



ज्वार अनुसंधान निदेशालय
DIRECTORATE OF SORGHUM RESEARCH

(भारतीय कृषि अनुसंधान परिषद्)

(Indian Council of Agricultural Research)

राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad – 500030



F.No. - 4(635) Admn/13

Dated 26.11.2013

REQUEST FOR PROPOSAL

ISO 9001 Certification Services for DSR

Directorate of Sorghum Research (DSR) is an autonomous body under Department of Agricultural Research and Co-operation of Ministry of Agriculture, Govt. of India. The core mandate of DSR is :-

1. To conduct basic and strategic research leading to technology development for increased productivity of sorghum, its diversified utilization, to promote profitability from sorghum based cropping systems and to serve as national repository of sorghum germplasm.
2. To serve as a national centre for training and consultancy on all aspects of sorghum production and utilization and to foster collaborative research with national and international agencies with a view to achieve the above objectives.
3. Orient sorghum research towards market and export promotion and to coordinate and conduct multilocation AICSIP programmes at national level.

DSR has appointed the Consultant for implementing ISO 9001 Quality Management System in this organisation.

DSR seeks the services of a reputed and competent Certification Body to provide ISO 9001:2008 Certification Services as per Scope of services mentioned under Annexure -1. The present staff strength of DSR is 135 (**including 15 staffs at CRS Solapur**). Further details of the organisation and infrastructure can be accessed at our website www.sorghum.res.in.

Certification Period – Initial Certification Process shall be completed within 60 Days of date of award and Annual Surveillance Audit shall be conducted during 2nd & 3rd Years.

Eligibility Criteria:

- 1) Reputed Accreditation board member of IAF should accredit the Certification Body.
- 2) The Certification Body should be registered in India and operational for at least 10 years.
- 3) The Certification Body should have a minimum of ten years experience of ISO 9001 certification of at least 20 institutions / agencies. Out of these, at least ten must be Government of India and/or State Government organization.
- 4) The bidder should submit the evidence of filing Income tax and Service Tax returns for the last 3 financial years along with the audited financial statements.

Submission of RFP:

- 1) The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**”. Financial proposal to indicate a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment “*Engagement of Certifying Agency for obtaining ISO 9001:2008 certification of DSR, Hyderabad*”.

The technical bid should be submitted on the above listed eligibility criteria. **Financial proposal (In Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes for the entire Scope of Works.**

- 2) The Technical Bid must contain all information (as required in Eligibility Criteria and other details about the bidding agency) and must be accompanied by an E.M.D. of Rs 5000/- (Rupees Five Thousand Only), and a processing Fee of Rs. 500/- (Five Hundred Only) as Demand Drafts in favour of “**ICAR Unit – DSR Hyd**” payable at Hyderabad.
- 3) The EMD of unsuccessful bidders will be returned on awarding the work to successful bidder. No interest on EMD shall be paid by the DSR to the Agency.
- 4) The EMD of successful Bidder will be held back till satisfactory completion of the Work, as performance Security.
- 5) TDS will be followed as per Income Tax Act rules.
- 6) Payment will be released on completion of each activity as per Annexure-1.
- 7) The bidders should submit both technical and financial bids together latest by **21.12.2013 by 2.00 p.m.** The technical bids will be opened on the same day at **2.30 p.m.**
- 8) The technical bid evaluation may include presentation by the bidders.

- 9) The financial bids of only technically qualified bidders will be opened with prior intimation of the date and time.
- 10) The financial bid should contain item-wise details of the costs of the bidder. All payables, including travel expenses, boarding & lodging as required and other miscellaneous charges etc., of the bidders must be included in the financial bid.
- 11) The Director, DSR, reserves the right to reject any or all the proposals without assigning any reason.

For any further clarification, please contact Administrative Officer at 040 – 20020077 or at 040-24015349 Extn. 200, Email – ao@sorghum.res.in

Annexure -1

Scope for ISO 9001:2008 Certification

Sr. No.	Activity	Fees in Rs
1	Stage-1: Audit – Pre-Assessment Audit	
2	Stage–2: Audit – Final Certification Audit	
3.	Application, Registration and Certification Fees	
4.	Surveillance Audit Fees (Two Surveillance Audits within validity of the Certification. Surveillance Audits shall be conducted once a year)	
5.	Total Certification Fees for three years	
6.	Add: Applicable Service Tax	
7.	TOTAL FEES INCLUSIVE OF ALL TAXES:	

The ‘Quoted Audit Fees’ should be inclusive of all taxes & other expenses for the **period of three years.**

Authorised Signatory _____

Name of Certification Body:
(With Seal)

Dated: