भाकृअनुप–राष्ट्रीय पशु पोषण एवं शरीर क्रिया विज्ञान संस्थान
आडुगोडि, बेंगलूर – 560 030
ICAR - National Institute of Animal Nutrition and Physiology
Adugodi, Bangalore - 560 030
ISO 9001-2008 Certified
Phone:(O) +91-80-25711304, 25711164, Fax: +91-80-25711420 Website: www.nianp.res.in

❖ Sardar Patel Outstanding ICAR Institution Award 2012 ❖

F.No.7-1(17)/PS/ISO/2020-21 Date: 28-August-2020

E-Procurement tender notice

ICAR-National Institute of Animal Nutrition & Physiology (NIANP), Bangalore is a public funded research organization under Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India.

For and on behalf of the Secretary, ICAR, the Director, National Institute of Animal Nutrition and Physiology, Bangalore invites bids in online through e-tenders (Two bid system) from reputed ***only the firms having their offices / branch offices in Bengaluru can participate in the tender*** for the item mentioned below:

Sl. No.	Name of the Item	Qty.	EMD	Tender ID
01.	Implement a project for ISO 9001:2015 Certification for institute services	01	5000/-	2020_DARE_580362_1

A complete set of bidding documents in English may be downloaded from our website: www.nianp.res.in or CPP portal https://eprocure.gov.in. **The Earnest Money Deposit (EMD) may be drawn in favour of ICAR unit NIANP payable at Bengaluru**. The EMD will be reach the office before opening the technical bid. The Institute will NOT responsible for the postal delays.

Other detailed terms and conditions are available on our website.

Date of Start of Sale of Bidding documents	:	29-08-2020 @ 05:00 PM
Last Date for Submission of Bids	:	16-09-2020 @ 05:00 PM
Date of Opening of Technical Bids	:	18-09-2020 @ 11:00 AM
Date of Opening of Financial Bids	:	After Evaluation of Technical bids

Administrative Officer

IMPORTANT NOTES:

1. The tender documents can be down loaded from ICAR-NIANP Website www.nianp.res.in or from the Central Public Procurement Portal https://eprocure.gov.in. Bidders should also enrol/register in the e-procurement module of Central Public Procurement Portal through the website: https://eprocure.gov.in for participating in the bidding process. **Bidders must possess a valid Digital Signature certificate (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. ICAR-NIANP reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
4. ICAR-NIANP will not be responsible for any delay in enrolment/registration as bidder or submitting/uploading the offer on tender portal. Hence, bidders are advised to register in e-tendering website https://eprocure.gov.in and enrol their Digital Signature Certificate and upload their quotation well in advance.
5. Any change / corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit the ICAR-NIANP website for updates.
6. The bidders should also upload the scan copy of signed tender documents, acceptance letter for tenders etc. along with technical bid.
7. The original Demand Drafts drawn for the EMD separately for item should reach this office on or before the opening of the technical bid.

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❖ Sardar Patel Outstanding ICAR Institution Award 2012 ❖

F. No. 7-1(17)/PS/ISO/2020-20 Date: 28 August 2020

Invitation for Expression of Interest

to

Implement A Project for ISO 9001:2015 Certification for institute services

For and on behalf of the Secretary, ICAR, the Director, ICAR-NIANP invites bids through online (e-tenders) under Two Bid System (Technical and Financial Bid) on the prescribed forms Annexure I & II, for providing consultancy services to ICAR-NIANP for obtaining ISO 9001:2015 certifications for the first phase of implementation of the Institute-wide ISO 9001 implementation. This document provides the scope, pre-qualification criteria, bidding terms and conditions and suggested response formats.

Sl. No.	Name of the Item	Qty.	EMD
01.	Implement a project for ISO 9001:2015 Certification for institute services	01	5000

Only the firms having their offices / branch offices in Benglaluru can participate in the tender.

A complete set of bidding documents in English may be downloaded from our website: **www.nianp.res.in** or CPP portal **https://eprocure.gov.in**. The Earnest Money Deposit (EMD) may be drawn in favour of ICAR unit NIANP payable at Bengaluru. The EMD will be reach the office before opening the technical bid. The Institute will NOT responsible for the postal delays.

Other detailed terms and conditions are available on our website.

THIS TENDER ENQUIRY HAS THE FOLLOWING ANNEXURES:

Schedule to Tender

Annexure I	Proforma for financial bid
Annexure II	Certificate for compliance of instructions

Tenderes are requested to carefully go through all the conditions and documents attached with this tender enquiry, before filling in the tender and ensure all documents and Annexures are correctly filled in, signed and stamped where applicable and then submit your offer.

All tender documents attached with the tender are sacrosanct for considering any offer as a complete offer. All tender documents/terms and conditions must be thoroughly go through and quote the bid through online.

This tender is not transferable.

Administrative Officer

PART I: GENERAL TERMS

1. GOALS OF THIS EXPRESSION OF INTEREST (EOI)

The objective of this EOI is to solicit proposals from the interested bidders for participation in a bid process for selection of consultants to help the Institute to obtain ISO 9001 certification for the first phase of ISO 9001 implementation

2. EOI ISSUING AUTHORITY

This Expression of Interest (EoI) is issued by the ICAR-NIANP intended to short-list potential bidders. The Institute's decision with regard to the short-listing of bidders through this EOI shall be final and the Institute reserves the right to reject any or all the bids without assigning any reason.

1	Project Title	Selection of Service Provider for obtaining ISO 9001:2015 certificate
2	Project Initiator Details	Director, ICAR-NIANP
3	Department	ICAR - National Institute of Animal Nutrition and Physiology
4	Contact Person	Dr. Raghavendra Bhatta, Director ICAR-NIANP, Adugodi, Hosur Road, Bangalore – 560 030 Phone: 080-25711303
5	Contact Person (Alternate)	Administrative Officer ICAR – NIANP, Adugodi, Hosur Road, Bangalore – 560 030 Phone: 080-25702569
6	Contact Details	ICAR-National Institute of Animal Nutrition and Physiology, Adugodi, Hosur Road, Bangalore – 560 030 Phone: 080-25711164 Email: directornianp@gmail.com
7	Website	http://www.nianp.res.in

3. TENTATIVE CALENDAR OF EVENTS

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

Sl. No.	Milestone	Date and time
1.	Release of Expression of Interest (EOI)	29-08-2020 05:00 PM
2.	Last date for Submission of EOI Response	16-09-2020 @ 05:00 PM
3.	Opening of EOI Responses	18-09-2020 @ 11:00 AM
4.	Declaration of Short listed Firms	To be informed later

4. AVAILABILITY OF THE EOI DOCUMENTS

EOI can also be downloaded from the Institute website (http://www.nianp.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.

5. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS

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

6. EOI PROCESSING FEES/ Earnest Money Deposit (EMD)

An Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand Only) in the form of Demand Draft drawn in favour of “ICAR UNIT – NIANP” payable at Bengaluru will have to be submitted along with the bid document. Bids received without or with inadequate EMD shall be liable to get rejected. EMD in full will be refunded soon after the quotations are finalized to all except in case of the accepted bid. The EMD of the accepted bid will be refunded only after full and satisfactory ISO 9001 certification of the services of the Institute.

Part II: Scope of Services

7. GENERAL BACKGROUND

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 certification. Accordingly government departments have to start the work of implementing ISO 9001:2015 requirements. It is envisaged that government departments will need the services of competent consultants to implement the requirements of ISO 9001:2015. This expression of interests (EOI) has been developed to assist government departments select a competent consultant who may be engaged for providing ISO 9001:2015 consultancy services.

8. TERMS OF REFERENCE:

The terms of reference for the consultant will include the following

a. To assist the Institute in forming the ISO 9001 implementation team who will be responsible for implementing ISO 9001:2015 requirements.
b. To determine the scope of ISO 9001:2015 implementation under the first phase, and finalize the same through discussion with the ISO 9001 implementation team. The consultant should define such a scope for which ISO 9001:2015 requirements may be implemented within a time period of two months.
c. To perform gap analysis of the existing documentation of the Institute against the requirements of ISO 9001:2015 and produce a gap analysis report.
d. To plan together with the ISO 9001 implementation team of the Institute on the ways to address the gaps in order to develop the necessary documentation for ISO 9001:2015 certification
e. To develop all mandatory procedures as required in ISO 9001:2015 and guide the ISO 9001 implementation team on implementing the same.
f. To develop customised training course material in soft copy (as well as hard copy) for conduct of all necessary trainings.
g. To conduct required trainings that will include (i) top/senior management briefing; (ii) planning, documentation and implementation workshop for ISO project team and, (iii) awareness programme for all employees
h. To advise the ISO 9001 implementation team on change management and the success factors to support effective implementation of ISO 9001:2015.
i. To conduct Internal Auditors training and guide the Internal Auditor team in conducting required numbers of internal audits.
j. To assist in evaluation of implemented ISO 9001:2015 quality management system through internal audits including closure actions.
k. To offer close guidance in the preparation and review of final documents prior to certification.
l. To assist in coordination of required management reviews prior to certification.
m. To guide the ISO 9001 implementation team to take the necessary corrective actions on identified non-conformities and final review of documents.
n. To guide the ISO 9001 implementation team in making an application for certification.
o. To co-ordinate during final certification of the Institute and ensure the Institute is certified by a select certification body.
p. Any other task to ensure the certification of the department
q. Submit weekly report to the Director, NIANP with a copy to the MR of the Institute.
r. The consultant will be providing the service period of 3 years and until the date of re-certification for 3rd year (2022-2023).

9. To prepare following as per requirements of ISO 9001:2015:

a. Quality Manual of the Institute
b. Quality system procedures (If it is required)
c. Standard Operating Procedures
d. Forms, Checklist, Registers.

10. TIME FRAME:

The ISO 9000: 2015 will be implemented in phases. The time period for the first phase will be 02 months from the date of award of the contract. In the first phase, the scope of application will cover such sections/activities consisting of a maximum of 100 staff members.

PART III: BIDDING TERMS AND PRE-QUALIFICATION CRITERIA

11. CONDITIONS UNDER WHICH THIS EOI IS ISSUED

i. This EOI is not an offer and is issued with no commitment. The Institute reserves the right to withdraw the EOI and change or vary any part thereof at any stage. The Institute also reserves the right to disqualify any bidder, should it be so necessary at any stage.
ii. The Institute reserves the right to withdraw this EOI if institute determines that such action is in the best interest of the Government of India.
iii. Timing and sequence of events resulting from this EOI shall ultimately be determined by the Institute.
iv. No oral conversations or agreements with any official, agent, or employee of the Institute shall affect or modify any terms of this EOI and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of the Institute shall be superseded by the definitive agreement that results from this EOI process. Oral communications by the Institute to bidders shall not be considered binding on the Institute, nor shall any written materials provided by any person other than the Institute.
v. Neither the bidder nor any of the bidder’s representatives shall have any claims whatsoever against the Institute 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).
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. Each applicant shall submit only one Pre-qualification requirements proposal.

12. RIGHTS 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 the Institute and will not be returned after opening of the pre-qualification proposals. The Institute 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. The Institute 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.

13. 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 EOI, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

14. EVALUATION OF PROPOSALS

The bidders' Proposals 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 required documentation in support of the qualification criteria specified (e.g., detailed project citations and completion certificates, client contact information for verification, profiles of project resources and all others) as required for evaluation.

15. LANGUAGE OF PROPOSALS

The proposal and all correspondence and documents shall be written in English.

16. 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 certification. Previous experience of similar work is essential. The consultant must meet the following minimum criteria.

a) It is desirable that Consultant should have executed minimum five (5) ISO 9000 projects in the government/PSU sector / large public limited organisations.
b) The team leader of Consultant should have a minimum of 10 years of professional experience in ISO 9000 consulting.
c) The team members of the Consultant will be qualified lead assessors.

17. 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 (Photocopies of certificate).
c) Certificate of lead assessor course undergone by the team leader and team member(s).
d) Completion certificates of previous projects undertaken (Desirable). In case the organisation is not able to submit completion certificates, submission of complete contact details (Telephone No., address, organisation name) of the contact person where the work has been done is mandatory.

18. PROPOSAL SUBMISSION

The tenderers must submit the tenders in TWO BID SYSTEM

i) The tenderers should submit the tenders in TWO BID SYSTEM i.e. the Tenderers should give the technical details in a separate and the Financial bid in a separate along with detailed specifications of the item offered supported by leaflets, Brochure, if any.

ii) Both the above mentioned bids should be received separately as per the e-tender format.

iii) Composite bid i.e. rates indicated in the technical bid openly in tender will be rejected straightway.

iv) Only Technical Bid shall be opened on the date of tender opening.

v) Price bids of only those offers, which will be technically acceptable, will be opened for which the firms will be informed accordingly.

19. TECHNICAL PROPOSAL CONTENT

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

a. Brief description about the Consultant
b. Consultants experience: In addition to overall experience of the consultant, details of specific consultancy projects/studies undertaken may be provided including Assignment / project name, description of services provided, approximate 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.
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)
h. 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*.
i. 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.

20. THE EVALUATION OF PROPOSAL

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

Sl. No.	Description	Breakup of marks
1	Past Experience in work of similar nature (Govt./PSU/ Large public limited organisations)	50 Marks
1.1	Past experience of similar nature in terms of no of assignments (facilitation in ISO Implementation projects) j. Number of assignments : Less than 5 (20 Marks) k. Number assignments: 10 *(30 Marks)* l. Number assignments: between 10 and 20 *(40 Marks)* m. Number of assignments: 20 & above *(50 Marks)* *Marks will be awarded based on work order of assignments of similar nature, enclosed along with the Technical proposal*	
2	Skills & competencies	40 Marks
2.1	Professional Experience (team leader) n. Between 10 and 15 yrs *(10 Marks)* o. 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) Necessary certificate copies to be enclosed*	
3	Team Size	10 Marks
3.1	Team size including team leader Up to 4 *(5 Marks)* More than 4 *(10 Marks)*	
Total		100 Marks

- Evaluations 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 proposals of consultants getting above 70 % marks ONLY will be opened and the final selection will be made based upon the lowest cost quoted.
- The consultant can bid for any number of projects with Departments but accept award of projects for a maximum five Government organisations under this scheme. Once five projects have been accepted by the consulting organisation, it cannot bid for more.

21. DATE FOR SUBMISSION OF PROPOSAL/BID

The last date for submission of proposal/Bid is 16-09-2020 @ 05:00 PM.

Submission of proposals should be addressed to:

The Director
ICAR - National Institute of Animal Nutrition and Physiology, Adugodi, Hosur Road, Bangalore – 560 030.

Administrative Officer

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(Compulsory to be filled up with details by the bidder)

CHAPTER - V

FORMAT OF PRICE QUOTATION

Please refer the excel sheet (BOQ) uploaded in Central Public Procurement Portal (CPPP).

Annexure-II

CERTIFICATE TO BE SIGNED BY THE TENDERER

CERTIFICATE

It is certified that I have read and understood and shall comply all instructions contained in the tender enquiry and its schedule. All pages of schedule to tender from page _____ to _____ have been filled properly and signed.

Signature of tenderer: -_____

Name in block letters: -_____

Name of firm:_____

Full address:_____

_____

_____

_____

i) Telephone No._____

ii) Mobile No._____

iii) Fax No._____

iv) Email id_____

v) Website_____

Signature of Tenderer with office seal

Date:

Place: