



DEENDAYAL PORT AUTHORITY

Administrative Office Building, Finance Department, Cost Section, Room No.148
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No. FA/COST/ISO/9001:2015/177

Dated: 11.01.2025

To,

Sub:- Quotation for providing support services to Deendayal Port Authority to maintain ISO 9001:2015 Certification for three years.

Description	Rate per annum (Rs.)	
	In Figures	In words
To provide support services to Deendayal Port Authority to maintain ISO 9001:2015 Certification		

Terms and condition:

1. Bidders may note that DPA will not entertain any deviations to the Quotation document at the time of submission of the Bid or thereafter. The Bid to be submitted by the Bidders will have to be unconditional. Any conditional Bid shall be regarded as non-responsive and would be liable for rejection.
2. No change in, or supplementary information to a Bid shall be accepted after last date of submission of quotation. However, DPA reserves the right to seek additional information from the Bidders if found necessary, during the course of evaluation of the Bid. Non-submission, incomplete submission or delayed submission of such additional information or clarifications sought by DPA, may be a ground for rejecting the Bid.
3. Currency for the purpose of the Bid shall be the Indian Rupee (INR).

4. DPA reserves the right to reject any or all of the Bids without assigning any reason whatsoever.
5. DPA reserves the right to invite revised Proposals from Bidders with or without amendment of the quotation at any stage, without liability or any obligation for such invitation and without assigning any reason.
6. Support from DPA:-
 - i. The DPA will provide facility such as training center projector for conducting training and discussion related to. During internal audit and surveillance audit transportation facility from A.O.Building, Gandhidham, to different offices of DPA, will be provided by DPA.
 - ii. Any other cost or facility related to conducting training or scope of work will be borne by Successful Bidder.
7. The bidder shall provide attested copies of following documents:-
 - a. Certificate of registration viz. company, partnership firm or proprietorship firm;
 - b. Completion certificate for consultancy work for atleast 3 agencies which have successfully received the ISO 9001:2008/2015 certification during the last three years from 01/04/2021.
 - c. Certificate for professional experience of atleast two years of Team Leader alongwith certificate of ISO 9001:2018/2015 as lead auditor with accreditation certificate from IRCA or BABET, and Certificate of professional experience of atleast two years of co-team leader of the consultancy team proposed by the bidder;
 - d. The bidder shall have atleast three persons (excluding the team leader and co-team leader) having experience of working in ISO9001:2008/2015 consultancy works. The bidder should furnish the details of experience and furnish evidence to support its claim;
 - e. Copy of Income Tax PAN Card of the firm;
 - f. Copy of GST registration number;

- g. MoA (Memorandum of Association) or AoA (Articles of Association) in case of company, partnership deed in case of partnership firm, affidavit in case of proprietary firm or registration of firm document as proof of the existence of the bidding company;
- h. Certificate from Chartered Accountant about achieving an average annual turnover from consultancy and audit services for Quality System, of atleast Rs.0.45 lakhs in the last three financial years;

8. METHOD OF SUBMISSION OF QUOTATION:-

The envelope containing the quotation shall be addressed to the FA & CAO, Deendayal Port Authority, Administrative Office Building, Cost Section, Gandhidham-Kachchh (Gujarat).

The envelope shall bear the identification as **“Quotation for providing support services to Deendayal Port Authority to maintain ISO9001:2015 Certification”** and should also bear the name and address of the bidder.

9. MAINTENANCE SERVICE FOR ISO 9001:2015 FOR DPA INCLUDES:-

- a. The consulting firm will assist internal auditors to carry out final internal audit annually, one month before Surveillance audit of certification agency;
- b. In addition to the above, the consulting firm will assist internal auditors to conduct internal audits once every quarter during the contract period;
- c. Review with each department of non-compliance of Internal Quality Audit, assistance in taking corrective action;
- d. Will conduct Management Review Meeting as per ISO procedure;
- e. Assistance in incorporating the compliance requirement suggested by certification agency after its surveillance assessment through advisory, training and documentation services, as required;

- f. Maintenance work also includes providing necessary assistance to DPA for renewable of ISO 9001:2015 which is expiring in the March,2025
- g. Before carrying out Internal audit and surveillance audit the successful bidder will impart training to the team of DPA's auditors;
- h. During the currency of the contract, the successful bidder is required to carry out awareness program;
- i. The successful bidder will conduct review meeting with HOD and Deputy Management Representative before in every quarter of a year in order review the progress made by each department.
- j. The successful bidder will prepare agenda item and minutes of the each meeting;
- k. Training materials will be provided by the successful bidder;
- l. All paper work and maintenance of MR files necessary for surveillance audit and other routine work will be done by the successful bidder;
- m. Internal Audit Program and Agenda items for meetings are required to be got approved from the Management Representative.

10. PERFORMANCE SECURITY/GURANTEE:-

Security deposit will be 03% of the contract value. From each stage payment, security deposit at the rate of 03% will recovered which will be released after successful completion of the work.

11. INSPECTION:-

DPA shall have the right to inspect the work of their conformity to the specifications. The inspection may include a presentation from the Successful Bidder regarding the detail plan for the execution of work, the target deadlines, the content that may be delivered as part of training, training schedule and support required from DPA or its representatives. Should the successful

bidder fail to confirm to the specifications, the DPA may reject them and the successful bidder shall make alterations necessary to meet the specifications at his own cost before re-offering the same for further inspection.

12. SELECTION OF CERTIFICATION AGENCY FOR ISO 9001:2015:-

DPA reserves all right to decide the certification agency for ISO9001:2015.

13. PAYMENT TERMS:-

Payment will be made in every quarter proportionately to the per annum rate quoted by the successful bidder, for which the successful bidder shall submit the bills giving details of the work done alongwith documentary evidence of each activity conducted. After verification and acceptance, bills will be processed by DPA for arranging payment through RTGS/Cheque. In this regard, the details required for RTGS payment need to be submitted by the successful bidder from the respective bank. Income tax as applicable will be deducted from the payment.

14. PRICES:-

Prices quoted by the successful bidder will remain constant through the contract period including extension, if any.

15. TERMINATION FOR DEFAULT:-

DPA by a written notice of default, may, without prejudice to any other remedy for breach of contract, terminate the contract, in whole or in part as the case may be:

i. If the successful bidder fails to give performance within the stipulated time or any extension thereof granted by DPA,

ii. If the bidder fails to perform any obligations(s) under the Contract.

16. CONTRACT PERIOD:-

The contract shall be continued for three years.

17. The rates should be quoted in figures and words both.

