



# CHERUTHAZHAM GRAMA PANCHAYAT

P.O. Mandur-670501, Kannur Dist.

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## Notice inviting tenders for ISO certification

Subject: Tenders for ISO certification agencies for ISO certification 9001:2008 QMS  
for Office of Cheruthazham Grama Panchayat, P.O Mandur, Kannur

Secretary of Cheruthazham Grama Panchayat invites sealed tenders from ISO Certification agencies/companies duly approved by QCI (Quality Council of India) for providing the ISO Certification (ISO 9001:2008 QMS) for Cheruthazham Grama Panchayat with 20 employees.

Scope of Work: It is proposed to have services of an ISO Certification Body who can guide & direct to meet the pre-requisite condition for ISO Certification. This will include study of the existing system, suggestion for changes and preparation of the documents : and the complete process till obtaining of the certification is the responsibility of the Certification Body, as detailed below:

- 1) Document audit review
- 2) Pre-assessment audit (on site)
- 3) Certification audit (on site)
- 4) To provide for issue of ISO 9001-2008 Certification
- 5) Surveillance Audits (Post Certification)
  - A) Surveillance Audit – I (S1)
  - B) Surveillance Audit – II (S2)
  - C) Surveillance Audit – III (S3)

Time schedule of completion of work is 45 days.

Payment towards the certification process shall be released after completion of scope up to ISO Certification. Cost of 3 yearly surveillances should be quoted separately since payment shall be made after receipt continuation letters from the agency concerned.

Sealed tender should be in lump sum basic price and separate duties/taxes, tender should be inclusive of all kinds of expenditure towards all fees, transportation cost, software/hardware, stationary, printing and presentation material etc.

No advance payments shall be applicable.

Agencies should submit complete company profile along with PAN no, company registration certificate/no, service tax no, experience certificate, company annual turnover, bank accounts details and QCI valid certificate. Agencies may give other relevant information.

The tenders complete in all respects in a sealed cover and super scribed as “Tender for ISO Certification (ISO 9001-2008)” which should be submitted on or before the last date **14/07/2014 (up to 3 PM)** in the office of the Cheruthazham Grama Panchayat,

Chumaduthangi, Mandur. P.O, , Kannur along with an earnest money of Rs. 1000/-(One Thousand) of bid amount in the form of Account Payee Demand Draft in favour of ‘The Secretary, Cheruthazham Grama Panchayat’, drawn on any of the nationalised bank. Please note that tenders not accompanied with requisite earnest money will be rejected out rightly without assigning any reasons/entertaining any correspondence. The earnest money of the unsuccessful bidders will be refunded without accrual of any interest, in due course of time, i.e; after awarding the contract.

The sealed tenders will be opened on the same day i.e; **14/07/2014** at the office of Cheruthazham Grama Panchayat, Mandur at 4.00 P.M, in presence of bidders or their representatives who wish to be present. In case of **14/07/2014** is declared a holiday, the tenders will be opened on the next working day at the said time and venue.

The successful bidder shall be required to sign the contract agreement with the competent authority on a non-judicial stamp paper of Rs. 100/- (Rs, One Hundred Only) immediately after award of contract.

Tenders received after due date & time shall not entertained.

Office of Cheruthazham Grama Panchayat, Mandur reserves the right to reject/accept the tenders at his own discretion.