



ICAR – DIRECTORATE FLORICULTURAL RESEARCH

COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA

TENDER DOCUMENT

INVITATION FOR TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING REVALIDATION OF ISO 9001:2008 to ISO 9001:2015 CERTIFICATION AT ICAR – DIRECTORATE OF FLORICULTURAL RESEARCH (DFR), COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE

Contact Details

ADMINISTRATIVE OFFICER (I/c)
ICAR – DIRECTORATE FLORICULTURAL RESEARCH
COLLEGE OF AGRICULTURE CAMPUS,
SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA
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ICAR – DIRECTORATE FLORICULTURAL RESEARCH
COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA

File No. 19-3/2017-18/DFR (ISO Certification)

Date : 04.10.2017

E Tender Notice

NON TRANSFERABLE

INVITATION FOR TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING REVALIDATION OF ISO 9001:2008 to ISO 9001:2015 CERTIFICATION AT ICAR – DIRECTORATE OF FLORICULTURAL RESEARCH (DFR), COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE

On behalf of the secretary, ICAR the Director, Directorate of Floricultural Research (DFR), Indian Council of Agricultural Research, Pune - 411005 invites **online** OPEN TENDER IN TWO BIDS (TECHNICAL AND FINANCIAL) through e-tendering process from the interested ISO 9001:2015 Agency/Firms and service providers for revalidation of ISO 9001:2008 to ISO 9001:2015 Certification for Directorate of Floricultural Research, Pune. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules.

Tender from the interested bidders for participation in a bid process for selection of Agency/ Firm/agency for obtaining ISO 9001 certification for the ICAR-DFR is invited. Schedule for inviting tender is as under ::

CRITICAL DATA SHEET
(SECTION)

TENDER NUMBER	19-3/2017-18/DFR (ISO Certification)
TENDER COST	Rs.250/- (Rupees Two Hundred Fifty Only) (Non-refundable) in the form of Demand Draft/BC in favour of The Director, DFR, payable at Pune. To be sent to ICAR-DFR, Pune by post along with all hard copies.
DESCRIPTION OF WORK	INVITATION FOR TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR REVALIDATION OF ISO 9001: 2015 CERTIFICATION AT ICAR – DIRECTORATE OF FLORICULTURAL RESEARCH (DFR), COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START DATE AND TIME	06.10.2017 9:00 AM onward
BID SUBMISSION END DATE AND TIME	27.10.2017 upto 2.00 PM

DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	28.10.2017 at 03.00 PM
PRE BID MEETING	11.10.2017 at 11.00 AM
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	To be notified later only to those firms who qualify in the technical bid process.
OPENING OF BIDS	ICAR – DIRECTORATE FLORICULTURAL RESEARCH COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA
BID VALIDITY	120 days from the date of Technical Bid opening
EMD	Rs. 5,000/- (Rupees Five Thousand Only) in the form of Demand Draft/Bankers Cheque in favor of Director, DFR, payable at Pune. To be sent to ICAR-DFR, Pune by post along with all hard copies.
EMD VALIDITY	90 days after the publication of the tender advertisement
SECURITY DEPOSIT (SD)/PERFORMANCE BOND (PB)	10% of the Price quoted in Price Bid in form of /Bank guarantee /FDR in favour of <u>Director, DFR, Pune</u>
VALIDITY OF SD/PB	60 days after the expiry of the contract
SUBMISSION OF BIDS	Online bids (Technical & Financial) uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app) from 06.10.17 to 27.10.17 upto 2.00 PM. Tender Fees and EMD to be submitted in acceptable form to ICAR – DIRECTORATE FLORICULTURAL RESEARCH, COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA before the closing date and time of the tender.
Details of tender	Tender Documents and Notice is also available on ICAR-DFR website dfr.icar.gov.in and www.eprocure.gov.in/eprocure/app .

ADMINISTRATIVE OFFICER (I/c)

ICAR – DIRECTORATE FLORICULTURAL RESEARCH
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ICAR – DIRECTORATE FLORICULTURAL RESEARCH
COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA

To, _____

Dear Sir(s),

1. Online bids are hereby invited on behalf of the Secretary, Indian Council of Agricultural Research for the description mentioned above. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules. The entire tender document including all Annexures, except the Financial Bid, will be part of the Technical Bid which also must contain the scanned copy of EMD and cost of the tender document and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app). Original EMD & Tender cost must be submitted in the office of ICAR-DFR on the above mentioned address on or before 27.10.2017 by 2.00 PM. **Please submit your technical and financial bids online.**
2. An earnest money of Rs.5,000/- (Rupees Five Thousand only) must be deposited in the form of demand draft/pay order payable to Director, DFR at Pune. The particulars of the earnest money deposited must also be mentioned on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened/rejected. The agencies which are exempted from submission of EMD, should enclose a valid exemption certificate to this effect. The Tenders will not be considered if earnest money/exemption certificate is not deposited with the Tenders. The EMD shall be refunded to unsuccessful firm without paying any interest by the ICAR-DFR. Scanned copy of the EMD is to be uploaded online on the procurement portal.
3. The firm is being permitted to e-tender in consideration of the stipulations on its part that after submitting tender, it will not withdraw from offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Council. In the event of the offer made by the firm not being accepted, the amount of earnest money deposited by the firm will be refunded to him after he has applied for the same, in the manner prescribed by the ICAR-DFR, Pune.
4. The tender document is available at DFR website www.dfr.icar.gov.in and www.eprocure.gov.in. Tender to remain open for acceptance upto 120 days from the date of opening.
5. The Director, DFR 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.
6. 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.

7. The Directorate in exceptional circumstances and at its 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 Directorate and the bidders previously subject to the original deadline with thereafter the subject to the deadline as extended.
8. 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 alongwith the tenders. **Bid have to be submitted online only and should not be submitted to ICAR-DFR in printed form.**
9. 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.
10. If tender 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.
11. Online bids (Technical & Financial) uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app) from 06.10.17 to 27.10.17 upto 2.00 PM. Tender Fees and EMD to be submitted in acceptable form to ICAR – DIRECTORATE FLORICULTURAL RESEARCH, COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA before the closing date and time of the tender.
12. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tender's behalf should be indicated in the tender. Name and address of permanent representative, of the tender if any, may also be indicated.
13. 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.
14. **An amount of 10% of the awarded contract value as security deposit** for the contract is to be deposited by the selected agency/ successful tender only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
15. No interest on security deposit and earnest money deposit shall be paid by the institute to the tender.
16. Director, ICAR – Directorate of Floricultural Research, Pune 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.
17. Decision of Director, ICAR – Directorate of Floricultural Research, Pune 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 – Directorate of Floricultural Research, Pune. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

18. 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.
19. Only those firms will be considered for financial bid who will qualify in the technical bid.
20. 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 Directorate and required documents are prepared .
 - a. This tender has been called for revalidation of ISO 9001:2008 to ISO 9001: 2015 Certification for the Directorate of Floricultural Research, Pune 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 Directorate for a period of 3 years. The certification also include surveillance audit fee / license fee for 3 years. The work has to be completed within 3 months from the date of award of work.

CONDITIONS UNDER WHICH THIS TENDER DOCUMENT IS ISSUED

- i) This tender is not an offer and is issued with no commitment. DFR reserves the right to withdraw the Tender and change or vary any part thereof at any stage. DFR also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- ii) DFR reserves the right to withdraw this Tender if DFR 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 DFR.
- iv) No oral conversations or agreements with any official, agent, or employee of DFR shall affect or modify any terms of this Tender and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of DFR shall be superseded by the definitive agreement that results from this Tender process. Oral communications by DFR to bidders shall not be considered binding on DFR, nor shall any written materials provided by any person other than DFR.
- v) Neither the bidder nor any of the bidder's representatives shall have any claim whatsoever against DFR 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).
- 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/Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by Agency/Firm and DFR will not entertain any

- claim whatsoever in this respect. However the service taxes 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 DFR on non-judicial stamp paper of Rs. 100/- (rupees one hundred only) for the work.

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 DFR and will not be returned after opening of the pre-qualification proposals. DFR 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. DFR 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.

ELIGIBILITY CRITERIA

The Agency/firm who will be engaged should have extensive and proven mix of skill and expertise in the field of ISO 9001: 2015 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 Certification for the Govt. Office / Company / PSU.
- c) 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 . 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 DFR”.

Note: Both (Tender Fee & EMD) envelopes should be placed in another sealed envelope and addressed to: “The Director, ICAR-Directorate of Floricultural Research, College of Agriculture Campus Shivajinagar, Pune - 411005” This envelop having tender fee & EMD should reach on or before last date & time of submission of bid.

TECHNICAL PROPOSAL/BID CONTENT(to be submitted online)

Technical Proposal/BID should be prepared considering the Terms of Reference, Approach, Activity Schedule & Deliverables, Time period and any other information to highlight the capability of the Agency/Firm for obtaining ISO 9001: 2015 Certification for the DFR .

Technical Proposal must include:

- i) Brief description about the Agency / firm
- ii) Firm/Agency experience: In addition to overall experience of the Agency, details of specific consultancy projects/ studies undertaken may be provided including Assignment / Project name, description of services provided, appx. Value of assignment, country & location, duration of assignment, name of client, starting & completion dates, names of associates (other than employees), if any. Consultancy experience of helping government departments/PSUs/ large public limited organizations obtain ISO 9001: 2015 may be specifically mentioned.
- iii) Work Plan and Schedule
- iv) GST/Service tax registration No.
- v) It is desirable that Firm/Agency should have executed minimum two (2) ISO 9001 projects in the government/ PSU sector/ large public limited organizations.
- vi) Firm/Agency should have a minimum of 2 years of professional experience in obtaining ISO Certification for the Govt. Office / Company / PSU.
- vii) The team members of the Agency/Firm will be qualified lead assessors.
- viii) Signed copy of Annexure A
- ix) Tender Fee of Rs 250/- and EMD of RS 5000/- in form of DD in favor of **Director, DFR payable at Pune** or Copy of exemption certificate for EMD or Tender Fee if applicable.
- x) Undertaking on firm / agency / company's letter head that the firm has not been blacklisted/debarred by any Govt. Department/undertaking. Please enclose certificate as per format given below:

"It is certified that our firm M/S _____ has not been blacklisted/debarred by any of the Central/State Government Departments/ Universities/ Government Undertaking /PSU etc. It is further certified that this statement is true and based on facts. If it is found false at any stage, I/we shall be liable responsible for the same and action as deemed fit may be taken against me/our agency."

FINANCIAL PROPOSAL CONTENT (to be submitted online)

- 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.
- The cost should 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 DFR for these purposes.

TECHNICAL BID
PART-I

1. Name of the Firm : _____
2. Full Address : _____

PART – II

S No.	Particulars	Page No.
1	Brief description about the Agency /Firm	
2	Firm/Agency experience: In addition to overall experience of the Agency/Firm, details of specific consultancy projects/ studies undertaken may be provided including Assignment / Project name, description of services provided, appx. Value of assignment, country & location, duration of assignment, name of client, starting & completion dates, names of associates (other than employees), if any. Consultancy experience of helping government departments/PSUs/ large public limited organizations obtain ISO 9001: 2015 may be specifically mentioned.	
3	Work Plan and Schedule	
4	GST/Service tax registration No.	
5	It is desirable that Firm/Agency should have executed minimum two (2) ISO projects in the government/ PSU sector/ large public limited organizations.	
6	Firm/Agency should have a minimum of 2 years of professional experience in obtaining ISO Certification for the Govt. Office / Company / PSU.	
7	Undertaking as detailed in point x of the technical proposal.	
8	Tender Fee of Rs 250/- and EMD of RS 5000/- in form of DD in favor of Director, DFR payable at Pune or Copy of exemption certificate for EMD or Tender Fee if applicable	

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form. I/We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit. I/ we hereby undertake that we shall make good the loss / damage to DFR property, if caused due to negligence on our part. I/we also agree that the decision of the Director, DFR in this regard as well as the matter of dispute arising due to the provision of this contract shall be final and binding on me / us. I/we undertake not to make any representation against the decision of the Director, DFR.

Place : _____ **Signature** _____

Date :

Name of the Signatory: _____
Name & Address of the Firm : _____

Telephone No. _____

Mobile No. _____

**ICAR – DIRECTORATE FLORICULTURAL RESEARCH
COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE – 411 005,
MAHARASHTRA**

FINANCIAL BID (to be submitted online in form of BOQ in XLS format)

To
(DFR Address)
Sir,

I/We wish to submit our quotation on the following rates.

S.No.	ITEM	Rates in Rupees
1	Application fees	
2	Adequacy audit fee	
3	Preliminary visit fees	
4	Initial/Revalidation Certification audit fee	
5	License fees for 3 years , if any	
6	Surveillance audit fee (2 surveillance audit in 3 years of operation)	
7	Any other charges, pl specify	
8	GST/Service Tax, if any	
	Total Rs. in words	

Above bid is valid for 120 days from the date of opening of the quotation.

Signature _____

Name of the Signatory: _____

Name & Address of the Firm : _____

Telephone No. _____

Mobile No. _____

Online Bid Submission Details

Online Bid Submission:

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

COVER - I (Following documents to be provided as PDF file)			
Sl. No.	Documents	<u>Particulars</u>	File types
1.	Technical Bid	Brief description about the Agency /Firm	.PDF
2.		Firm/Agency experience: In addition to overall experience of the Agency/Firm, details of specific consultancy projects/ studies undertaken may be provided including Assignment / Project name, description of services provided, appx. Value of assignment, country & location, duration of assignment, name of client, starting & completion dates, names of associates (other than employees), if any. Consultancy experience of helping government departments/PSUs/ large public limited organizations obtain ISO 9001: 2015 may be specifically mentioned.	.PDF
3.		Work Plan and Schedule	.PDF
4.		GST/Service tax registration No.	.PDF
5.		It is desirable that Firm/Agency should have executed minimum two (2) ISO projects in the government/ PSU sector/ large public limited organizations.	.PDF
6.		Firm/Agency should have a minimum of 2 years of professional experience in obtaining ISO Certification for the Govt. Office / Company / PSU.	.PDF
7.		Undertaking as detailed in point x of the technical proposal.	.PDF
8.		Tender Fee of Rs 250/- and EMD of RS 5000/- in form of DD in favor of Director, DFR payable at Pune or Copy of exemption certificate for EMD or Tender Fee if applicable	.PDF
9.		Signed copy of ANNEXURE A	.PDF
COVER - II			
1.	Financial Bid	Price bid (BOQ)	.XLS

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

Admn. Officer (I/c)
FOR DIRECTOR