shall be final for any aspect of the contract and binding on all parties. Disputes arising, if any on the contract will be settled at his/ her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR – Central Institute of Fisheries Education, Mumbai. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996.
12. Acceptance by the Institute will be communicated by FAX/ e mail/Speed Post or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.
13. Only those firms will be considered for financial bid who will qualify in the technical bid.
14. Under the Performance Monitoring and Evaluation System (PMES) for Government Departments, each Government Department is required to prepare a Results Framework Document (RFD). An RFD provides a summary of the most important results that a department/ministry expect 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: 2015 certifications. Accordingly first phase of ISO 9001:2015 has been completed in the Director CIFE, Mumbai and required documents are prepared.
  - a. This tender has been called for revalidation of ISO 9001:2008 to ISO 9001: 2015 Certification for the Central Institute of Education Fisheries, Mumbai by preparing all the documents, activities etc. which are required for the ISO 9001: 2015 Certification. Agency/Firm has to complete all certification process required for obtaining ISO 9001- 2015 Certification for the Director CIFE, Mumbai for a period of 3 years. The certification also includes surveillance audit fee / license fee for 3 years. The work has to be completed within 3 months from the date of award of work.



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### 15. Payment shall be made as follows:-

- I. Payment 1:- After successful completion of consultancy for ISO 9001:2015
- II. Payment 2:- After successful recertification audit and award of certificate for ISO 9001:2015
- III. Payment 3:- After first surveillance audit and award of renewal certificates for ISO 9001:2015
- IV. Payment 4 :- After second surveillance audit and award of renewal certificate for ISO 9001:2015

16. The payment will be made by through RTGS / NEFT to the consultant after submission of their bill duly certified by Quality Assurance (QA) DEPARTMENT.

17. Applicable taxes may please be mentioned on Price schedule/ Invoice of document along with HSN/ SAC code.

18. Registration certificate of GSTIN issued from the concerned authority may please be attached along with tender document.

19. If income tax is payable then the bill payment will be made after the deduction of such taxes. The TDS certificate will be provided to the Agency/Firm accordingly. The contractor will provide PAN in bills.

20. Any TDS or surcharge applicable to the contractor then as per rule will be deducted from the bill. The copy of the same will be provided accordingly.

### **CONDITIONS UNDER WHICH THIS TENDER DOCUMENT IS ISSUED**

- i) This tender is not an offer and is issued with no commitment. CIFE reserves the right to withdraw the Tender and change or vary any part thereof at any stage. CIFE also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- ii) CIFE reserves the right to withdraw this Tender if CIFE determines that such action is in the best interest of the ICAR / Government of India.
- iii) Timing and sequence of events resulting from this Tender shall ultimately be determined by CIFE.
- iv) No oral conversations or agreements with any official, agent, or employee of CIFE shall affect or modify any terms of this Tender.
- v) Neither the bidder nor any of the bidder's representatives shall have any claim whatsoever against CIFE 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 definitive service agreement with the bidder in accordance with the terms thereof).



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- 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.
  - vii) GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by Agency/Firm and CIFE will not entertain any claim whatsoever in this respect. However the or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer as per rules/instructions made applicable from time to time by Government.
  - viii) If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.
  - ix) Successful tenderer will have to enter into a detailed contract agreement with CIFE on non- judicial stamp paper of Rs. 100/- (rupees one hundred only) for the work.



## **ELIGIBILITY CRITERIA**

The Agency/firm who will be engaged should have extensive and proven skill and expertise in the field of ISO 9001 certification. Previous experience of similar work is essential. The Agency/Firm/agency must meet the following minimum criteria.

- a) It is desirable that Agency/Firm should have executed minimum two (2) ISO 9001 projects in the government/ PSU sector/ large public limited organizations.
- b) Agency/Firm should have a minimum of 2 years of professional experience in obtaining ISO
- c) Certification for the Govt. Office / Company / PSU.
- d) The team members of the Agency/Firm will be qualified lead assessors.

## **PROPOSAL SUBMISSION**

Interested Agency/Firm should submit both technical and financial proposals in two parts namely.

- i) Technical
- ii) Financial

The technical and financial proposal must be submitted online on the e procurement portal [www.eprocure.gov.in](http://www.eprocure.gov.in) . The envelopes containing the Tender Fees and the EMD shall bear the title of the assignment "Tender Fees and EMD for Engagement of Agency/Firm for revalidation of ISO 9001:2008 to ISO 9001: 2015 Certification for CIFE".



**ANNEXURE-A**

**TECHNICAL & BILL OF QUANTITIES (FINANCIAL BID)**

**A) TECHNICAL BID**

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below-

<b>COVER – I- Technical Bid (Following documents to be provided as PDF file)</b>				
<b>Sl. No.</b>	<b>Documents</b>	<b>Content (All Scanned Document as mentioned below should be Self Attested)</b>	<b>File types</b>	<b>Attached Yes/No (Indicate Pg No.)</b>
1	Technical Bid	Scanned copy of PAN and GST Registration Documents	PDF	
2		Scanned copy of Earnest Money Deposit by way of Demand Draft	PDF	
3		Scanned copy of certificate for EMD exemption, if claiming.	PDF	
4		Scanned copy of ITR last three years (2019-20, 2020-21 &2021-22)	PDF	
5		Scanned copy of Balance sheet last three(3) years /(Certified by CA) (2019-20, 2020-21 &2021-22)	PDF	
6		Scanned copy Firm/Agency should have a minimum of 2 years of professional experience in obtaining ISO Certification for the Govt. Office / Company / PSU.	PDF	
7		Scanned copy of Clients List	PDF	
8		Scanned copy of Tender Document Signed by Firm	PDF	
9		Certificate regarding nonblack listed firm is required to be attached (Attached certificate as per proforma)	PDF	
10		Address of the company/Firm with contact details (Tel/Fax/E mail/ Cell)		

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11		Name & full address of your Banker with branch code, IFS code, MICR code, etc.		
12		Work Plan and Schedule		
13		The team members of the Agency/Firm will be qualified lead assessors.		
<b>COVER – II - Commercial bid (Following document to be providing as Excel file)</b>				
1	Financial Bid	Price bid (BOQ) to be filled in Excel format	.XLS	

All the documents and BOQ has to be digitally signed by the bidder.

**B) FINANCIAL BID**

Note:

- (1) Before quoting the item wise amount, the bidders are instructed to read the details of technical specification to be executed as mentioned in tender document.
- (2) The Director ICAR-CIFE, Mumbai reserves the rights to increase or decrease quantity of Models number in part /full without assigning any reason thereof as the same price quoted by firm.
- (3) Financial proposal (In Indian Rupees) should be submitted in the proforma online which includes application fee, audit fees, preliminary visit fee, certification audit fees, license fee for 3 years, surveillance audit fees for 3 years, taxes, if any.
- (4) The cost should be inclusive of all expenses which the Agency/Firm may incur while executing the assignment including Travel, Boarding & Lodging if required. No separate charges will be paid by the CIFE for these purposes.

Sr. No	Brief Description of Good/Service	Qty. (with Unit)
1	Stage -1. Awareness Programme ISO 9001: 2015	1.000AU
2	Stage -2. Inviting to internal auditors regarding ISO - 9001:2015	1.000AU
3	Stage – 3. Quality Management document preparation	1.000AU
4	Stage – 4. Certification audit and issue of Certificate	1.000AU
5	Annual Surveillance audit - 2 <sup>nd</sup> year	1.000AU
6	Annual Surveillance audit - 3 <sup>rd</sup> year	1.000AU