

ICAR-CENTRAL INLAND FISHERIES RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

BARRACKPORE : KOLKATA

Fax : 033-2592-0388 : Phone : 2592-1190/91 website : www.cifri.res.in

EXPRESSION OF INTEREST

Name of Work : TO PROVIDE CONSULTANCY SERVICES FOR RENEWAL OF ISO 9001 CERTIFICATION AT ICAR-CIFRI

The Central Inland Fisheries Research Institute (CIFRI) is a premier fisheries research institute in India established in 1947 and functioning under the administrative control of Indian Council of Agricultural Research (ICAR). The headquarters of the Institute is located at Barrackpore, Kolkata – 700 120.

As per directive of ICAR, the Institute has implemented a quality management system at its Barrackpore headquarters, obtained ISO 9001: 2008 and the certification is valid upto 02.06.2017. The Institute is now looking forward for engagement of a consultant for reassessment of the Institute's quality management system for re-certification under ISO 9001 : 2015.

1. EOI ISSUING AUTHORITY

The Director, ICAR-CIFRI invites sealed quotations from reputed Consultant for providing consultancy before re-certification under ISO 9001:2015 through reassessment of the Institute's quality management system.

1	Project Title	Selection of Consultant for providing consultancy service before re-certification of ISO 9001:2015.
2	Project Initiator Details	The Director, ICAR-CIFRI
3	Department	ICAR-Central Inland Fisheries Research Institute, Department & Agricultural Research Education, Ministry of Agriculture, Barrackpore, Kolkata – 700 120, West Bengal
4	Contact Person	Dr. S.K. Nag, Principal Scientist & RFD Nodal Officer
5	Contact Person (Alternative)	Dr. P.K. Parida, Scientist, RFD Co-Nodal Officer.
6	Contact details	ICAR-Central Inland Fisheries Research Institute, Barrackpore, Kolkata – 700 120 Fax : 033-2592-0388, Phone : 2592-1190/91, website : www.cifri.res.in
7	Website	www.cifri.res.in

2. Tentative calendar of events

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

Sl. No.	Milestone	Date and time
	Release of Expression of Interest (EOI)	7 th December, 2016
	Bidders Conference	16 th December, 2016
	Last date for submission of written question by bidders	19 th December, 2016
	Response to the queries	23 rd December, 2016
	Last date for submission of EOI response	28 th December, 2016
	Opening of EOI Responses	28 th December, 2016

The activities shall be restricted during the office hours from 10.00 am to 5.00 pm. In event of change in schedule, suitable instructions shall be uploaded on official website. Prospective bidders are requested to visit the website regularly.

3. AVAILABILITY OF THE EOI DOCUMENTS

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

4. BIDDERS' CONFERENCE

The Institute will host a bidder's conference at the address given under Contact Details (Para.1) above. The Conference is tentatively scheduled as per the schedule given in Para 3 above. The representatives of the interested firm may attend the bidders' conference at their own cost. The purpose of the conference is to provide bidders with any clarifications regarding the EOI. It will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the EOI and the project. The venue for the bid conference will be at the address given in Para 2.

5. PROPOSAL SUBMISSION

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 consultant for re-certification of ISO 9001:2015 of ICAR-CIFRI, Barrackpore*".

6. EOI PROCESSING FEES AND EMD

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 two separate Demand Drafts in favour of “**ICAR Unit – CIFRI, Barrackpore**” payable at Barrackpore. The EMD of unsuccessful bidders will be returned after awarding of the work to successful bidder. No interest on EMD will be paid by the Institute to the Agency. The EMD of successful Bidder will be held back till satisfactory completion of the Work, as performance Security.

7. EVALUATION OF PROPOSALS

The bidders' proposal in the bid document will be evaluated as per the requirements specified in the EOI and adopting the qualification criteria spelt out in this EOI. The bidders are required to submit all requisite documents in support of the qualification criteria specified (e.g., detailed project citation and completion certificates, client contract information for verification, profiles resources and all others) as required for evaluation.

8. ELIGIBILITY CRITERIA

The consultant who will be engaged should have extensive and proven mix of skill and expertise in the field of ISO 9001:2015 re-certification. Previous experience of similar work is essential. The consultant must meet the following minimum criteria which should reflect in the Technical Bid

1. It is desirable that Consultant should have executed minimum 5(five) ISO 9000 project in the government/PSU Sector/large public limited organizations.
2. The team leader of Consultant should have a minimum of 10 years of professional experience in ISO 9000 consulting
3. The team members of the Consultant will be qualified lead assessors.

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

9. DOCUMENTARY EVIDENCE TO BE SUBMITTED TO SUPPORT ELIGIBILITY

- a) Contract/work orders indicating details of assignment, client, value of assignment date and year or 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 members (s).
- d) Completion certificates of previous project undertaken (Desirable). In case the organization is not able to submit completion certificates, submission of complete contract details (Telephone No. address, organization name) of the contract person where the work has been done is mandatory.

10. TECHNICAL PROPOSAL CONTENT

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

11. TECHNICAL PROPOSAL MUST INCLUDE :

- a) Brief description about the Consultant
- b) Consultants experience : In addition to overall experience of the consultant, details of specific consultancy project/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 , name of associates (other than employees), if any . Consultancy experience of helping government departments/PSUs/ large public limited organization to obtain ISO 9001 certification.
- c) Approach
- d) Methodology
- e) Work Plan and Schedule
- f) Team Size
- g) Detailed Resume of the Team leader and team members of the consultant (with copies of certificates to support qualifications)

12. FINANCIAL PROPOSAL CONTENT

Financial proposal (In Indian Rupee) 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 consultant may incur while executing the assignment including Travel, Boarding & Lodging as required.

13. THE EVALUATION OF PORPOSAL

The technical proposal will be evaluated as per the following criteria

Sl.No.	Description	Break up of marks
1	Past Experience in work of similar nature (Govt./PSU)	50 Marks
1.1	Past experience of similar nature in terms of no of assignments Number of assignments : Less than 5 (20 Marks) Number assignments : 10 5 (20 Marks) Number assignments : between 10 and 20 (40 Marks) Number of assignments : 20 & above (50 Marks) Marks will be awarded based on work order of assignments of similar nature , enclosed alongwith the Technical proposal	
2	Skills & competencies	40 Marks
2.1	Professional Experience (team leader) Between 10 and 15 yrs (10 Marks) Above 15 years (20 Marks)	
2.2	Team leader qualification Graduation and qualified lead assessor (10 Marks) Post- graduation/Engineering qualification and qualified lead assessor (20 Marks)	
3	Team Size	10 Marks
	Team size including team leader Up to 4 (5 Marks) More than 4(10 Marks)	
Total		100 Marks

- Evaluation will be based on documentary evidence submitted by the applicant with respect to evaluation/selection criteria.
- The technically qualified consultants will be ranked based upon their marks.
- The financial proposal of consultants getting above 70% marks only will be opened and the final selection will be made based upon the lowest cost quoted.

14. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to ICAR-CIFRI, Barrackpore, Kolkata – 700 120 at the address specified above in Section 2. ICAR-CIFRI, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum to be made available on the ICAR-CIFRI website, in which case all rights and obligation of ICAR-CIFRI and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

15. SCOPE OF WORK

GENERAL BACKGROUND

Under the Performance Monitoring and Evaluation System (PMES) for Government Departments, each Government Department a department /ministry 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 9001:2015 re-certification. Accordingly governments departments have to start the work of re-certification ISO 9001 :2015. It is envisaged that government departments will need the services of competent consultants for recertification so of ISO 9000: 2015. The expression of interests (EOI) has been developed to assists government departments select a competent consultant who may be engaged for providing ISO 9001:2015 consultancy services.

16. TERMS OF REFERENCE :

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

- a) To assist the government department forms the Steering Committee and ISO Project team who will be responsible for recertification of ISO 9001: 2015.
- b) To determine the scope of ISO 9001:2015 recertification under the first phase, and finalize the same through discussion with the Steering Committee. The consultant should define such a scope for which ISO 9001 :2015 requirements may be implemented within a time period of four months
- c) To perform gap analysis of the existing documentation of the department against the requirements of ISO 9001 :2015 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 for ISO 9001:2015 recertification and guide the ISO Project tem for the same.
- e) To develop customized training course material in soft copy (as well as hard copy) for conduct of all necessary trainings.
- f) To conduct required training that will include (i) top/senior management briefing (ii) planning , documentation and workshop for ISO project team and, (iii) awareness programme for all employees
- g) To conduct Internal Auditors training and guide the Internal Auditor team in conducting required numbers of internal audits.
- h) To assists in evaluation of recertification ISO 9001 : 2015 quality management system through internal audits including closure actions.
- i) To offer close guidance in the preparation and review of final documents prior to certification.
- j) To assist in coordination of required management reviews prior to recertification
- k) To guide the ISO project team to take the necessary corrective actions on indentified non-conformities and final review of documents.
- l) To guide the ISO Project team in making an application for certification.

- m) To co-ordinate during final certification of the department and ensure the department is certified by a select certification body.
- n) Any other task to ensure the certification of the department
- o) Submit weekly MIS report to Top Management of the Department with a copy to appointed experts and SMD, Fisheries Division, ICAR.

17. CONDITIONS UNDER WHICH THIS EOI IS ISSUED

- a. This EOI is not an offer and is issued with no commitment. ICAR-CIFRI, Barrackpore reserves the right to withdraw the EOI and change or vary any part thereof at any stage. ICAR-CIFRI, Barrackpore also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- b. The ICAR-CIFRI, Barrackpore reserves the right to withdraw this EOI if ICAR-CIFRI, Barrackpore determines that such action is in the best interest of the Government of India.
- c. Timing and sequence of events resulting from this EOI shall ultimately be determined by ICAR-CIFRI, Barrackpore.
- d. No oral conversations or agreements with any official, agent, or employee of ICAR-CIFRI, Barrackpore shall affect or modify any terms of this EOI and any alleged oral agreement of arrangement made by a bidder with any department agency, official or employee of ICAR-CIFRI, Barrackpore shall be superseded by the definitive agreement that results from this EOI process. Oral communications by ICAR-CIFRI, Barrackpore to bidders shall not be considered binding on ICAR-CIFRI, Barrackpore, nor shall any written materials provided by any person other than ICAR-CIFRI, Barrackpore.
- e. Neither the bidder nor any of the bidder's representative shall have any claims whatsoever against ICAR-CIFRI, Barrackpore or any of their respective officials, agents, or employees arising out of, or relating to this EOI or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- f. 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.
- g. Each applicant shall submit only one pre-qualification requirements proposal

ADMINISTRATIVE OFFICER

File No.CIFRI/ISO/9001:2008

Sub : ISO 9001 : 2008 certification of ICAR-CIFRI